



PERMIT APPLICATION –
WILLOWHAVEN PARK & NATURE CENTER
 a facility of the Bourbonnais Township Park District
 Main Office: 459 N. Kennedy Drive,
 Bourbonnais, IL 60914
 Phone: 815-933-9905 option 4 Fax: 815-933-5468

Activity Questions	
Is this event open to the public?	Yes No
Will vendors/caterers be at this event? The park district does not have catering restrictions at rental events.	Yes No
Outside of areas rented, will you be using other parts of the park for organized activities? (i.e. trails, gardens)	Yes No

Name: _____ Organization Name (if applicable): _____

Physical Address: _____
Street City Zip Code

Home Phone: (____) _____ Cell Phone: (____) _____ Work/other Phone: (____) _____ Ext: _____

Email Address: _____ Date of Birth: ____/____/____ Fax #: _____

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

Activity: _____ Expected Attendance: _____

Minimum 2 hour rental required. Special set up requests due 48 hours prior to rental and additional fees apply.

Activities/Rentals	Fees: Res/Non-Resident	Total Fee
Full Facility Rental -Max capacity for event: 95 Includes: Main Hall, Kitchenette room, Use of 12 round tables, 4 rectangle tables, 95 chairs, & electrical access	\$150/\$175 per hour	
Main Hall Room -Max capacity for event: 95 Includes: Use of 12 round tables, 2 rectangle tables, 95 chairs, & electrical access	\$100/\$125 per hour	
Table/chair set-up Package- includes round and banquet table & chair tear set-up.	\$150 for package	
Clean-up Package- includes garbage disposal, decoration tear down and table & chair tear down.	\$150 for package	
Hanging light Package- includes globe-style hanging lights, set-up & tear down.	\$100 for package	
Off Peak Celebrations Package - Max for Sit-down event: 95 Only available for November-March rentals. Includes: Main Hall, Use of 12 round tables, 2 rectangle tables, 95 chairs, & electrical access. 3 total hours.	\$175/\$200 for package	
Wedding Reception Package - Max for Sit-down event: 95 Main Hall, Multi-Purpose room, Use of 12 round tables, 4 rectangle tables, 95 chairs, & electrical access Friday evening from 5-8:00pm and following Saturday 1:00pm-midnight. 14 total hours	\$1,200/\$1,500 for package	
Non-Refundable late booking/change fee- charged if booked or changes to rental time/date/room are made less than 30 days of event date	\$50 per occurrence	
	Subtotal:	\$
Security Deposit- Refunded after rental provided all rules are followed (Required for all rentals) \$100		\$100.00
Alcohol Deposit (if applicable)- refunded after rental provided all rules are followed.	\$500	\$
TOTAL FEES DUE (including deposit)		\$

Rental fees are due at the time of registration or a minimum of a \$500.00 deposit is due in order to hold a date.

All permits, balances and proof of insurance need to be turned in 30 days prior to the event date or a late fee of \$50 will be accessed. The Bourbonnais Township Park District recommended insurance provider for rentals is Event Helper. For more information check out: <https://www.theeventhelper.com/partner/pdrma>

Applicant Signature _____

Date _____

FOR OFFICE USE ONLY: Receipt#: _____ Reservation #: _____ HH#: _____ Logged on Spreadsheet: _____			
BTPD Rental Agreement: _____	Proof of General Liability Insurance: _____	Proof of Not-for-Profit (501C form): _____	
Alcohol at Event: Yes No	Alcohol Permit Submitted: _____	Proof of Liquor Liability: _____	Alcohol Deposit Submitted: _____
Date Paid: _____	Amount Paid: _____	Clerk: _____	Method of Payment: _____ Check or Auth #: _____
Balance Paid: _____	Amount Paid: _____	Clerk: _____	Method of Payment: _____ Check or Auth #: _____
Set-up Request Submitted: _____	Special Authorizations: _____	Deposit Refunded: _____	



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 listed below.

Please review below:

- The facility/park address is 1451 N. 4000 E Road in Kankakee, IL 60901. Any correspondence needs to go to the office mailing address of 459 N. Kennedy Drive in Bourbonnais, IL 60914.
- **No smoking** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- Use of nails, tacks or any hanging device that may damage walls, exhibits, railings or ceilings are prohibited.
- Trash & recycling must be disposed of in appropriate containers provided by BTPD.
- Renter is responsible for all decorations, table/chair coverings, catering services and serving utensils.
- Renter is responsible for table and chair set-up and tear-down unless otherwise indicated on the permit application.
- **No driving or parking on grass, trails or sidewalks** unless approved by authorized BTPD staff. Violators may be towed at owner's expense.
- Marking on trails is prohibited. Signs/cones may be used as long as they are removed at the conclusion of the rental.
- Signs and balloons can be placed at the entrance to the park provided they are removed at the conclusion of the rental.
- Grilling is allowed in the park but not under any permanent structures or trees. **Gas grills only.** No charcoal grills allowed.
- Permits are issued only for an assigned area of park or facility. Public is still welcomed to use other areas of park or facility.
- Admission may not be charged to any parks and/or facilities for monetary gain or fundraising without approval from the BTPD Board of Commissioners. Gambling and betting is not permitted. Approval requires 90 day notice.
- Sound equipment, D.J's, and bands are allowed only if approved by authorized BTPD staff prior to event.
- Loft space is for BTPD staff and authorized personnel only.
- 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.
- Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- Final payments and proof of insurance must be submitted 30 days prior to the event date, or a late fee will be assessed.
- **Cancellation of a rental made 90 days in advance of the event will receive a full refund. Cancellations made prior to 30 days of event will receive a 50% refund. After 30 days no refunds will be issued.**
- Permits are subject to cancellation by the BTPD upon notification to applicants with refunds to be made pursuant to the refund policy. The Bourbonnais Township Park District Reserves the Right to close facilities in the event of dangerous weather conditions.
- Refunds or credits will not be issued due to weather.
- Deposits may be returned within 3 to 4 weeks after rental 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"), Willowhaven Nature Center, 1451 N 4000 E Rd., Kankakee, IL 60901 (mailing address is 459 N Kennedy Drive, Bourbonnais, IL 60914)

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

Facility Fee: \$ _____, plus Security Deposit Fee; \$100.00 & Alcohol Deposit: \$ _____ 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, unless payment plan is agreed upon by BTPD staff in writing.
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, proof of insurance and charges apply for use of alcoholic beverages. All alcohol permits are subject to approval of the BTPD Executive Director. An additional \$500.00 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 unless clean-up plan is agreed upon by BTPD staff in writing.
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 30 days prior to the scheduled hour as hereinbefore designated. If this Agreement is so canceled, Lessee(s) will receive a 50% refund.
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 30 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.
20. Permits are subject to cancellation by the BTPD upon notification to applicants with refunds to be made pursuant to the BTPD refund policy. The Bourbonnais Township Park District Reserves the Right to close facilities in the event of dangerous weather conditions.

The following facilities/property are available for lease: Willowhaven Nature Center

All facilities close at Midnight. Equipment required: 12- 60" round tables and 95 folding chairs

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.



Event reminders for Willowhaven Center

Please understand the following...

- **Cancellation of a rental made 90 days in advance of the event will receive a full refund. Cancellations made prior to 30 days of event will receive a 50% refund. After 30 days no refunds will be issued.**
- Deposits will be returned 3 to 4 weeks after rental as long as there were no damages or additional fees. Payments made with credit card will be refunded back to the credit card when possible, all other payments will be refunded with a park district issued check.
- Use of nails, tacks, or any hanging device that may damage walls, railings, or ceilings are prohibited.
- Renters are responsible for the set-up of tables and chairs, unless set up plan has been approved by BTPD staff in writing.
- Renters utilizing the set-up package provided by the BTPD:
 - Our staff will provide one initial set up for your rental provided a floor plan request has been received at least 48 hours prior to the event start time.
 - Willowhaven staff cannot set up any non-park district tables & chairs, equipment, lighting or decorations.
- For Alcohol Use: renter must provide proper alcohol permit, additional alcohol deposit and proof of insurance and permit must be approved at least 30 days prior to event.
 - Insurance must include: General Liability, Host Liquor Liability, Bodily Injury, and Property Damage.
 - Bourbonnais Township Park District must be listed as an additional insured on insurance; not just as a certificate holder.
 - Kegs and hard liquor are not permitted; Beer, wine coolers, hard cider and wine only.
 - All alcohol permits are subject for approval by the Executive Director.
 - For Host liquor liability the BTPD recommends Event Helper.
<https://www.theeventhelper.com/partner/pdrma>.
- Outdoor areas are available to use depending on availability. Please check with the facility manager for more information on outdoor area use.

We are glad you are considering having your event at Willowhaven. Please let us know if you have any questions at (815) 933-9905 ext. 472!

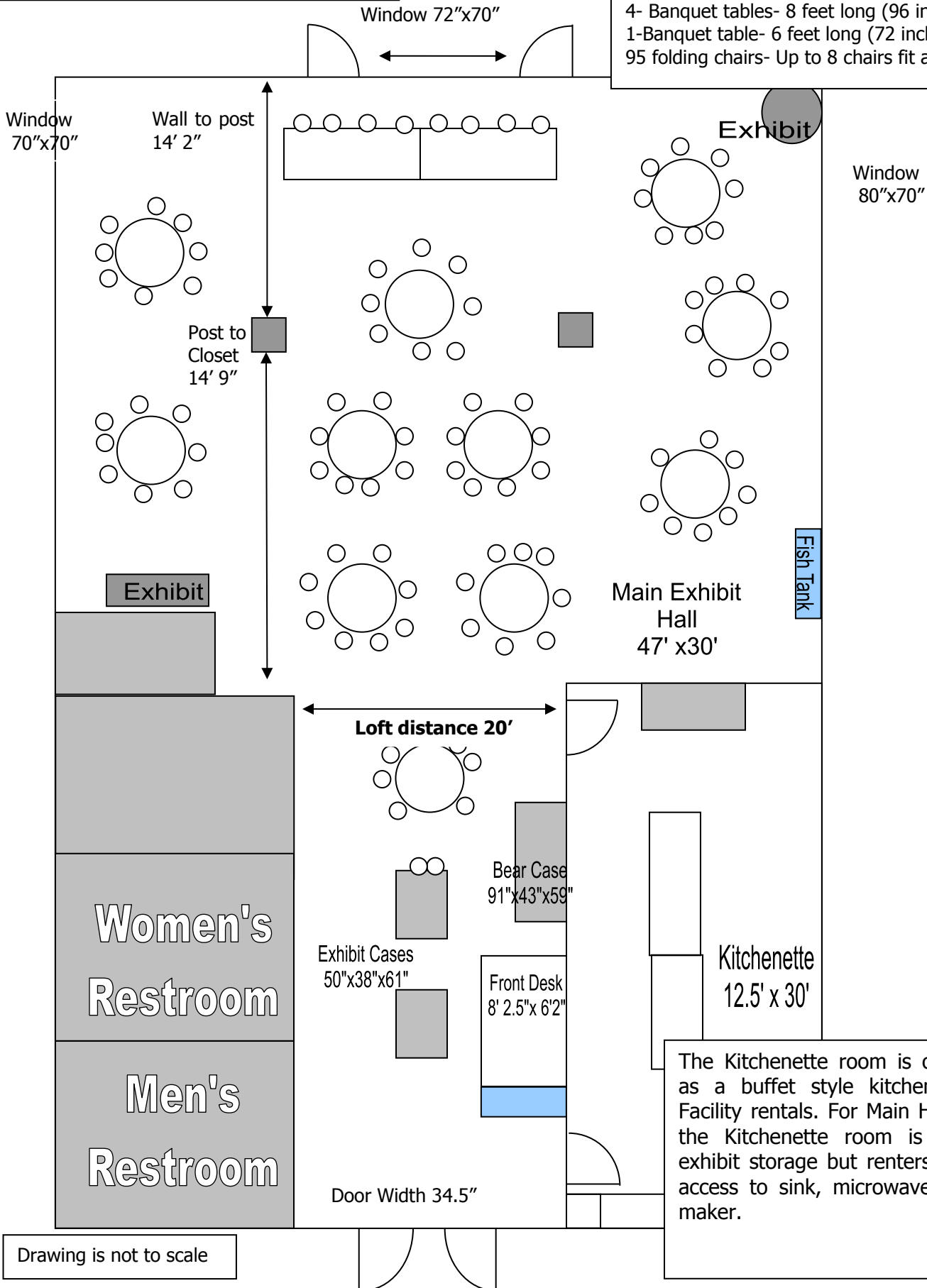


Willowhaven Rental set-up Example

Set-up requests must be submitted at least 48 hours prior to an event.

Available equipment

- 12- Round tables- 5 feet wide (60 inches)
- 4- Banquet tables- 8 feet long (96 inches)
- 1- Banquet table- 6 feet long (72 inches)
- 95 folding chairs- Up to 8 chairs fit at a table



Drawing is not to scale

The Kitchenette room is often used as a buffet style kitchen for Full Facility rentals. For Main Hall rentals the Kitchenette room is used for exhibit storage but renters will have access to sink, microwave & coffee maker.



Willowhaven Nature Center Floor Plan

Floor plans are only required for rentals with the Table/Chair set-up Package.

Please return floor plans to the Willowhaven Nature Center
48 hours prior to your rental.

Name: _____

Rental Date: _____

Type of Event: _____

Special requests: _____

*We will do our best to accommodate any set up requests to the best of our abilities. We may not be able to accommodate all requests.

Floor plans can be submitted by:

- Mail to the Bourbonnais Township Park District at 459 N. Kennedy Drive, Bourbonnais, IL 60914.
- Fax to (815) 933-5468
- Deliver to the Front Desk at the Willowhaven Nature Center
- Email a photo or PDF file of the floor plan set-up to info@btpd.org

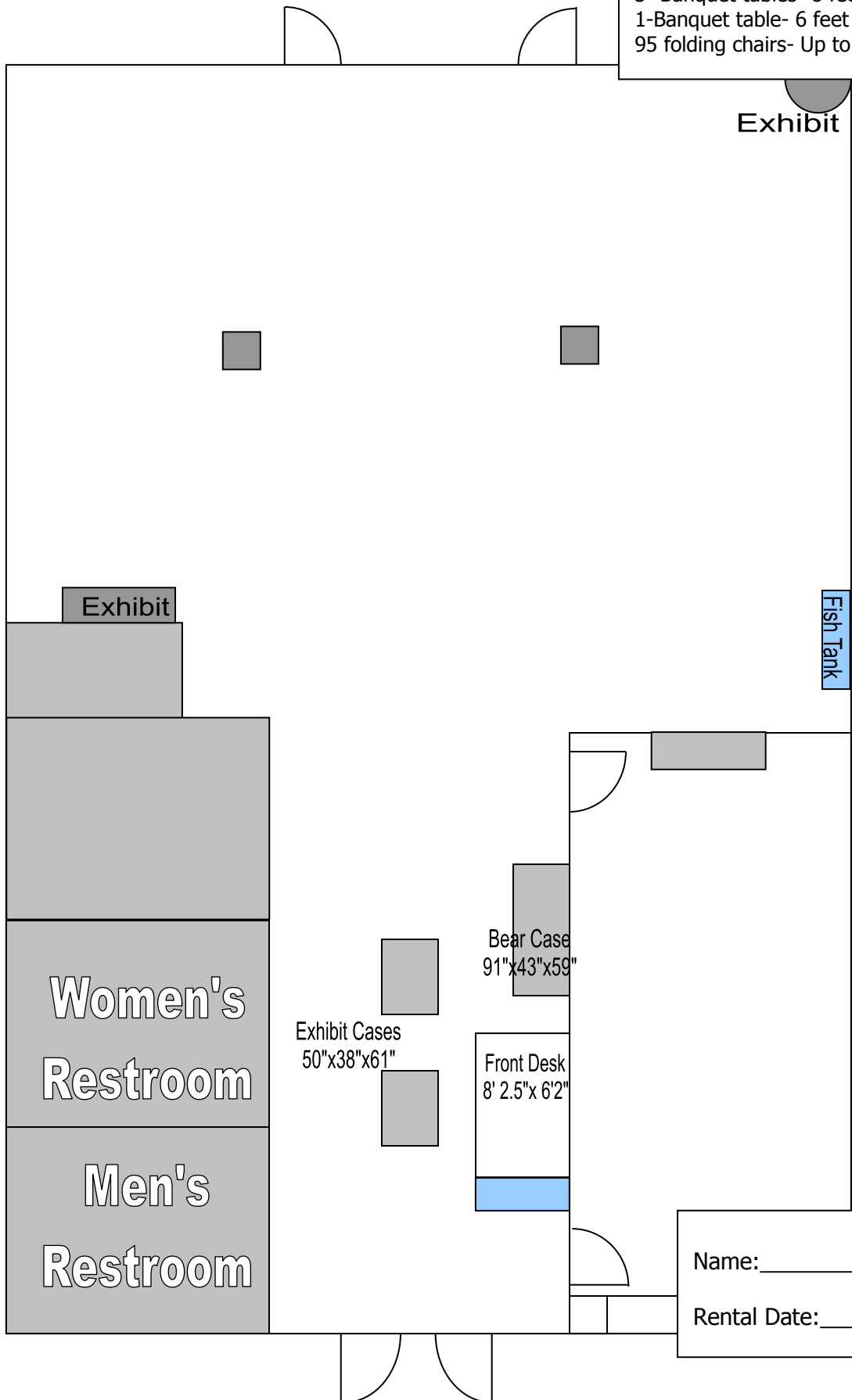
Please let us know if you have any questions at (815) 933-9905!

Use this template to show where tables and chairs are to be set-up. We will do our best to set up as shown, however, not all request can be honored.

Available equipment

- 12- Round tables- 5 feet wide (60 inches)
- 3- Banquet tables- 8 feet long (96 inches)
- 1-Banquet table- 6 feet long (72 inches)
- 95 folding chairs- Up to 8 chairs fit at a table

Drawing is not to scale



Name: _____
Rental Date: _____



Bourbonnais Township Park District APPLICATION FOR LIQUOR USAGE

Social consumption is permitted. No sale of alcohol is allowed. Consumption of alcohol is only permitted in the area(s) rented at the Willowhaven Nature Center. Specific rules apply.

Name of Group or Individual: _____

Address: _____

Home Phone: (____) _____ Cell Phone: (____) _____ Work: (____) _____

Type of Activity: _____ Type of Alcohol: _____

Estimated Number of Guests: _____ Estimated Number of Guests Under 21: _____

Date of Event: _____ Time: Start: _____ Finish: _____

Security Deposit Required: \$500.00 **Office Use Only:** Security Guards Required?: ____ Y ____ N How Many: _____

_____ agrees to hold harmless and indemnify the Bourbonnais Township Park District Employees, and Bourbonnais Township Park District Commissioners from any damage, injury, or expense which might arise out of their use or their guest's use of park facilities. The Park District, Bourbonnais Township Park District Employees and Bourbonnais Township Park District Commissioners assume no responsibility for the use of alcoholic beverages in regard to this application.

The following procedures must be adhered to and completed prior to and during the proposed activity: Please initial next to each of the following:

- _____ Complete all registration procedures and pay all required fees.
- _____ Renter must provide proof of liability insurance at maximum coverage limits, (\$1,000,000.00), including **Host Liquor Liability coverage**, General liability, Property damage and Bodily injury coverage, and name the Bourbonnais Township Park District as an additional insured. The BTPD recommends EventHelper.com for host liquor liability insurance.
- _____ Provide alternate beverage and food for the period of time in which alcohol is served.
- _____ **Kegs, Party Balls, & Hard liquor are prohibited.** Champaign, wine, beer, hard cider & wine coolers are permitted.
- _____ Dispense alcoholic beverages from glass containers into plastic or paper cups. **Glass bottled beer and wine coolers must be served in plastic or paper cups.** Aluminum and plastic bottled beer are permitted. Glass wine bottles are permitted on tables during dinner.
- _____ Provide designated bartenders for the period of time alcohol is dispensed. Bartenders must supervise the distribution of alcohol at all times.
- _____ Consumption of alcohol is only permitted in the area(s) rented for the event. In the event applicants are not in compliance with all park regulations, previously listed, all deposits will be forfeited. **NO EXCEPTIONS.**
- _____ Alcohol is only permitted in the garden and patio areas surrounding the Willowhaven Nature Center. Alcohol is prohibited on the trails and non-rented areas of the park.

Additional Terms & Conditions for Liquor Rental

Distribution of alcoholic beverages by renters shall only be permissible if the following conditions are met:

- The distribution shall be limited to beer, champagne, wine, hard ciders & wine coolers only, and must be provided to the guests free of charge.
- Renter must provide proof of liability insurance at maximum coverage limits, specifically, One Million Dollars (\$1,000,000.00), including Host Liquor Liability coverage, General liability, Property damage and Bodily injury coverage, and name the Bourbonnais Township Park District as an additional insured.** Please use BTPD address at 459 N Kennedy Drive in Bourbonnais IL 60914.
- A copy of the Certificate of Insurance must be received at the central office of the Bourbonnais Township Park District (Perry Farm House at 459 N Kennedy Drive, Bourbonnais, IL 60914) at least 30 days prior to the date of the event. The individual renting the facility shall be responsible for enforcing all local ordinances and state laws pertaining to the distribution of alcohol. If it is established that this provision has been violated, all evidence of the violation will be turned over to the appropriate authorities for use in prosecution.
- The individual renting the facility may be required to provide and pay for an off duty-police officer as a security officer(s) to police the event; the name, and phone number of such person(s) shall be provided to the Bourbonnais Township Park District before the application is granted. The number of security officers required for the event shall be determined by the Executive Director after submission of the application.
- The Park District shall have the absolute right to refuse service of any additional alcoholic beverages to any person(s) who appear to be intoxicated, and to ask such individuals to leave the facility if they become belligerent or abusive. Police shall be called to the facility to assist if necessary.
- The Park District shall require a security deposit from any renter who will be holding an event at which alcoholic beverages will be served; the security deposit shall be \$500.00. The security deposit shall be held for a minimum of 36 hours following the event, and shall be returned to the renter less any sums required to: The district has the right to withhold any/all of his/her security deposit to cover the costs of repair, and to demand and receive payment from him/her for any costs over and above those which are covered by the application of the security deposit.
- The facility must be cleaned and any trash must be placed in provided receptacles, unless a clean-up agreement had been agreed to in writing prior to the start of the event, or else pay a minimum cost of \$100.00 per hour, plus costs of supplies.
- Any damage caused by the renter, or guests in attendance at the event is subject to the following: If the damage is repaired by Bourbonnais Township Park District personnel, the labor charge will be \$100.00 per hour, plus costs of supplies and materials. If the damage is repaired by persons/companies other than the Bourbonnais Township Park District, the cost shall be as submitted to the District by such service provider.

I agree to all terms and conditions listed in this agreement

Applicant's Signature

Date

Executive Director Approval

Date