Permit Application for Special Event or Park Use

This application is used to obtain a permit for use of a Village park, Founders Park Shelter, or for a Special Event. After the completed application is received, it will be reviewed for action. Any permit will not be issued until all required paperwork and fees are submitted and processed. Applications must be submitted not later than 30 days prior to an event. Please direct all inquiries regarding your permit to Village Hall at (847) 746-1770 or by email to info@villageofbeachpark.com.

Please print and complete the entire application. Applicant must be 21 years of age.

Today's Date: _____Date of Event: _____Location of Event: _____

Purpose of Event: _____

Time of the Event: _____ Start _____Finish

Applicant's Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone (Daytime): (____) _____ Phone (During event): _____

Organization: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: (_____) _____

Noise Restrictions: 1. No noise or sound to be amplified outside the bounds of a structure on the premises if a residence is within five hundred feet (500') of the premises. 2. No electronically amplified noise audible beyond twenty-five feet (25').

Will any Public Services be requested (i.e. Police or Public Works) and if so, what?
_____

Other activities that will be taking place: _____

CERTIFICATE OF INSURANCE:
All Special Event Permits require a certificate of insurance and a policy endorsement listing the Village of Beach Park as a primary additional insured. The minimum coverage is $1,000,000 per occurrence and $2,000,000 aggregate but may be revised by the Village if necessary, based on the activity. Such insurance shall not be required for residential block parties and noncommercial expressive activities protected under the first amendment of the constitution of the United States.

Please complete the portion below for Founder's Park Rental or Shelter Rental
Founder's Park, 10385 W. Beach Rd., Beach Park, Il. 60099

Hours (choose one): 10:00 a.m. -2:00 p.m. _____ 2:30 p.m. – 6:30 p.m. _____

Reservations for the picnic shelter may be made for current calendar year only. All reservations must be made in person with only one (1) reservation accepted per person for any particular day. The applicable fee must be paid in full at the time of reservation & the security deposit must be paid in full at least one (1) week before reservation, no later.
Reservations are NOT made until a Village representative signs this request form and all money due is paid in full.

Fee Schedule	**Resident**	**Non-Resident**
Shelter	$ 135.00 Rental	$150.00 Rental
	$ 250.00 Security Deposit	$250.00 Security Deposit

Beach Park based not for profit organizations are exempt from said permit fee.

If cancelled less than one (1) week in advance, only fifty dollars ($50) will be refunded from the rental fee.
****A $250.00 refundable deposit is required.***

For park reservations:
The balance of the park shall remain open for use by the general public. Park reservations & permits are available to Beach Park residents, community, organizations, businesses & schools. Businesses not located in Beach Park may not reserve village parks.

The following are NOT permitted for Park Use Permits:
(Please read and initial each statement below)

- Moon walks or anything that will make the Village of Beach Park liable_____
- Any alcohol _____
- Generators _____
- Animals _____
- Driving on the grass (all vehicles, except for authorized vehicles, are to be parked in the parking lot and go no further than the parking lot.) _____
- Vandalism _____
- Public Entertainment _____
- Fires _____
- Littering or garbage (organization/individual is solely responsible to clean the shelter/space after their use) _____

No more than 75 guests allowed _____

PLEASE NOTE: There may be other park activities occurring during rental of the shelter. Please be considerate of other park activities during this time.

I have read, understand and will abide by the ordinances, policies and procedures established by the Village of Beach Park. I take responsibility for the conduct of my party. I will notify the Park Department if my event is cancelled. I shall indemnify and hold harmless the Village of Beach Park, its officers, employees, volunteers, and agents against any claims, demands and expenses, including reasonable attorney's fees for the defense thereof, arising from or in connection with my use of Village property provided that said claims, demands and expenses have not been caused by the negligence of the Village, its officers, volunteers and agents.

Applicant Signature_____ Date_____

Total Due: _____ (Checks payable to "Village of Beach Park")

For Office Use Only:

Security Deposit: ___ Yes ___ No Amount: $_____ Date: _____

Use Fee: ___ Yes ___ No Amount: $_____ Date: _____

Approved: ____ Denied: ____

By:_____Date:_____

Village Park
Park Use Regulation

1. NO SIGNS, NOTICES, POSTERS OR ANNOUNCEMENTS SHALL BE POSTED ANYWHERE IN THE PARK.
2. NO ANIMAL OR PET OF ANY KIND IS ALLOWED IN THE PARKS OR PLAYGROUNDS. (EXCEPT FOR LEADER DOGS FOR THE BLIND OR HEARING IMPAIRED)
3. BICYCLES ARE LIMITED TO THE BIKE TRAIL & MUST BE WALKED IN THE PARK.
4. EXCESSIVE NOISE IS NOT ALLOWED IN THE PARK.
5. NO ONE SHALL DAMAGE, DEFACE OR REMOVE PARK PROPERTY OR EQUIPMENT.
6. TRASH MUST BE DISPOSED OF IN RECEPTACLES. NO DUMPING OF ANY MATERIALS IS ALLOWED ON PARK PROPERTY.
7. NO FIRES ARE ALLOWED. ONLY CHARCOAL COOKING IS PERMITTED.
8. ANY SPORTS EQUIPMENT MUST BE USED IN THE PROPERLY DESIGNATED AREAS FOR ITS USE. EQUIPMENT MUST NOT DAMAGE PARK GROUNDS OR PROPERTY.
9. ALL SCHEDULED AND AUTHORIZED EVENTS SHALL TAKE PRECEDENCE OVER ANY OTHER EVENT OR ACTIVITY.
10. NO PLANTS OR EQUIPMENT SHALL BE INSTALLED IN THE PARK WITHOUT VILLAGE PERMISSION.
11. NO UNAUTHORIZED MOTORIZED VEHICLES ARE ALLOWED IN THE PARK. VEHICLES FOUND IN THE PARK WILL BE TOWED AT OWNERS EXPENSE.
12. NO PERSON OR ORGANIZATION SHALL HOLD ANY CONCERT OR PUBLIC ENTERTAINMENT OF ANY KIND IN THE PARK WITHOUT PROPER AUTHORIZATION.
13. NO PERSON SHALL SELL OR SOLICIT IN THE PARK WITHOUT PROPER AUTHORIZATION.
14. NO SWIMMING, WADING, BATHING OR BOATING IS PERMITTED.
15. NO GLASS CONTAINERS, FIREWORKS OR WEAPONS ARE ALLOWED IN THE PARKS.

    PARKING IS ALLOWED IN LOTS OR DESIGNATED AREAS ONLY. ANY DELIVERY TRUCKS OR CATERING VEHICLES MUST HAVE THE APPROVAL OF THE VILLAGE. NO PARKING OR CAMPING OVERNIGHT. NO PARKING AFTER SUNSET.

NO ALCOHOLIC BEVERAGES ALLOWED IN THE PARK.

Applicant's Initials: _____