



## RECREATION AND PARKS DEPARTMENT

### OUTDOOR FACILITY PERMIT/ RENTAL REGULATIONS

1. Applicants must show proof of residency to receive resident or unincorporated Palos Park rates for the permit/rental.
2. The signor of the permit/rental agreement must be 21 years of age or older.
3. This signor of the permit/rental agreement must make payments for the rental and is held directly responsible, by the Village, for supervision of the event participants during the rental period.
1. A \$200 security deposit is required upon receipt of permit application.
  - a. Cash or check issued security deposits will be refunded within 3-4 weeks after the scheduled event.
  - b. Credit Card issued deposits will be refunded within 2-3 days after the scheduled event.
  - c. Both forms of refunds are contingent upon inspection and the Village grounds and structures are found in a reasonable and satisfactory condition.
  - d. The organization or group utilizing the outdoor facility/park area is entirely responsible for debris, litter removal, and deposit of all garbage in the provided garbage receptacles on site.
  - e. 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
2. The Rental applicant/Permit holder must make final payment two weeks prior to the date of event by cash, credit card or checks payable to Village of Palos Park.
3. Cancellation Policy – There is a \$50 cancellation fee if canceled at least 2 weeks prior to rental. Any cancellations less than 2 weeks prior to the rental date will incur a cancellation fee of 50% of monies collected to date. The Village of Palos Park reserves the right to cancel any scheduled rental/event in cases of emergency or hazardous situations without penalty.
4. Permit use is for the specified park area **ONLY** and is limited to park boundaries.
5. Gambling is prohibited in/on outdoor facility/park premises.
6. Use of fireworks is prohibited.
7. Erection of tents/canopies must be approved in advance by the Recreation and Parks Department.
8. All outside vendors need to supply the Village with a certificate of insurance citing the **Village of Palos Park, its officials, employees and volunteers as additional insured**. Document needs to accompany the final payment. (e.g. outside vendors: DJ's, attractions, entertainment tents and caterers.)
9. Roadways must remain passable at all times during the rental/outdoor special event and the event must not have an adverse effect on the traffic patterns or the movement of emergency vehicles.
10. If necessary, traffic control may be required with cost to be reimbursed to the Village.
11. The local police are to be allowed access to all activities held within Village facilities/parks.
12. Certain events of 100 participants or more require the presence of a Uniformed Police officer. This arrangement will be part of the Rental Agreement.



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### OUTDOOR FACILITY PERMIT REGULATIONS cont.

13. All events over 500 attendees are required to hire one police officer, if serving alcohol, two police officers. The Recreation and Parks Department will assist in obtaining the police for the event and charge according to Level C pay grade.
14. Organizations or groups **are not allowed** to charge admission or activity fees unless authorized by the Palos Park Village Council.
15. All decorations, banners, and temporary signs must be removed immediately following the outdoor rental/special event. No decoration/banners can be applied to the building or structures. Security Deposit will be forfeited if staff needs to remove event decorations.
16. A Holiday fee of 50% over the stated fees will be implemented to rental requests based on staff availability. (Said Holidays include: New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the day following, Christmas Eve, Christmas Day and New Year's Eve)
17. Private Parties that serve alcohol to their guests are required to have general liability insurance that includes host liquor liability coverage **naming the Village of Palos Park, its officials, employees and volunteers as additional insured**. Coverage can be found through the Village of Palos Park's intergovernmental risk pool IRMA (Intergovernmental Risk Management Agency) at <http://www.irmarisk.org/Public/TenetUserProgram-TULIP.asp>. Proof of insurance and additional insured status needs to accompany final payment at least two weeks prior to the rental. Glass containers prohibited.
18. 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 Section from the Palos Park Village Code: Glass containers prohibited.
  - A. 808.25 SERVICE ON VILLAGE PROPERTY  
The Mayor, as the local Liquor Control Commissioner, is hereby authorized to permit the service of alcoholic beverages on Village property upon the following conditions:
    - a. The organization requesting the permission is a civic, charitable, fraternal or other type of organization and not a commercial or business organization.
    - b. Statutory dram shop insurance is obtained and a temporary liquor license is obtained.
    - c. Supervision is adequately provided to assure compliance with State liquor laws.
    - d. The Police Department has complete access to the event or function and authority to terminate said function if any violation of State or Village laws is evident. (Ord. 1993-31. Passed 8-23-93.)
  - 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.
21. Please call the non-emergency police number for assistance during your rental 708-442-2191