



CARPENTER PARK

Park Rental Application

275 Maple Ave, Carpentersville, IL 60110

Reservation requests will be accepted starting in January for the current year

____ Resident

____ Nonresident

For any questions or to confirm availability, please contact the Special Events Coordinator at 224-293-1604, Monday - Friday, between 8:30 am and 4:30 pm.

Please submit completed application to specialevents@cville.org

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone # _____ E Mail _____

of Guests _____ Are you over the age of 21? _____

Event Type (Birthday Party, Picnic, reunion, etc.) _____

RESERVATION DATE

In the event that your initial date is not available, please indicate another date(s)

Date (1st Choice): _____ Date (2nd Choice): _____

Date (3rd Choice): _____ Date (4th Choice): _____

PARK SITE REQUESTED

(See Attached map for reference)

(All sites have 2 picnic tables, 1 charcoal grill and 1 trash receptacle)

Check all sites that you would like to reserve

(Sites that accommodate up to 50 guests)

____ Site #1 ____ Site #2 ____ Site #3 ____ Site #4 ____ Site #7

(Sites that accommodate up to 75 guests)

____ Gazebo (#G1) ____ Site #6

(Sites that accommodate up to 150 guests)

____ Site #5 ____ Pavilion (#P1)

FEES:

20-50 guests \$25(R)/\$50(NR)

51 or more guests \$75(R)/\$100(NR)

(R)=Resident (NR)=Nonresident

Restrooms are not exclusively for group site-pavilion use.

OFFICE USE ONLY

PERMIT # _____ Site # Reserved _____ Staff Initials: _____ Date Processed _____

Method of Payment (select one): CASH _____ Check # _____ Credit Card _____

PARK RULES & REGULATIONS

All rules, regulations and directions of the Village of Carpentersville Parks must be followed. Permit holders are responsible for planning and supervising the event in accordance with Village ordinances, policies, rules and regulations. Failure to do so may result in citations and/or fees. The Village of Carpentersville has the authority to enforce rules listed here.

1. A completed rental agreement and full payment are required at the time of booking to secure the reservation.
2. The applicant submitting a request must be a minimum of 21 years of age. The permit holder is responsible for the conduct of the members of their group.
3. The Village of Carpentersville does not guarantee refunds due to weather conditions or cancellations. Any and all refunds are handled on a case-by-case basis. A \$25 fee will be charged for NSF checks.
4. Permit holders have priority over non-permitted groups. If a problem occurs, the day of the event, contact the Village non-emergency number at (847) 428-8784.
5. Motorized vehicles are not allowed to drive into the park. This includes unloading of supplies and any event setup that is required. No vehicles are permitted at picnic sites. Please use parking lots designated for park use only.
6. Pop up Canopies are allowed, no more than 2. (Maximum size 12 x 12).
7. Bounce houses and inflatables are not permitted in Village parks.
8. Volleyball, badminton or other activities that require stakes/poles to be put into the ground are prohibited.
9. Alcohol is prohibited in all Village parks.
10. Tobacco use and controlled substances are prohibited in all Village parks.
11. To prevent fires and damage to property, wood fires (campfires) and fire pits are prohibited in all Village parks.
12. Portable grills are permitted in Village parks. Grills must be 22.5 inches or less in diameter. Charcoal grills are only permitted in locations with coal bins. Coals must be completely extinguished and placed in the coal bins provided by the Village. Do not place grills onto picnic tables.
13. Amplified sound/music or other equipment are NOT to be brought into the park.
14. Village personnel may order entertainment or any portion of event activities to end if it incites or has the potential for unruly or risky behavior.
15. The permit holder is responsible for seeing that areas are left in a clean and orderly condition. Remove all trash from park property and/or place trash into the appropriate receptacles. A cleaning fee will be charged upon determination by a Village Representative if area is not cleaned or damage has occurred.
16. Patrons are responsible for removing any signs, streamers, banners, etc.
17. Picnic tables must remain at the site and not moved to other locations within the park.
18. A completed rental agreement and full payment are required at the time of booking to secure the reservation.
19. Park rental hours are from Dawn to Dusk.
20. All Parks close at Dusk.

WAIVER AND AUTHORIZED SIGNATURE

I declare that the information contained in this proposal is true and correct to the best of my knowledge. I hereby attest that I am at least 21 and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought to the terms of this agreement. I agree to reimburse the Village of Carpentersville for any and all loss incurred by it in repairing or replacing damage to Village Park property.

I further agree to defend without costs, indemnify and hold harmless the Village of Carpentersville, its officers, agents, and employees from any liability to any persons, damages, losses or injuries arising out of or alleged to arise out of the permitted event which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors or any other persons attending or joining in the event who were or reasonably should have been under the control of the permittee.

I do hereby agree to abide by all federal, state, local and Village of Carpentersville, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging an event on Village of Carpentersville property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed picnic/event. I fully understand and have read the park rental rules and regulations.

Printed Name of Applicant

Applicant Signature

Date

 Picnic Table

 Trash Can

 Grill

 Disc Golf

