



Date/Time Rcv'd: _____	All Requirements & Payments COMPLETED <input type="checkbox"/>
<input type="checkbox"/> COPY SENT TO DPW	

### Special Event Permit Application

Applicant Name (first, Last)		<b>MUST check one:</b>			
		<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> For-Profit Organization			
Name of Organization (if applicable)		DATE OF THE EVENT	TIME OF EVENT include set up/take down	# OF PEOPLE EXPECTED:	
Billing Address			Reason for the Event:		
City, State	Zip	Email Address			
Cell Phone (During Event)	organization phone	Are you having ALCOHOL (BEER or WINE) At your event? NO <input type="checkbox"/> YES <input type="checkbox"/> if checking YES, you need to complete a beer/wine application			
<b>Signature</b> (I have read and agree to follow the rules and regulations of my rental application as outlined in the application packet)					
<b>RENTAL Location (Choose all that apply)</b>					
EHLERT PARK WEST PAVILION <input type="checkbox"/>	EHLERT PARK EAST PAVILION (35 capacity) <input type="checkbox"/>	KIWANIS PARK PAVILION <input type="checkbox"/>	KIWANIS PARK BAND SHELL <input type="checkbox"/>	EHLERT PARK OPEN FIELD SPACE <input type="checkbox"/>	RECREATON HALL (Indoors) <input type="checkbox"/>
Are you having any of the following at your event: <input type="checkbox"/> fundraiser <input type="checkbox"/> vendor sales <input type="checkbox"/> caterer on-site <input type="checkbox"/> raffle <input type="checkbox"/> tents <input type="checkbox"/> entertainment <input type="checkbox"/> Inflatable <input type="checkbox"/> Fees collected on site <input type="checkbox"/> animals <input type="checkbox"/> generators <input type="checkbox"/> Grilling <input type="checkbox"/> Other: _____					
<b>For Office Use Only</b>					
Deposit AMT. \$ _____ Paid by CK # _____ Date: _____				Beer/Wine Permit application Received? <input type="checkbox"/> Date: _____	Beer/Wine Permit application Approved? <input type="checkbox"/> Date: _____
Rental Fee Due \$ _____	Rental Fee Amt Pd. \$ _____ Date: _____ Balance \$ _____				
	Rental Fee Amt Pd. \$ _____ Date: _____ Balance \$ _____				
Insurance Required <input type="checkbox"/>	<b>NOTES:</b>				
Insurance Rcv'd <input type="checkbox"/>	Date: _____				

### Pavilion & Facility Policies and Procedures

The applicant agrees to the following:

- Adhere to all items in the rental application including time requested, number of people attending and full disclosure of activities being held. Failure to adhere to all items will result in loss of deposit and potential additional charges.
- Special Event Pavilions and Facilities are rented for 4 HOUR time periods. **There is a courtesy 45 minutes built into your rental request for set up and take down. If you require more than 45 minutes for set up or take down, please include that time in your rental request.**
- Applicants are required to clean up after themselves. All litter should be disposed of properly, no excess garbage on the ground or tables of picnic area and no garbage piled next to or on top of cans. Large dumpsters are located at all parks to dispose of excess garbage. Excess garbage not removed from the pavilion will result in loss of deposit.
- Grilling and alcoholic beverages without an approved permit are not allowed on the premises at any time.
- Applicant will adhere to all payment deadlines and insurance documentation requests.

**Police and Site Supervisors have the right to request this form. Keep it with you at all times.**  
 Village of Brookfield Parks and Recreation Department | 8820 Brookfield Ave. Brookfield, IL 60513 | P:708.485.1474

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## 2023 Special Event Permit Rental Pricing

Rental fees include **4 hours of use**. Any time needed in addition to the 4 hours of use for your event will incur **hourly usage charges** based on your applicant category (see hourly pavilion and facility rental pricing application):

Level	Attendance	Rental Fee*	Security Deposit
Level 1	75-200	\$410	\$520
Level 2	201-400	\$755	\$520
Level 3	401-550	\$1,200	\$1,000

**\*Please note, the organization or agency providing certificate of insurance documents or HOSTING the event will be considered the rental applicant and be subject to that fee category i.e. resident applicants cannot apply for pavilion, facility or special event rentals on behalf of any organization.**

**If leaving an application in a drop box, it is subject to the time and date it is pulled and noted by the recreation department. Do NOT time stamp your own application, it will not be accepted.**

**Security Deposits are due at the time of application. If wishing to pay in full, rental fees (not including deposits) can be paid with cash, check or credit/debit cards. Full rental fees and supporting insurance requirements are due 2 weeks prior to your event.**

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# Rental Guidelines

## ❖ How do I know if I need to complete a Pavilion and Facility Permit application versus a Special Event Permit for my event?

Any event on park property with 74 attendees or less must apply for a pavilion and facility rental permit. Only activities that have been approved by the Parks and Recreation Department through the permit application process will be allowed.

Any event on park property with 75 or more attendees must apply for a Special event rental Permit. Certain activities that may require additional insurance and/or a Special Event Permit (even if under 75 attendees) include the following:

- Any advertising, fundraising or sponsorship activities
- Selling and/or distributing food, goods or merchandise (this includes exercise classes or boot camps)
- Alcohol (there is a separate permit application for the consumption of beer/wine)
- Tents
- Inflatables
- Stages
- Specific location reservations
- Use of amplified sound

Please consider that there are other activities or proposed event features that may require you to secure a Village of Brookfield Special Event Permit. Contact the Brookfield Parks and Recreation Department at (708) 485-1474 to discuss availability, options and questions.

## ❖ What if groups or individuals are using the park space that I am permitted for when I arrive on my event date?

Make sure that you have your Pavilion and Facility rental OR Special Event Rental Permit in hand. This will be given to you as a receipt when deposit and final payment are received. This permit receipt shows that you have permission to use the space for the stated time and date. If you have any problems, please contact the non-emergency Brookfield Police Department number at 708-485-8131.

## ❖ What are the Village of Brookfield's insurance requirements and how can I obtain the necessary insurance?

Applicants must submit two documents to satisfy insurance requirements:

(1) **Certificate of General Liability Insurance** in the amount of \$1,000,000 naming the "Village of Brookfield, it's officials, employees, agents and volunteers as additional insured and no additional endorsements limit coverage to additional insured beyond terms of actual additional insured endorsement (CG 2019 or CG 2026). Coverage to additional insured is primary. Village of Brookfield named as cancellation recipient".

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(2) **Endorsement** document, issued by the insurance carrier. The Endorsement document is issued under the applicant’s General Liability policy of insurance, including coverage for property damage while park property is occupied by the permittee, for the event that reflects that the Village of Brookfield is an additional insured for the event.

Your permit will not be issued if both the Certificate of Insurance and Endorsement document have not been received and approved 48 hours prior to an event (LATEST). **We prefer 2 weeks prior to your event for receipt and approval of documents as the turnaround time in any document procurements or corrections may result in the cancelation of your event!**

**These insurance documents must be received by the applicant as well as any additional vendor providing services/entertainment at your event.**

❖ **Do I need to provide the above Insurance requirements?**

	If you answered NO insurance documents are NOT needed	If you answered YES insurance documents ARE needed
Will there be more than 75 people at your event?	X	
Will you have a DJ?		X
Will you have a live band?		X
Will you have beer/wine?		X (need additional beer/wine permit)
Will you have an inflatable? *Inflatables MUST be staffed by the company providing the insurance. Privately owned inflatables are not allowed.		X
Are you selling any goods or items?		X
Is this a fundraiser?		X
Do you have a caterer?		X
Are you putting up any tents larger than 10'X10'?		X
Are you providing a service to a gathered group of people?		X

**\*This chart is meant as a general, helpful guideline in insurance requirements. If you are uncertain about your event needing the required insurance documents, please call 708-485-1474 for clarification. Events failing to provide the proper insurance documents may have their event canceled and/or lose deposit and rental fees. Questions? JUST ASK!**

❖ **Is alcohol allowed at my event if I get a Village of Brookfield Beer/Wine Event Permit?**

No alcohol beverages shall be sold. The Village of Brookfield requires a special event Beer/Wine permit license for any beer/wine beverage service. All permit holders are required to provide liquor liability insurance (additional details are outlined on the beer/wine application).

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❖ **Can I reserve Athletic areas, such as softball fields or soccer fields, with a Village of Brookfield Pavilion and Facility Permit Application?**

For organized athletic organizations, there is a separate Athletic Field Permit process. If you are requiring any of these areas with your event application, please contact the Parks and Recreation Department at 708-485-1474. Additional fees may apply.

❖ **Are restroom facilities available for my event? Am I required to obtain portable toilets for my event?**

Public restrooms in the parks are open May 1- October 31st. Special Event rentals with more than 200 attendees may be required to provide portable toilets for their participants. Location of portable toilets is subject to Village of Brookfield Parks and Recreation department approval.

❖ **Once I've obtained a Pavilion & Facility Rental OR Special Event Permit, how can I get equipment to my site?**

**Parking or driving vehicles on grass or Athletic fields is strictly prohibited.** If staff and supply vehicles need to be driven to the site to unload equipment or supplies, special request must be made and approved by the Parks and Recreation Department prior to your event. You will get a permit for each vehicle needing access to unload equipment or supplies. Failure to follow the approval process or if damage to any areas are incurred, you will forfeit your deposit and may be liable to any additional fees as a result of damage.

❖ **Can I reserve parking spaces for my event?**

Parking provisions are not included in the issuance of any park pavilion or facility permit. However, public parking is available at parking lots and designated street parking throughout the parks.

❖ **Can I have music, a DJ or a live music performance at my event?**

All requests for amplified sound must be approved by the Parks and Recreation Department as well as designated as an activity on your facility rental application. Live music performances and/or DJs will require additional insurance requirements as well as approval.

❖ **Does the Village of Brookfield's Parks and Recreation Department provide tables, chairs, benches, tents, sound systems or any other equipment with a Special Event Permit?**

The Parks and Recreation department does not supply such equipment for outdoor park spaces. Event Permit applicants are responsible for securing any and all event-related supplies or equipment for outdoor rentals. Picnic tables are available at each pavilion for use. The Parks and Recreation department will provide limited number of tables and chairs, including set-up take down of tables and chairs, for indoor recreation hall rentals.

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❖ **I want to have tents and/or canopies at my event. Is that allowed?**

Applicants must provide the information on personally owned tents on their application form. Tents are to be no larger than 10'X10' and must be personally owned by the applicant. All tents or canopies being provided by a vendor must submit the required insurance documents. In addition, any tent or canopy larger than 400 square feet requires an approved building permit from the Village of Brookfield.

❖ **Do I need to clean up after my event, or will the Parks and Recreation Department provide maintenance and clean up services?**

The Village Department of Public Works staffs the removal of garbage at all park pavilion sites on a regular basis. However, due to the large usage of rentals May-October ALL RENTAL APPLICANTS are REQUIRED to remove all EXCESS garbage from the pavilion. Excess garbage is considered any garbage that does not fit INSIDE the garbage totes provided. Garbage cannot be piled on top or next to the park garbage cans. Large dumpsters are located at each park site for your convenience. Please help us keep our parks clean and free of garbage. Failure to remove excess garbage from the site will result in loss of deposit.

At the discretion of the Parks and Recreation Department an outside maintenance vendor and maintenance plan may be required for larger special events. Outside maintenance vendors and plans must meet the approval of the Parks and Recreation Department. All agreements for Maintenance Services must be arranged at least 30 days prior to your event For more information, please contact the Parks and Recreation Department at 708-485-1474.

❖ **What if I need to cancel my event?**

All cancellations must be made in writing to the Parks and Recreation Department. Permit cancellations must be received no later than 60 days prior to the event and requires a confirmation in receipt of notice from the department for a full refund. Any requests for cancellation after the 60 day deadline will result in loss of deposit fees. Cancellations made after final payment deadline of 2 weeks prior to the event will result in loss of deposit and final payments. All application fees are non-refundable and non-transferable.

❖ **When will my security deposit be refunded?**

Upon the conclusion of your event, Parks and Recreation personnel will review the event. If it is determined that the applicant has adhered to all event agreements including but not limited to number of people attending and full disclosure of event activities and there has been no damage to Village property or equipment beyond reasonable wear and tear, the security deposit shall be refunded in full within an estimated thirty (60) days of the conclusion of the permitted event.

❖ **If it rains or snows or there are other inclement weather conditions on the day of my event, can I be refunded for the event?**

The Parks and Recreation Department reserves the right to cancel or relocate an event due to inclement weather prior to or on the day of the event that may cause excessive damage to Village property. If the Village of Brookfield Parks and Recreation Department makes such decision in cancellation, a full refund will be given, and best efforts will be made to provide an alternate date for your event. If the applicant cancels an event due to poor

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weather conditions, there will be no refund or attempt to provide alternate dates by the parks and recreation department.

❖ **If my event has less than 75 participants and includes a class (boot camp/running group/dance troupe or other group activity, do I need a permit?**

Regardless of the number of people participating, a rental permit is required, please submit a permit application and adhere to all guidelines. For additional questions, please call the Parks and Recreation office at 708-485-1474.