



PERMIT APPLICATION- EXPLORATION STATION

1095 W. Perry St.
Bourbonnais, IL 60914
815-933-9905, option 3
FAX: 815-933-5468

Activity Questions	
Is this event open to the public?	Yes No
Are you publicizing the event to the public?	Yes No
Outside of areas rented, will you be using other parts of the park for organized activities?	Yes No

Name: _____ Organization Name (if applicable): _____

Physical Address: _____
Street City Zip Code

Home Phone: _____ Cell Phone: _____ Work/other Phone: _____

E-mail Address: _____ Fax #: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____ Total Hours: _____

Activity: _____ Expected Attendance: _____

RATES BASED UPON 2-HOUR MINIMUM- All rentals include 15 minutes of set-up time and 15 minutes of clean-up time.			
Activities / Rentals	Fees: Res/NR	Addl. Fees:	TOTAL FEE
Full Facility Rental - Max capacity 250 Includes: Museum Exhibits, Multi-Purpose Room, Kitchen, tables, & Chairs (50), and 2 museum staff	\$285/\$325 first 2 hours \$80/\$100 each addl. hour		
Extra Museum Staff – mandatory for full facility rentals with expected attendance over 100 (One extra museum staff is required for every headcount of 50 beyond the initial headcount of 100.)	# of extra staff _____ X \$40.00 =		
Multi-Purpose Room - Max capacity 50 Includes: Tables & Chairs (50)	\$100.00 per hour		
Activity Room - Max capacity 24 Includes: Tables & Chairs (24)	\$50.00 per hour		
Bamboo	\$50.00 per hour		
Face Painting (Renter must provide a table and chair)	\$40.00 per hour		
Sand Art (Renter must provide a table and chair)	\$50.00 per hour		
Spin Art (Renter must provide a table and chair)	\$50.00 per hour		
Bead Art (Renter must provide a table and chair)	\$50.00 per hour		
Extra Mileage Fee – Required for location outside of Bourbonnais Township Park District.	\$25 per activity		
Non-Refundable Late Booking/Change Fee (less than 14 days prior)	\$50.00 flat fee		
Refundable Service/clean-up deposit		\$75.00	
TOTAL FEES DUE			

Applicant Signature _____

Date _____

For off-site Credit Card Payment Only: Credit Card #: _____ MasterCard/Visa/Discover

Cardholder's Signature: _____ Exp. Date: _____ Verification PIN _____

FOR OFFICE USE ONLY: Reservation #: _____ HH#: _____					
Date Deposit Paid: _____	Amount Paid: _____	Clerk: _____	Cash Check # _____	Credit Card	Receipt#: _____
Date Balance Paid: _____	Amount Paid: _____	Clerk: _____	Cash Check # _____	Credit Card	Receipt#: _____
Date Deposit Refund Requested: _____ Amt. of Refund: _____ Addl. Fees or Comments: _____					
Proof of Insurance _____ Proof of Not-for-Profit (501C form): _____					



By signing, applicant agrees they have read and will abide by the requirements listed and described below. Applicant also understands that the Bourbonnais Township Park District has the right to hold the amount of the deposit due to persons attending the event not abiding by the expectations below.

Please review all items:

- **Food and drink are not permitted in the museum play area.**
- **Hanging items from the walls or ceilings is not permitted.**
- Trash and recycling must be disposed of in appropriate containers provided by BTPD.
- **No smoking** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- For staff safety, off-site rental locations may only be public places of business. All off-site rental locations are subject to staff approval.
- **Groups with youths under 18 years of age must have one adult chaperone over the age of 21 for every 5 youths. The person booking the rental is responsible for assuring all children within rental are adequately supervised. Any group that does not have adequate supervision or which fails to maintain discipline will be required to leave.**
- All activities are subject to approved ordinances and policies.
- **No driving or parking on grass or sidewalks** unless approved by authorized BTPD staff. Violators may be towed at owner's expense.
- Applicant must be at least 21 years of age.
- **No alcohol is permitted.**
- Admission may not be charged at any parks and/or facilities for monetary gain or fundraising without approval from the BTPD Board of Commissioners. Gambling and betting is not allowed. Approval requires 90 day notice.
- Sound equipment, D.J's, and bands are allowed only if approved by authorized BTPD staff prior to event.
- Animals are not allowed inside any BTPD facilities. Animals are allowed at any BTPD park, provided said animal is leashed. It is expected that dog walkers pick up after said animal.
- The Bourbonnais Township Park District will NOT assume responsibility for lost or damaged property.
- Permits shall not be transferred or assigned.
- BTPD activities shall have priority at all park district facilities.
- Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- Disorder among patrons prior to or during event may cause BTPD to cancel permit and may restrict or deny future permit requests.
- Permits are subject to cancellation by the BTPD upon notification to applicants with refunds to be made pursuant to the refund policy.
- Refunds for cancellations will be honored provided that applicant cancels 14 days prior to event. **Deposit shall be kept if cancellation is made less than 14 days before activity, rental is a no-show, property is missing or damaged, or room/facility is not left in the condition it was found.**
- Permits are subject to immediate cancellation by the Bourbonnais Township Park District upon written notice to applicants with refunds to be made pursuant to the refund policy of the Bourbonnais Township Park District.
- Deposits will be returned within 2 to 3 weeks as long as there were no damages or additional fees.

Applicant Signature: _____

Date: _____

BTPD Staff Signature: _____

Date: _____



Bourbonnais Township Park District Facility Use Agreement

(I) (We), the undersigned lessee(s) agree to lease the following facility of the Bourbonnais Township Park District (hereinafter "BTPD"), Exploration Station...a children's museum, 1095 W. Perry St., Bourbonnais, IL 60914.

Date(s): _____ Activity: _____ Expected Attendance: _____

Facility Fee: \$ _____, plus Security Deposit Fee; \$ **75.00** Total: \$ _____

RECITALS

- A. As used in this Agreement, "BTPD" includes its officers, officials, agents, employees and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all leased facilities and common areas, including but not limited to parking facilities, restrooms, walkways, hallways, etc.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The Lessee(s) shall not enter, occupy or use this listed facility until the time(s) and date(s) specified above.
2. The Lessee(s) shall vacate the facility at the time(s) and date(s) indicated above or be charged a pro-rate amount for every one-half (1/2) of overtime use.
3. The Lessee(s) shall remit the full balance due for the rental of said facility upon reserving of said facility/property and immediately upon termination of rental period.
4. Lessee(s) shall be responsible for and will pay for any damage to BTPD property arising out of the use of the said facility pursuant to this Agreement, ordinary wear and tear excepted.
5. That the BTPD does not assume any liability for property loss or stolen on the BTPD premises, or for personal injuries sustained on the premises during Lessee(s) use of the premises and Lessee(s) hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that Lessee(s) may sustain as a result of this Agreement. Lessee(s) further agrees to waive and release the BTPD from any and all losses, claims, suits or judgments or damages that Lessee(s) might sustain as a result of any and all activities connected with or associated with this Agreement.
6. That no BTPD equipment or property shall be removed from the premises without permission of the BTPD Executive Director.
7. That, unless otherwise permitted, no beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the BTPD under this Agreement. Additional forms and charges apply for use of alcoholic beverages. All alcohol permits are subject to approval of the BTPD Executive Director. An additional deposit is required for all rentals with alcohol use.
8. If applicable, (I) (We), agree to wash, clean and put away all dishes, clean tables, chairs and, bag all garbage and/or restore the facility to its prior condition, ordinary wear and tear accepted.
9. Lessee(s) shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the BTPD's attention any potential dangers, safety hazards or problems.
10. Lessee(s) is solely responsible for providing any and all supervision at all times during Lessee(s) use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee(s) shall be responsible for ensuring that Lessee's guests and invitees comply with all applicable rules and regulations pertaining to use of BTPD facilities. Lessee(s) must be over the age of 21. Groups with youths under 18 years of age must be chaperoned by adults over the age of 21. One adult to every 10 children is required.
11. Lessee(s) shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement. Lessee's misuse of facility privileges (including misuse by any member of Lessee's group) may result in denial of future rental requests by Lessee(s).

12. That this agreement for lease of the BTPD facility will not be entered into by the BTPD unless said Agreement is signed and delivered to the Office of the BTPD at the above address with appropriate security deposit.
13. That either party hereto may cancel this Agreement by delivery of written notice to the other party at least two (2) weeks prior to the scheduled hour as hereinbefore designated. If this Agreement is so canceled, Lessee(s) will not be required to pay the fee hereinbefore designated. The security deposit will be forfeited in all other circumstances whether or not the premises are used by Lessee(s).
14. It is fully understood and agreed by the parties that the Lessee(s) guarantees to defend, indemnify and hold harmless the BTPD, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
15. _____ If applicable, Lessee(s) shall keep in force, to the satisfaction of the BTPD, at all times relevant hereto, liquor liability, general liability and bodily injury insurance in amounts of \$1,000,000.00 for each person and each occurrence, and property damage insurance in amounts of \$1,000,000.00 for each occurrence and aggregate total. The Lessee(s) agrees that before the covered function(s) may commence on BTPD property/facility, the Lessee(s) shall furnish Certificates of Insurance for the insurance coverage required herein, naming the BTPD as an additional insured.

Proof of insurance must be provided 14 days prior to the event.

The insurance shall contain no special limitation on the scope of protection afforded the BTPD and shall contain a "contractual liability" clause.

Lessee's insurance shall be primary insurance as respects the BTPD. Any insurance or self-insurance maintained by the BTPD shall be in excess of Lessee's insurance and shall not contribute with it.

Lessee's insurer shall agree to waive all rights of subrogation against the BTPD.

Before this Agreement goes into effect, Lessee(s) shall deliver to the BTPD a Certificate of Insurance satisfactory to the BTPD.

16. Lessee(s) shall comply with any and all applicable facility rules and regulations, ordinances and permit procedures.
17. This Agreement may not be assigned by Lessee(s) without the BTPD's prior written consent.
18. This Agreement represents the entire understanding between the parties. This Agreement may be modified or altered only by further agreement in writing between the parties.
19. Interpretation of this Agreement shall be governed by the laws of the State of Illinois.

The following facilities/property are available for lease: _____

All facilities close at _____ Equipment required: _____

Lessee/Organization Name (Please Print): _____

Address _____

Signature _____ Date: _____

(Lessee or a duly authorized representative)

Bourbonnais Township Park District Staff Signature: _____

Title _____ Date: _____

Please make checks payable to the B.T.P.D.