



2 LAGOON DRIVE
HAWTHORN WOODS, ILLINOIS 60047
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**COMMUNITY PARK PICNIC
AREA/GAZEBO RENTAL
PERMIT APPLICATION**

FOR OFFICE USE ONLY

Date of Application:

Date of Function:

Applicant Name:

Organization:

Phone #:

Permit #:

Fee Paid:

Received By:

Hawthorn Woods Approval:

Name of Applicant:

Circle One: Profit Non- Profit

Authorized Representative:

Phone (H):

Phone (W):

Street Address:

City/State/Zip:

Activity/Purpose:

Date Requested:

Time Requested:

of People:

**A copy of insurance showing the Village of Hawthorn Woods as an
"Additional Insured" must be supplied prior to the permit being issued.**

COMMUNITY PARK GAZEBO AREA PERMIT TERMS AND CONDITIONS

The Village of Hawthorn Woods requires that a permit be obtained prior to the rental of Community Park.

REQUIREMENTS

A. Permit Procedure:

1. Written application for rental must be made on the permit request forms provided by the Village. Application forms can be picked up at the Village Hall, or mailed to you. Applications must be completed and paid in full thirty (30) days before the date can be reserved and a permit granted.
2. Community Park permit fees are due upon application request.
3. Any cancellation must be received in writing at least five (5) days prior to the reserved date. Failure to comply with this requirement will result in loss of the permit amount.

B. Permit Terms and Conditions:

1. The applicant must sign application. The permit must be signed by the authorizing Village official and is valid only on the dates and times shown. Application must be submitted thirty (30) days prior to event.
2. The applicant, their organization and members are bound by policy of the permit, its terms and conditions, regulations and ordinances pertaining to the use of the Village of Hawthorn Woods property.
3. The applicant submitting a request, listed as the authorized representative, must be at least twenty-one (21) years of age.
4. Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of this application concerning policy, ordinances, rules, regulations, and laws of the Village of Hawthorn Woods.
5. Adequate adult supervision, as determined by the Village Administrator, must be provided at all times.
6. The posting of advertisements of any products or services for sale is not permitted without Village approval.
7. All fields and picnic areas shall be left clean of debris after usage.
8. The applicant, their organizations and members must agree to release the liability of injury to the Village of Hawthorn Woods caused through said use.

9. The Village of Hawthorn Woods will not assume responsibility for lost or stolen or damaged property.
10. All permits shall be issued only with the specific approval of the Village Administrator.
11. Use of sound amplification equipment systems is prohibited, except when specifically authorized on the permit.
12. When publicizing meetings or events, the location description shall read the site, (i.e., Village of Hawthorn Woods Community Park).
13. No motorized vehicles are allowed on the grass around the picnic area or on any bike path without Village authorization. Please unload any supplies on the nearest paved area. All cars are to be parked in the designated parking areas only.
14. In the event that a league game is scheduled on a field, the league has precedence.
15. The following regulations govern the use of all public parks located within the Village:
 - a. Animals:
 - (1) Animals shall not be brought into the park, except for dogs and cats.
 - (2) All dogs and cats must be held by a suitable line, chain or strap which shall be no longer than eight feet (8') in length.
 - (3) No one shall lead or allow a dog or cat to be upon any portion of a public park where dogs or cats have been prohibited by direction of the corporate authorities as indicated by sign or notice.
 - (4) Pet owners are required to clean up after their pets.
 - b. Alcohol: Alcohol is prohibited in Community Park at all times, except at Village sponsored events.
 - c. Drunkenness: No intoxicated person shall enter, be or remain in any public park.
 - d. Littering: No person shall throw or leave any paper, glass, container, debris, package or other litter in or about any public park, except in receptacles where provided.
 - e. Open Fires: No person shall start or maintain any campfire or open fire in a public park, except where such fire is contained in a portable cooking unit and no debris or ash from such portable cooking unit shall be deposited in the

appropriate containers, which have been provided by the Village. Ground fires are not allowed. Violation of this will result in loss of fees.

- f. **Park Hours:** No person may be in or upon any public park, except during the period from sunrise to eight thirty o'clock (8:30) p.m., Memorial Day through (and inclusive of) Labor Day, and sunrise to sunset at all other times.

C. **Police Response:** Any incident resulting in a non-emergency response, the permit holder shall be liable for the expense of that police response.

D. **Penalty:** Any person violating any provision of this section, or any rule or regulation adopted or issued in pursuance hereof shall, upon conviction, be subject to the following penalty and the cost of prosecution:

Any person convicted of a violation of any section of this agreement, where no other penalty is set forth, shall be punished by a fine of not less than fifty dollars (\$50.00) nor more than seven hundred fifty dollars (\$750.00) for any offense.

E. Schedule of Fees

DEPOSIT

Resident and non-resident groups under 75 people require a \$50.00 deposit. Groups of 75 or more require a \$100.00 deposit.

Deposits are required for all groups using the Village of Hawthorn Woods property. You will be charged for any damages, and time spent for clean up by the Village staff. These charges will be deducted from your deposit. The Village of Hawthorn Woods reserves the right to make adjustments in these fees as necessary. Damages over and above the deposit fee will be charged to the group and/or contact named on the application.

RENTAL

PERSONS	RESIDENT	NON-RESIDENT
1 – 75 PERSONS	\$60.00	\$120.00
76 – 150	\$90.00	\$180.00
151 +	Contract Only	Contract Only

COMMUNITY PARK STATEMENT OF POLICY FOR THE USE OF THE PARKS

The Board of Trustees of the Village of Hawthorn Woods are ever mindful that:

The public parks of the community are held in trust by the Board for the use and enjoyment by the general public. This use and enjoyment is a valuable right. The First and Fourteenth Amendments to the United States Constitution guarantees to individuals and groups of individuals an inalienable right of public assembly and expression. A viable society feeds on discussion rather than repression, and an orderly assembly, properly administered, is in accord with the rights of the general public, nearby park residents, and normal activities in the parks.

For these reasons, the Board of Trustees intend to make the parks available for various uses, including public assembly, and expression of opinion. Lest this statement be misconstrued, it must be understood that:

The Board will not delegate to any group its duty of administering the parks; permission to use the parks will be granted only where the function can be reasonably accommodated by the park system and such use will not unduly interfere with the rights of the general public, the prior use by others or park programs, and will not present a clear and present danger to the public health and safety of the community. Permission to use the parks by groups for a non-sponsored park function must be upon application and issuance of a permit. Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks. The granting of a permit is not to be construed, as an endorsement by the Board of the subject matters discussed, the opinion expressed, nor the organization sponsoring the function. Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Village of Hawthorn Woods and the laws of the State of Illinois.

WE/I _____(NAME OF ORGANIZATION) AGREE TO HOLD HARMLESS THE VILLAGE OF HAWTHORN WOODS, LAKE COUNTY, ILLINOIS, THE BOARD OF TRUSTEES, IT'S MEMBERS AND EMPLOYEES, AND TO ASSUME RESPONSIBILITY FOR, AND DEFEND AT OUR/MY OWN EXPENSE, ALL CLAIMS FOR DAMAGE TO PROPERTY AND PERSONS, INCLUDING MEDICAL EXPENSE, FOR INJURIES INCURRED AND ARISING INCIDENTAL TO THE USE OF THE PARKS INVOLVED.

IT BEING FURTHER UNDERSTOOD AND AGREED THAT THE VILLAGE OF HAWTHORN WOODS ASSUMES NO OBLIGATION OR RESPONSIBILITY IN CONNECTION WITH SAID USE OF THE PARKS. WE/I FURTHER AGREE TO ASSUME ALL COST OF DAMAGE TO THE PARKS AND/OR BUILDINGS, AND/OR CONTENTS DURING THE PERIOD AUTHORIZED AND ALL RESULTS OF SUCH SAID USE OF THE PARKS. WE/I FURTHER AGREE TO ADHERE TO THE STATEMENT OF POLICY, PERMIT PROCEDURES AND THE ATTACHED PERMIT TERMS AND CONDITIONS.

CANCELLATION CLAUSE: APPLICANT CANCELLATIONS MUST BE RECEIVED IN WRITING AT LEAST FIVE (5) DAYS PRIOR TO THE RESERVED DATE. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL RESULT IN THE LOSS OF THE PERMIT FEE. THE VILLAGE OF HAWTHORN WOODS RESERVES THE RIGHT TO CANCEL THIS PERMIT WITHIN 48 HOURS WHEN DEEMED NECESSARY.

Date/Permit holder's Signature

Date/Authorized Signature
Village of Hawthorn Woods