

FACILITY AND PARK USE PERMIT APPLICATION

Village of Lake in the Hills
600 Harvest Gate • Lake in the Hills, Illinois 60156 • (847) 960-7460

Village Hall facility rentals require one week’s notice. All indoor facilities require a 2-hour minimum rental. If you are requesting to sell or allow the consumption of alcoholic beverages as part of this application, you must complete Section 4 of this application **a minimum of 14 business days prior to the activity date**. With a request for liquor, the permit shall be considered fully executed only with the signed approval by the Liquor Commissioner (Administration Department).

Required certificate(s) of insurance and fees **must be** included with this application at the time of submission. Incomplete applications will not be processed. Upon approval, this application will serve as your permit to utilize the Park and/or Facility area indicated and must be posted at the Park and/or Facility site, or in possession of applicant, on the day of reservation.

SECTION 1: APPLICANT INFORMATION	
Name:	Date:
Address:	
City, State, Zip:	
Contact Person:	Phone #:
Email:	
Additional Names/Phone #'s where contact may be reached:	
Is the Applicant an Organization/Company? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes,” please complete Section 2 below. If “No,” skip to Section 3.	
SECTION 2: ORGANIZATION/COMPANY INFORMATION	
Organization Name:	Phone #:
Contact Person (if different from above):	Title:
Federal Employer Identification Number (FEIN):	
Please check the appropriate type of organization/company: <input type="checkbox"/> For-Profit <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> Political/Civic <input type="checkbox"/> Other:	
SECTION 3: PERMIT DETAIL	
Date(s) Requested:	Location:
Time(s) Requested:	Attendance (estimate):
<input type="checkbox"/> Picnic <input type="checkbox"/> Party <input type="checkbox"/> Meeting <input type="checkbox"/> Concert <input type="checkbox"/> Game <input type="checkbox"/> Other:	
<input type="checkbox"/> Open to Public <input type="checkbox"/> *Admission Charged <input type="checkbox"/> *Food/Beverage Sales <input type="checkbox"/> Security <input type="checkbox"/> Music *Board of Trustees approval required.	

SECTION 4: ALCOHOLIC BEVERAGE USE REQUEST (Alcohol is not permitted at Village Hall)

Will you be serving alcohol? (check one) Yes No

If yes, a separate Daily/Event Permit-Liquor License Application must be submitted to the Administration Department. Additional fees are required for this permit.

In addition, the applicant must provide Social Host Liquor Liability Insurance. (*NOTE: this is a separate policy, not part of a homeowner's insurance policy*). Village must be listed as additionally insured on the policy.

Cancellation Fees:

- 14 days prior to the date of rental no refunds will be issued.
- 15 to 30 days prior to the date of rental a 25% rental fee refund would be issued.
- 31 to 60 days prior to the date of rental a 50% rental fee refund would be issued.
- 61 days prior to the date of rental a full refund minus a \$5 service fee will be issued.

_____ **Initials required**

SECTION 5: LIABILITY/INDEMNIFICATION WAIVER

As a condition of this permit being issued, the applicant agrees to indemnify, defend and hold harmless the Village, and all of its officers and employees, against any and all suits, causes of action, or injury, illness, or property damage claims arising out of this permit, including any act or omission of the applicant and/or permit holder or activity constituting a part of the activity allowed under this permit. The applicant agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which this application is being sought, to waive and relinquish all claims that may result in any manner against the Village, its agents, public officers, officials or employees and authorized volunteers from said applicant, except for acts caused by the willful and wanton misconduct by employees of the Village acting with the scope of their employment.

SECTION 6: RENTAL STANDARDS

As a condition of this permit being issued, the applicant agrees to the following:

- That the primary purpose of any gathering provides for an activity or program that would be in the best interest of the community and provides a positive benefit.
- That the activity or event does not discriminate, degrade or portray disrespect toward any individual or organization and/or creates a negative impact to the community.
- That the soliciting or collection of money for the purpose of sales, promotion or negotiating for sales within said facilities is prohibited without prior authorization from the Director of Parks and Recreation

SECTION 7: ACKNOWLEDGMENT/SIGNATURE

By signing below, the applicant certifies that the information provided above is correct; he/she has read and understands the information contained in this permit application; and he/she agrees to conduct the requested activity in compliance with all State and local applicable codes, ordinances, laws and the conditions contained in this permit.

Applicant's Signature:

Date:

PARK USE / FACILITY PERMIT FEES

****For Staff Use Only****

Resident Non-Resident

Not-For-Profit (check one): Yes No

Not-For-Profit Civic Fee: \$

Shelter Permit

0-49 Persons 50-100 Persons

Daily Shelter Rental Fee: Days x \$ = \$

Facility

Hourly Facility Rental Fee: Hours x \$ = \$

TOTAL PERMIT FEES:

PERMIT: **APPROVED** **DENIED** **PERMIT NUMBER:**

Signature of Parks and Recreation Director or Designee

Date