



**PARK PAVILION
RENTAL APPLICATION**

Public Works Department
255 Mooney Dr.
Bourbonnais, IL 60914
815-937-0817 • Fax 815-937-3574
publicworks@villageofbourbonnais.com
www.villageofbourbonnais.com

APPLICANT NAME: _____

ORGANIZATION NAME (IF APPLICABLE): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ CELL #: _____

BUSINESS #: _____ HOME #: _____

PAVILION REQUEST:

CAVALIER DE LASALLE PARK _____ RIVERFRONT PARK _____ GOSELIN PARK _____ MARCOTTE PARK _____

DESCRIPTION OF EVENT: _____

ANTICIPATED ATTENDANCE: _____

DATE REQUESTED: _____ TIME(S) IN: _____ TIME(S) OUT: _____

Applicant agrees to indemnify and hold harmless the Village of Bourbonnais for any accidents or injuries occurring in connection with the rental of the Park Pavilion. Applicant has been given a copy of the Rules and Regulations and has read said Rules and Regulations and agrees to abide by the Rules and Regulations as well as the Ordinances of the Village of Bourbonnais. Applicant acknowledges that all fees must be paid prior to the activity date.

SIGNATURE: _____ **DATE:** _____

FEE SCHEDULE

NON-PROFIT ORGANIZATIONS: There is no charge for 501(c)(3) non-profit organizations. Proof must be provided of the 501(c)(3) by submitting a copy of the exemption letter received from the IRS with this application.

ALL OTHERS:

- **VILLAGE OF BOURBONNAIS RESIDENTS:** \$125.00 fee, of which \$50.00 is a refundable clean-up deposit.
- **NON-VILLAGE OF BOURBONNAIS RESIDENTS:** \$200.00 fee, of which \$50.00 is a refundable clean-up deposit.

FEE IS BASED UPON A ONE-HOUR MINIMUM USE OF PAVILION. FOR FURTHER DETAILS, SEE PAVILION RENTAL RULES AND REGULATIONS.

ALL CHECKS/MONEY ORDERS ARE TO BE MADE PAYABLE TO THE VILLAGE OF BOURBONNAIS.



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PAVILION RENTAL RULES AND REGULATIONS

1. All activities are subject to the ordinances of the Village of Bourbonnais.
2. The Village of Bourbonnais will not assume responsibility for any lost or damaged private property.
3. The applicant will be held responsible for any damages to Village property that may occur during the time the pavilion is being used by the applicant and their guest(s).
4. Applications shall be submitted in writing. Applications are valid only for the pavilion in the park so designated. No applications shall be transferred or assigned.
5. Applications are subject to immediate cancellation by the Village of Bourbonnais upon written notice to applicant(s), with refunds to be given to applicant.
6. Applicants and their guest(s) shall comply with all federal, state and local laws, rules and regulations.
7. Person(s) applying for the rental of a pavilion must be at least twenty-one (21) years of age. Groups with youths under the age of eighteen (18) must have one adult over the age of twenty-one (21) for every ten (10) youths. Any group that does not have adequate supervision or fails to maintain discipline will be asked to leave.
8. The applicant shall provide two (2) proofs of address: driver's license, state ID card and/or a current utility bill showing applicant's address.
9. Village Residents - Full payment of all fees must be received before approval is granted for the rental of the designated pavilion. Village of Bourbonnais residents shall post a one-hundred & twenty-five dollar (\$125.00) fee, of which fifty dollars (\$50.00) is a refundable clean-up deposit. The Village will inspect the park after each event to check for damages and cleanliness. If all is found to be in order, the Village will then refund the fifty dollar (\$50.00) deposit to the applicant. The entire fee must be paid at the time of application. A permit may be cancelled prior to the scheduled date of event, but the Village will retain twenty-five dollars (\$25.00) as an administrative fee.

Non-Village Residents - Full payment of all fees must be received before approval is granted for the rental of the designated pavilion. Non-Village residents shall post a two-hundred dollar (\$200.00) fee, of which fifty dollars (\$50.00) is a refundable clean-up deposit. The Village will inspect the park after each event to check for damages and cleanliness. If all is found to be in order, the Village will then refund the fifty dollar (\$50.00) deposit to the applicant. The entire fee must be paid at the time of application. A permit may be cancelled prior to the scheduled date of event, but the Village will retain twenty-five dollars (\$25.00) as an administrative fee.
10. If payments are made by check, the check must clear prior to any permit being issued. Once your check clears, the Village will notify the applicant that the permit is ready for pick up. If a deposited check is returned (failing to clear) for any reason, the applicant shall be solely and exclusively liable for all expenses, costs, fees and damages incurred by any party, including the Village of Bourbonnais. No permit will be issued unless the applicant presents a cashier's check from a bank licensed to do business within the State of Illinois at the time an application is filed.

11. Alcoholic Beverages are prohibited in the pavilion, adjoining park or any property owned by the Village of Bourbonnais.
12. No live music is permitted in the pavilion or adjacent park. The use of radios or stereos is allowed so long as it does not create a disturbance to other users of the park or the surrounding.
13. No individuals or groups may use the park or pavilion with the purpose of private monetary gain or fundraising without prior authorization from the Village of Bourbonnais.
14. All trash and garbage must be placed in appropriate receptacles. All personal items must be removed at the conclusion and on the same date of the event.
15. If the pavilion is to be decorated for any event, the following rules shall apply:
 - a. Stapling or nailing decorations to the pavilion or picnic tables is prohibited.
 - b. Applicant(s) must remove all items of decoration, including tape.
16. The Village of Bourbonnais reserves the right to have a designated employee visit for the purpose of supervision and compliance with these rules and regulations.
17. The Village of Bourbonnais reserves the right to add to, or change the rules and regulations, as needed in the best interest of the residents.
18. Disorder among patrons may be cause for cancellation of an application and may be cause for denial of future request for use of park pavilions or the Bourbonnais Community Room.
19. No betting or gambling is allowed on Village property.
20. It is understood that the adjoining park will remain open and available to park visitors, and the rental shall allow for the exclusive use of the pavilion.
21. Hours of adjoining park and pavilion are from dawn to one hour after sunset.
22. **NO** tents, bounce houses or other such items allowed in the park. Cars and other motor vehicles are restricted to designative parking areas only. Vehicles may not be driven on park property to facilitate access to designative pavilion.
23. Rental of pavilions is limited to two requests per year, per applicant, regardless of which pavilion is being requested.
24. It is the responsibility of applicant(s) to place a copy of permit placard in the holder at the designated pavilion on the day prior to the scheduled event. Individuals or groups with a valid permit shall have prior right to use of designated pavilion. In the event of a conflict, applicants are asked to call the Bourbonnais Police Department non-emergency number at (815) 937-3579.
25. The Village of Bourbonnais does not guarantee availability or dependability of electricity in the pavilion. Should a power failure occur for any reason, restoration of power will be the responsibility of Village and will take place as part of normal Public Works Department operations and activities.