



**VILLAGE OF ALGONQUIN**  
**APPLICATION FOR PERMIT TO RESERVE**  
**PAVILION & SOFTBALL DIAMOND IN TOWNE PARK**  
 (Allow 10 Business Days for Processing)

The following person, persons, group or association hereby applies for permission to reserve the Pavilion and Softball Diamond in Towne Park.

PLEASE PRINT THE INFORMATION BELOW: (Allow 10 Business Days for Processing)

**Applicant(s) Information – Individual/Group/Organization**

Name of Individual/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

(street) (city) (zip)

Email Address: \_\_\_\_\_

Telephone: (Days) \_\_\_\_\_ (Evenings) \_\_\_\_\_

Algonquin Resident  Non-Resident

Algonquin Non-Profit Organization  Non-Algonquin Non-Profit Organization

Algonquin based business  Non-Algonquin based business

**Contact Person Information (if different than above)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Days) \_\_\_\_\_ (Evenings) \_\_\_\_\_

**Event and Fee Information**

Date of Event: \_\_\_\_\_, 202\_\_

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

\*\*Security Deposit Attached:  yes  not applicable

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

Signature of Applicant: \_\_\_\_\_

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.

*To ensure your reservation all fees and insurance forms must accompany your request.*

*(Continued on back)*

Please note: Restroom facilities are not available until approximately April 15, and will be closed for the season on October 15 each year.

One canopy (no larger than 30' x 30') is permitted in the park area adjacent to the pavilion. Please check here if planning to erect a canopy: yes no

If requesting to have more than one canopy, or a larger canopy, approval from the Village Board is required. Describe additional requests for canopies or other structures below:

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Vehicle access to the park is restricted. The Village Manager must approve vehicle access into the park, and only under special and limited conditions as to the number and type of vehicles. If you are requesting access for any vehicles, please describe below. List the type of vehicle and number of vehicles. Note that delivery vehicles are prohibited from remaining in the park and cannot park on the grass.

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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, etc. NO fishing is allowed in Towne Park.

If the applicant wishes to serve/consume liquor (beer and/or wine only) in Towne Park, please complete the attached section. **Note that only Algonquin residents, Algonquin-based businesses, and Algonquin-based non-profit organizations may request to possess and/or consume liquor in Towne Park.**

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*For Office Use Only:*

Security Deposit Amount: _____	Check # _____
Person/Organization/Company Posting Deposit: _____	
Fee Amount Paid: _____	Cash, Check # or CC Auth _____
Certificate of Insurance Attached? <input type="checkbox"/> yes <input type="checkbox"/> no	
Revised 1/13/22	

**APPLICATION TO POSSESS AND/OR CONSUME ALCOHOLIC LIQUOR IN  
TOWN PARK**

*(Allow 15 Business Days for Processing)*

The undersigned does hereby make application to the Village of Algonquin for a permit to possess and/or consume alcoholic liquor (Beer and/or Wine only) in Towne Park on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, between the hours of \_\_\_\_\_ a.m./p.m. and \_\_\_\_\_ a.m./p.m. (no later than dusk).

NOTE: Only Algonquin residents, Algonquin businesses, and Algonquin not-for-profit organizations can request to possess and/or consume alcoholic liquor in Towne Park.

Designated responsible adult who will be responsible for overseeing serving and consumption of beer and/or wine, and who will be responsible for making sure that no guests enter into the general park area with alcohol. (Please include a copy of State ID or Driver's License of Designee)

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Address: \_\_\_\_\_

Indicate area that will be roped off for serving and consumption of alcohol:

- Existing pavilion
- Canopy/tent erected by permittee
- Other – describe: \_\_\_\_\_

The undersigned agrees that he/she and/or his group, association, or organization will not interfere with the general use of the park by the public and will obey all the laws of the State of Illinois and the ordinances of the Village of Algonquin.

Insurer and Policy No.: \_\_\_\_\_

*The homeowner's policy (for residents) or proof of dram shop insurance coverage (for local organizations/businesses) MUST be attached before the application will be considered.*

\_\_\_\_\_  
Name (Please print.)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Telephone Number