



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

Applicant Information

Name: _____

Organization (if applicable): _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Contact Person (if different from above): Name: _____

Phone: _____ Email: _____

Algonquin Resident _____ Non-Resident _____ Algonquin Non-Profit _____

Reservation Details

Requested Date: _____ Alternate Date: _____ Arrival Time: _____ Departure Time: _____

Purpose of Rental: _____

Number of People Expected: _____ (If over 100, a plan for park usage must be submitted, along with Certificate of Insurance)

Select Pavilion/Gazebo to Rent:

Riverfront Park Gazebo & Plaza (No Tables) _____

Cornish Park Pavilion & Plaza _____ (1 Table in Pavilion, 4 in Plaza Area)

Towne Park Pavilion _____ (6 tables under pavilion)

Hill Climb Park Pavilion _____ (6 tables)

Stoneybrook Park Pavilion & Plaza _____ (6 tables, 2 Cornhole Boards, 1 Bocce Ball Court)

**Electricity is available at all rental locations.*

Portable Sanitary Facility Needed (Additional fee applies)? Yes _____ No _____

Please note, there are no restrooms at the following parks: Riverfront, Stoneybrook & Hill Climb.

***Portable Sanitary Facility Fee:** \$200 for a single unit

Rental Rates

Park	Deposit	Resident (Daily Rate)	Non-Resident (Daily Rate)
Towne Park	\$125	\$200	\$325
Other Parks	\$125	\$125	\$250

**All park rental/permit fees are non-refundable and must be submitted with every park reservation application.*

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

See next page for additional information and signature

Additional Requirements:

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.

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 additional accessory structures may be erected; i.e. tents, stands, bleachers, bouncy houses, etc without Board Approval.

NO alcoholic beverages are allowed without special permit. If the applicant wishes to serve/consume liquor (beer and/or wine only) with the Park Rental, please complete the "Application for Alcohol/Liquor with Park Rental" and submit with Rental Application, along with the permit fee. **Please note that only Algonquin residents, Algonquin-based businesses, and Algonquin-based non-profit organizations may request to possess and/or consume liquor with Park Rentals.**

Cancellations:

All park rental/permit fees are non-refundable. Refunds are not given for inclement weather. Rescheduling may be possible based on availability. The Village of Algonquin reserves the right to cancel park reservations at any time due to park closures, safety, or other concerns.

Applicant Signature

I have read and understood Chapter 11 of the Algonquin Municipal Code, "Parks and Playgrounds" and the park rules.

Signature: _____ Date: _____

Total Park Rental Fees Due at Reservation	
Security Deposit	\$125.00
Park Rental Rate	
Alcohol Permit Fee	
Sanitary Facility Cost	
Total Rental Fee Due	

Office Use Only

Date Application Received: _____
Security Deposit Amount: _____
Payment Method: Cash/Check #/CC Auth: _____
Fee Amount Paid: _____
Copy of Driver's License or State ID: _____

Certificate of Insurance: Yes ___ No ___
(Only needed for businesses requesting alcohol)