VILLAGE OF ALGONQUIN
APPLICATION FOR PERMIT TO RESERVE PARK PAVILION/GAZEBO
(Allow 10 Business Days for Processing)

The following person, persons, group or association hereby applies for permission to reserve the Pavilion/Gazebo at ☐ Cornish Park ☐ Hill Climb Park (South) ☐ Riverfront Park ☐ Willoughby Farms Park *(check one)*

Applicant Information – Individual/Group/Organization

PLEASE PRINT APPLICANT INFORMATION BELOW: *(Allow a minimum of 10 Business Days for Processing)*

Name of Individual or Organization: _____

Address: _____
(street) (city) (zip)

Telephone: (Days)_____ (Evenings) _____

☐ Algonquin Resident
☐ Algonquin Non-Profit Organization
☐ Algonquin based business
☐ Non-Resident
☐ Non-Algonquin Non-Profit Organization
☐ Non-Algonquin based business

Contact Person Information (if different than above)

Name: _____

Telephone: (Days)_____ (Evenings) _____

Event and Fee Information

Date of Event: _____, 20_____

Time of Event: _____ a.m./p.m. to _____ a.m./p.m. (*no later than dusk*)

Nature of Event: _____

*Number of persons expected to attend/participate: _____

*Park Plan & Certificate of Insurance Attached, if applicable: yes not applicable *(circle one)*

**Security Deposit Attached: yes

***Application Fee Attached: yes not applicable *(circle one)*

Signature of Applicant: _____ Date: _____

By signing above, the signatory agrees that he/she has received, read and understood Chapter 11 of the Algonquin Municipal Code, entitled "Parks and Playgrounds."

Notes

In the event the number of persons expected to attend/participate is 100 or over, a plan for park usage must be submitted for approval. A Certificate of Insurance is required for liability purposes, and must be submitted with the application before the permit can be issued.

**A security deposit of $125 is required at the time reservation. This deposit will be returned after the park is inspected by the Public Works Department, and found in good condition.

***For Algonquin residents a $75 non-refundable park use fee must be submitted with every park reservation application. Only local non-profit groups located within the Village of Algonquin boundaries are exempt from paying this fee. Non-Algonquin-based individuals/groups/organizations shall pay a non-refundable park use fee of $200, unless reserving the park for educational purposes, in which case a fee of $100 shall apply.

Any permit will be granted on the condition that the permittee not interfere with the general use of the Park by the general public and obey all the laws of the State of Illinois and the ordinances of the Village of Algonquin.

NO alcoholic beverages are allowed without special permit. NO accessory structures may be erected; i.e. tents, stands, bleachers, bouncy houses, etc.

The Village of Algonquin reserves the right to cancel park reservations at any time due to park closures, safety, or other concerns.

For Office Use Only:

Date Application Received: _____

Security Deposit Amount: _____Cash or Check # _____

Fee Amount Paid: _____Cash or Check # _____

Certificate of Insurance Attached? Yes No

Revised 7/3/2013