

## 2010 Western Springs Park District Application for Special Use Permit (Page 1 of 4)

Please complete all applicable parts of this form, sign and return it along with applicable fees and security deposits to: **Western Springs Park District, P.O. Box 630, Western Springs, IL 60558.** A copy of this permit will be returned following approval of the application. A returned application (all pages) signed by a Park District Officer, will serve as your permit for use of the property indicated on page 2, and must be in the possession of the responsible party at all times during the event.

### GENERAL INFORMATION

<b>Name of Applicant:</b>	_____
<b>Address:</b>	_____ _____
<b>Phone:</b>	_____ (Home) _____ (Cell)
<b>Additional Name:</b>	_____
<b>Contact:</b>	_____
<b>Phone:</b>	_____ (Home) _____ (Cell)
<b>The Applicant and Additional Contact Name should be present during the event. In lieu of the applicant and additional Contact, the Park District will accept a list of names with cell phone numbers and timed shifts to be provided two (2) working days before the event as a point of contact present during the event in the case of an emergency.</b>	
<b>Name and Address of Organization:</b>	_____ _____
<b>(if applicable)</b>	_____
<b>Description of Event/Activity:</b>	_____ _____
<b>Estimated # of Participants:</b>	<b>Adults:</b> _____ <b>Children:</b> _____
	<b>Children under 16 must be supervised at all times during rental hours.</b>

<b>FOR OFFICE USE ONLY</b>			
Permit Fee paid \$	_____	Date Received	____/____/____
Security Deposit \$	_____	Date Received	____/____/____
Date Cancelled	____/____/____	Date Deposit Returned	____/____/____
Approved	_____	Printed	_____
		Name	_____

Applicant Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Park District Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**2010 Western Springs Park District  
Application for Special Use Permit (Page 2 of 4)**

**FACILITY REQUESTED**

<input type="checkbox"/> Spring Rock Park - Upper Shelter	<input type="checkbox"/> Springdale Park	<input type="checkbox"/> Timber Trails Park
<input type="checkbox"/> Spring Rock Park - Lower Shelter/ Pavilion	<input type="checkbox"/> Ridgewood Park	
<input type="checkbox"/> Spring Rock Park - General Picnic Area	<input type="checkbox"/> Other _____	

**DATE/TIME**

1 <sup>st</sup> choice - Date: _____	2 <sup>nd</sup> Choice - Date: _____
11 a.m. - 2 p.m. OR 3 p.m. - 6 p.m.	11 a.m. - 2 p.m. OR 3 p.m. - 6 p.m.
Please circle your time choice. If you require alternate hours, call the Park District at 708-246-4225.	

**SPECIAL NEEDS**

Please indicate if you require any additional assistance from the Park District:

---

---

---

**GENERAL QUESTIONS**

Please provide a complete list of all activities that will take place at your event and general layout/set-up you are planning within your chosen park.

1) Please provide a complete list of all activities that will take place at your event and general layout/set-up you are planning with your chosen park.

---

---

---

2) Will you be bringing in any vendors to service your event?  Yes  No  
If yes, please provide the name, address, phone # of the vendor(s) and what they will be providing.

---

---

---

Please note, in the case for this Special Use Permit, if you require special vendors to service your event, the Park District will require each vendor to provide the Park District a Certificate of Insurance listing the Western Springs Park District as "Additionally Insured" during the date and time of your event in an amount the Park District's insurer recommends. Please call the Park District with questions (708) 246-4225.

Applicant Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Park District Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**2010 Western Springs Park District  
Application for Special Use Permit (Page 3 of 4)**

**PERMIT FEES (NON-REFUNDABLE)**

Non-profit organization or business (101 - 200 people)	\$200.00
Non-profit organization or business (201 - 300 people)	\$350.00
Non-profit organization or business (301 - 400 people)	\$450.00
Non-profit organization or business (over 400 people)	\$500.00

**SECURITY DEPOSIT (A separate check is required for Security Deposit)**

All Groups (101 - 200 people)	\$250.00	All Groups (301 - 400 people)	\$500.00
All Groups (201 - 300 people)	\$350.00	All Groups (over 400 people)	\$750.00

Note that the security deposit will be returned in full upon inspection of the grounds if no damages have been incurred to Park District property less;

- Any costs to repair damages incurred to the facilities, field and grounds during set-up, take-down and during the event itself;
- Costs incurred for a Park District staff member to work on-site for delivery of services such as trash removal (@ \$30/hour/employee e.g. 3 hour event, 1 employee = \$90 and will be deducted from the deposit).

In the event that damages exceed the security deposit, the organization agrees to reimburse the Park District for any outstanding costs. \_\_\_\_\_ initials.

**Please sign below stating you have read the rules, regulations and indemnification and will comply with the rules and regulations as stated. The WESTERN SPRINGS PARK DISTRICT is hereafter referred to as “the Park District.”**

**PERMIT TERMS AND CONDITIONS**

- ✓ I am 21 years of age or older and have a valid driver’s license or valid proof of identification.
- ✓ Applications must be signed and agreed upon before approval.
- ✓ I understand that falsification of information, violation of any rules, regulations or ordinance of the Park District, misconduct of individuals in the group and/or misuse of the facility will result in denial and/or revocation of the permit, forfeiture of fees and security deposits given and/or the closing of the event.
- ✓ **FEES:** All fees must be paid two (2) weeks in advance and are **non-refundable**. No refunds will be given due to weather conditions.
- ✓ **SECURITY DEPOSITS:** All security deposits must be paid two (2) weeks in advance. Security deposits will be refunded within two weeks following the event of inspection of the facility/park following the event shows no damage or violation. No interest will be paid on security deposits.
- ✓ The Park District retains the right to reject any application. The Park District reserves the right to have a designated employee visit the event site to determine compliance with the terms of this rental agreement.
- ✓ When using amplification, volume must be kept at a moderate level.

Applicants initials: \_\_\_\_\_ Date: \_\_\_\_\_ Park District Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## 2010 Western Springs Park District

### Application for Special Use Permit (Page 4 of 4)

- ✓ The Park District retains the right to reject any application. The Park District reserves the right to have a designated employee visit the event site to determine compliance with the terms of this rental agreement.
- ✓ Renter is solely responsible for providing any and all supervision and/or security services during the rental period. The Park District does not assume liability for property lost, damaged or stolen on the Park District premises, or for personal injuries sustained on the premises during Renter's use of the premises.
- ✓ Vehicles (except emergency vehicles and motorized wheelchairs) and alcohol are not permitted on the premises or in any Park District building on the premises.
- ✓ Additional equipment in the park, including but not limited to tents, grills, moon jumps and entertainment requires prior approval from the Park District.
- ✓ Renter will be responsible for any excessive clean-up costs related to the damage of Park District property arising out of the use of the said facility/park pursuant to this agreement.
- ✓ Organizations, groups or individuals may be called upon to furnish a Certificate of Insurance and name the Park District as additional insured.
- ✓ Renter will be responsible for any set-up/take-down unless otherwise arranged. This includes the removal of all decorations and trash. **All trash must be bagged and disposed of in or near the appropriate trash receptacles located in the park. If you are able to RECYCLE, please use the appropriate recycling container within the park or use BLUE BAGS to delineate recyclable materials from trash.**
- ✓ The Park District reserves the right to amend the rental terms as needed to serve the best interests of the Park District and to relocate any event based on unforeseen circumstances.

Printed Name of representative: \_\_\_\_\_

Signature of representative: \_\_\_\_\_

#### INDEMNIFICATION AND HOLD HARMLESS

The renting individual, group or organization (hereafter referred to as "Renter") agrees to protect, indemnify, save, defend and hold harmless the Western Springs Park District, its officers, officials, volunteers, employees, and agents (hereafter collectively referred to as "the Park District") from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's fees for which the Park District may become obligated by reason of any accident, injury or death of persons or loss or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except for claims damages, penalties, causes of action, costs and expenses, arising solely by virtue of any negligent act or omission of the Park District.

Printed Name of representative \_\_\_\_\_

Signature of representative \_\_\_\_\_

Applicant Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Park District Initials: \_\_\_\_\_ Date: \_\_\_\_\_