



**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) \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Algonquin Resident                | <input type="checkbox"/> Non-Resident                          |
| <input type="checkbox"/> Algonquin Non-Profit Organization | <input type="checkbox"/> Non-Algonquin Non-Profit Organization |
| <input type="checkbox"/> Algonquin based business          | <input type="checkbox"/> 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 (*check one*)

\*\*Security Deposit Attached:        yes

\*\*\*Application Fee Attached:        yes    not applicable (*check 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