

**VILLAGE OF PALOS PARK
RECREATION DEPARTMENT**
8901 West 123rd Street, (708) 671-3760

Permit for Use of Outdoor Facilities

(Must be obtained 14 days in advance of event)

Name of Individual/Organization: _____

Date or Dates Requested: _____ Scheduled Time of Event: _____

Anticipated Number: _____ Ratio/Supervision: _____

Purpose: _____

Special Facilities Requested: _____
(ie. ballfield, tennis courts, picnic shelter, sand volleyball)

Equipment permit holder requests to bring to site: _____
(ie. tents, canopies, barbeque grill)

Special Comments: _____

Hold Harmless Clause

I/We, the undersigned, do hereby agree to hold harmless, defend and indemnify Village of Palos Park, its officials, employees and agents, in whole or part, with respect to any and all claims, and expense incurred for property damage, bodily injury, or wrongful death arising in connection with the use by such license of the facilities of said Village of Palos Park. The undersigned fully understands that this release not only covers bodily injuries, but also covers a full release of all doctor's and hospital bills.

If required by the Village of Palos Park, I/We shall obtain general/commercial liability insurance in a form and with a company acceptable to the Village. I/We agree to assume personal responsibility for proper use of the above named facilities.

Signature: _____ Date: _____

Print Name: _____ Organization: _____

Address: _____

Home #: _____ Work #: _____

Office Use Only

Approved By: _____ Date: _____

Fee Charged: _____ Check/Cash: _____

Deposit Amount Paid: _____ Check/Cash: _____

If required, general/commercial liability insurance: _____

Remarks: _____

OUTDOOR FACILITY PERMIT REGULATIONS

1. Applicants must show proof of residency to receive resident rates. The signor of the contract, who must be 21 years of age or older, is held directly responsible by the Village for the supervision of the event participants during the license period. An adult chaperone is required for every 15 minors (under age 18) attending the event.
2. A \$150 (cash or certified check) security deposit is required upon approval of permit application. Permit holder must make final payment 1-week prior to the date of event. Checks should be made payable to Village of Palos Park. Security deposits will be refunded within 10 days after the scheduled event if upon inspection the Village grounds and facilities are found in a reasonable and satisfactory condition.
3. The organization or group utilizing the park area is entirely responsible for debris, litter removal, and deposit of all garbage in the provided garbage receptacles on site.
4. Failure to compensate the Village for incurred expenses resulting from damage or debris clean up will prohibit the individual/organization from future usage of Village grounds and facilities. Debris removal will be deducted from the security deposit.
5. Gambling is prohibited on park premises.
6. Use of fireworks is prohibited.
7. Erection of tents/canopies must be approved in advance by the Recreation Department.
8. Roadways must remain passable at all times during the outdoor special event and the event must not have an adverse effect on the traffic patterns or the movement of emergency vehicles.
9. If necessary, traffic control may be required with costs to be reimbursed to the Village.
10. A Village-authorized electrical inspection may be made prior to the start of any outdoor park event. **The Village has the sole right to choose the electrical inspector and cancel an event if hazardous conditions are reported.**
11. Permit use is for the specified park area only and is limited to park boundaries.
12. Organizations or groups are not allowed to charge admissions or activity fees unless authorized by the Village Council.
13. All decorations, banners, and temporary signs must be removed immediately following the outdoor special event. No decoration/banners can be applied to the building or structures.
14. The sale, service or consumption of alcoholic beverages shall be prohibited unless the proper authorization therefore is applied for and granted in accordance with the following:
 - A. Where the service or consumption of alcoholic beverages is to occur without a charge therefore, permission must be granted for said activity in accordance with Section 808.25 of the Village Code.
 - B. Where a charge is to be imposed for the alcoholic beverages that are to be served and consumed, a Class E limited or Temporary Special Event Liquor License must be obtained from the Village in accordance with Chapter 808 of the Village Code, and a Special Event Retailer's Liquor License (not for profit) [235 ILCS 5/5-1 (e)] or Special Use Permit Liquor License [235 ILCS 5/5-1 (q)], as the case may be, must be obtained from the Illinois Liquor Control Commission.