Shorewood
ILLINOIS
One Towne Center Blvd., Shorewood, IL 60404
Phone: (815) 741-7710 / Fax: (815) 744-6766

PARK PAVILION RENTAL APPLICATION

Office Use Only

Date Received _____

Time Received _____

APPLICANT/ORGANIZATION INFORMATION

Applicant_____ Contact Phone_____

Address_____

City_____ State _____ Zip_____

Email Address_____

EVENT/RENTAL INFORMATION

Date Requested_____/_____/_____ Time Requested _____

Park pavilion Requested_____ Number of Guests _____

Detailed Description of Event _____

_____

Please indicate in detail what your group is requesting to bring in to the park on the date stated above. Each request will be considered on an individual basis. All paperwork and payment made in full are due to the Village of Shorewood at least 7 business days prior to the desired reservation date. Applications submitted less than 7 business days prior to the desired date will be subject to an additional $25.00 processing fee. This request does not give you exclusive use of the park. **Submission of application does not guarantee permit issuance.**

WAIVER AND HOLD HARMLESS AGREEMENT

I understand that, though I have reserved the shelter, the Village of Shorewood cannot guarantee that the shelter will be unoccupied when I arrive. On behalf of my group/organization, I will bring the Pavilion Rental Permit, and I will make every effort to resolve a conflict through appropriate communication before contacting the Police Non-Emergency number. Furthermore, I understand that the Village of Shorewood will not be responsible for any property left unattended in the park, and that I am responsible for reporting incidents of vandalism or illegal activity in the park by calling 911.

Facility rental requests must be made a minimum of 7 business days in advance. The Village shall have at least 3 business days after receiving a permit request to review the application. The Village reserves the right to take additional time to review any application. The Village reserves the right to amend the rental rules as needed to serve the best interests of the Village. The Village reserves the right to relocate any meeting/event based on unforeseen circumstances.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age. I agree to reimburse the Village of Shorewood for any and all loss incurred by it in repairing or replacing damage to Village of Shorewood property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the rental who were or should have been under my control.

I have read and understand all special use regulations/requirements/agreements. I do hereby agree to abide by all federal, state, and local laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Village of Shorewood property. I understand that lack of meeting all requirements may result in the denial or cancellation of the requested rental.

Signature: _____ **Date:** _____

If paying by credit card your signature is authorizing the Village of Shorewood to charge your card for payment.

RESERVATIONS OFFICE USE ONLY

Approved By _____ Mailed On_____ Date Entered _____

Amount Due $_____ Amount Paid _____

☐ Cash ☐ Check #_____ ☐ Card

PERMIT #

SHELTER INFORMATION / RENTAL FEES

LOCATION	AREA	CAPACITY	FEES	Number of Tables	Bathrooms	Grills
Cene's Four Seasons Park— South Pavilion	Pavilion	45	$75.00 (R) $150.00 (N/R)	4 Tables	Port-o-Lets	-
Wynstone Park	Pavilion	45	$75.00 (R) $150.00 (N/R)	6 Tables	Port-o-Lets	-
West Shore Park—New Pavilion	Pavilion	45	$75.00 (R) $150.00 (N/R)	4 Tables	Port-o-Lets	x
West Shore Park—Old Pavilion	Pavilion	25	$50.00 (R) $100.00 (N/R)	2 Tables (12ft)	Port-o-Lets	-
Towne Center Park	Pavilion	15	$30.00 (R) $60.00 (N/R)	2 Tables	Port-o-Lets	-
Shorewood Park	Pavilion	15	$30.00 (R) $60.00 (N/R)	2 Tables	Port-o-Lets	x
River Oaks Park	Pavilion	25	$50.00 (R) $100.00 (N/R)	2 Tables (12ft)	-	-
Country West Park	Pavilion	15	$30.00 (R) $60.00 (N/R)	2 Tables	-	-
White Tail Park	Pavilion	15	$30.00 (R) $60.00 (N/R)	2 Tables	-	-
Huntington Village Park	Pavilion	15	$30.00 (R) $60.00 (N/R)	2 Tables	-	-
Ca-Crest Park	Pavilion	15	$30.00 (R) $60.00 (N/R)	2 Tables	-	-
Each Additional Hour **[Exceeding four (4) hours]**	-	-	$15.00 (R) $15.00 (N/R)	-	-	-

PARK/SHELTER FAQ s

How do I reserve a park pavilion?

Complete and sign a park pavilion rental application and return it to the Parks and Recreation Department in Suite 102 at Village Hall. Pavilions are available to be reserved for four hour time blocks. Should you require a reservation exceeding 4 hours, you will be charged a rate of $15.00 per additional hour. **Park pavilion rental applications can be found at Village Hall or online at vil.shorewood.il.us under the Parks and Recreation Department.**

How will I know that the park shelter I requested is reserved for my group?

Requests for pavilion rental will be reviewed for availability on a first come, first served basis and **are not considered RESERVED until payment is received and a permit has been issued**. The applicant will be notified by phone and/or email within 3(three) business days of receipt of application. Approved permits will be mailed unless otherwise notified.

Will I be issued a refund for my cancelled park shelter request?

Refund requests must be made in writing at the Village of Shorewood Parks and Recreation office at least 7 business days prior to requested rental date. After the 7 day threshold, no refunds will be issued. All refunds will be assessed a ten dollar ($10.00) administrative fee. No pavilion refunds will be issued in cases of inclement weather.

Why would the Village of Shorewood cancel my park shelter request?

Your pavilion rental request may be cancelled by Village of Shorewood staff to endure the safety of our guests. Examples may include, but are not limited to, inclement weather, maintenance issues, or unsafe conditions. The Village of Shorewood reserves the right to cancel or relocate a rental to another location due to scheduled Village functions/programs.

How do I make a change to my application?

Changes to the application must be submitted to the Village of Shorewood's Park and Recreation Department by the person who signed the contract at least 2 days prior to the event.

What hours are available for reservation?

Parks are available from dawn until dusk unless specific times have been indicated.

When can I submit my park shelter reservation request?

Reservations are processed in the order they are received, subject to park availability, to Shorewood residents beginning January 1 and on March 16 for non-residents, from April—October.

Applicant Initials_____ Date_____

PARK/PAVILION POLICIES AND PROCEDURES

- Prices are for a four hour block
    - Each hour past the 4 hour block will be charged a fee of $15.00/hour
- Residents can begin reserving shelters on January 1st for that calendar year
- Non-Residents can begin reserving shelters on March 16th for that calendar year
- **Applications must be submitted for rental requests at least 7(seven) business days prior to the requested date. Payment must be made in full at the time of Permit pick-up.**
    - **Applications submitted less than 7 business days prior to the requested date will be subject to an additional $25.00 processing fee.**
- Applicants must show proof of residency to receive discounted resident rates
- Applicant must be 21 or older to rent Village of Shorewood Park and Recreation pavilions
- At least one adult chaperone (over the age of 21) must be provided for every 15 minors in attendance
- **No alcoholic beverages are permitted on park property**
- All groups or individuals renting facilities shall be responsible for the facility being clean and in an orderly state after scheduled use
- Should the facilities be left in such a condition to require additional cleanup or maintenance, this expense will be invoiced to the responsible party
- All functions conducted in/on Parks and Recreation facilities must be in accordance with Village of Shorewood standards, and therefore, not be in violation of any Village regulations or ordinances as set forth in the ordinances providing that the issuance of permits for the use of park facilities
- Proof of insurance and waiver of liability may be required at the discretion of the Village Administrator
- No Park Facility can be rented past dusk without prior written approval of the Village Administrator
- All applications are approved at the discretion of the Village Administrator. **Application submission is not a guarantee of permit issuance.**
- I understand that falsification of information or violation of any rules, regulations or ordinances of the Village of Shorewood Pavilion Rental Policies and Procedures will result in the denial and/or revocation of the picnic permit, forfeiture of fees.
- The permit is valid for the picnic/event of the applicant/organization named on the permit. The attendance must not exceed the amount listed on the permit.
- The permit is not transferable or assignable. Any attempted transference will void the permit and subject the applicant to subsequent fines, penalties and loss of fees.
- I understand that no other use of the facilities shall take place other than for which the permit is granted.
- Do not drive or park on the grass. Parking and driving in designated areas and roadways only.
- Music should not be audible beyond the immediate vicinity nor should it disturb quiet camps, picnic areas or gathering places.
- **Do not affix, stake or secure anything to trees, grass or landscaping including tents, canopies, shade structures, signs, banners, piñatas, balloons, etc.**
- Do not mark on trails or any other structure in the park.
- Do not nail, pin, glue, staple or affix anything to the pavilion, table, or any other Park structure that would leave a mark or hole.
- Do not use glitter, rice, confetti, streamers, birdseed, or “silly-string” during your function.
- Remove and dispose of ALL decorations and signs prior to your departure
- Decorative or repellent candles must be in heat-proof containers with stable bases.
- Fireworks are strictly prohibited.
- Pets must be leashed; leashes in excess of 10 feet are not allowed nor are stakes to secure a pet leash.
- Build fires only in designated permanently installed grills. No outside grills may be utilized
- No admission fees or charges for your event may be levied.
- Gathering firewood is prohibited.
- Pony rides, dunk tanks, inflatable slides, **bounce houses** and water slides are prohibited.
- Before leaving, you must extinguish all fires.
- Trash must be cleaned from area and tables and placed in trash cans.
- The Village of Shorewood Parks and Recreation Department is not responsible for picnics/events canceled due to inclement weather.
- Should there be a conflict with another party utilizing a pavilion, who does not have a permit, please contact the Police Non-Emergency number: 815-725-4636.
- **If you would like to have a food truck at your event:**
    - **All Mobile Food Vendors must have a valid license to operate within the Village of Shorewood**
    - **Mobile Food Vendors must submit the Site Location and obtain approval from the Village prior to operation.**
    - **Links to both applications can be found at: https://cms2.revize.com/revize/shorewood/business/run_your_business/mobile_food_vending.php**

Applicant Initials_____ Date_____

Office Use Only

Copy given to permit holder _____