

FACILITY AND PARK USE PERMIT APPLICATION

**Lake in the Hills Parks & Recreation Department
600 Harvest Gate • Lake in the Hills, Illinois 60156 • (847) 960-7460**

If you are requesting to sell or allow the consumption of alcoholic beverages as part of this application, you must complete section 5 of this application **a minimum of 7 business days prior to the activity date**. With a request for liquor, the permit shall be considered fully executed only with the signed approval by the Liquor Commissioner (Administration Department). Required certificate(s) of insurance and fees **must be** included with this application at the time of submission. Incomplete applications will not be processed. Upon approval, this application will serve as your permit to utilize the Park and/or Facility area indicated and must be posted at the Park and/or Facility site, or in possession of applicant, on the day of reservation.

SECTION 1: APPLICANT INFORMATION	
Name:	Date:
Address:	
City, State, Zip:	
Contact Person:	Phone No: ()
Additional Phone Nos. Where Contact Person May be Reached:	E-Mail:
Is the Applicant an Organization/Company (check one)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION 2: ORGANIZATION/COMPANY INFORMATION	
Name of Organization: Name of Applicant:	Title:
Contact Person (if different):	Phone No.: ()
Federal Employer Identification (FEIN) No.:	
Please check the appropriate type of organization/company:	
<input type="checkbox"/> For-Profit <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> Political/Civic <input type="checkbox"/> Other: _____	
SECTION 3: PERMIT DETAIL	
Date(s) Requested:	Location:
Time(s) Requested:	
Type of Activity: <input type="checkbox"/> Picnic <input type="checkbox"/> Party <input type="checkbox"/> Meeting <input type="checkbox"/> Concert <input type="checkbox"/> Game <input type="checkbox"/> Other: _____	Anticipated Attendance:
Is this a Major Event (use of more than 1 acre of Park Site)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any additional needs? (i.e. Handicap Access, Electricity, Tables/Chairs, Spigot Water, etc.):	

SECTION 4: SITE REQUESTED	
Facilities	
Indian Trail <input type="checkbox"/> Picnic Shelter	Village Hall <input type="checkbox"/> Community Room
Village Hall Lower Level <input type="checkbox"/> Multipurpose Room <input type="checkbox"/> Classroom	LaBahn-Hain House <input type="checkbox"/> House/Grounds
Parks	
Barbara Key <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> #1 (Lg) <input type="checkbox"/> #2 (Sm)	Plote Field <input type="checkbox"/> Baseball Diamond
Turtle Island <input type="checkbox"/> Picnic Shelter	Leroy Guy Park <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Baseball Diamond <input type="checkbox"/> Soccer Field
Richard Taylor <input type="checkbox"/> Soccer Field	Ryder Park <input type="checkbox"/> Baseball Diamond
Sunset Park <input type="checkbox"/> Baseball Diamond <input type="checkbox"/> Soccer Field <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Football Field	Larsen Park <input type="checkbox"/> Gazebo VH Amphitheatre <input type="checkbox"/> Gazebo
SECTION 5: ALCOHOLIC BEVERAGE USE REQUEST and INSURANCE	
ALCOHOLIC BEVERAGE USE	
Will beer or wine be <u>sold</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No Will beer or wine be <u>served</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Describe how entrance/exit areas to the alcohol will be controlled to prevent underage consumption:</u>	
Manner in which beer or wine will be served (bottles, cans, keg):	
Signature of individual (over 21 years old) who will be on-site overseeing the beer or wine:	Contact Phone Nos: () ()
INSURANCE	
Individual Applicants Only: Are you requesting to use your homeowners insurance to comply with permit insurance requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	Individuals who selected "No" in the previous question, Businesses or Organizations:
Insurance Company:	Liquor Liability Insurer:
Agent Name:	Agent Name:
Phone No: ()	Phone No: ()
Policy No:	Policy No:
Insurance certificate attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance certificate attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 6: LIABILITY/INDEMNIFICATION WAIVER

As a condition of this permit being issued, the applicant agrees to indemnify, defend and hold harmless the Village, and all of its officers and employees, against any and all suits, causes of action, or injury, illness, or property damage claims arising out of this permit, including any act or omission of the applicant and/or permit holder or activity constituting a part of the activity allowed under this permit. The applicant agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which this application is being sought, to waive and relinquish all claims that may result in any manner against the Village, its agents, public officers, officials or employees and authorized volunteers from said applicant, except for acts caused by the willful and wanton misconduct by employees of the Village acting with the scope of their employment.

SECTION 7: ACKNOWLEDGMENT/SIGNATURE

By signing below, the applicant certifies that the information provided above is correct; he/she has read and understands the information contained in this permit application; and he/she agrees to conduct the requested activity in compliance with all State and local applicable codes, ordinances, laws and the conditions contained in this permit.

Applicant's Signature:	Date:
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FOR OFFICIAL USE ONLY BY VILLAGE DEPARTMENTS:

PARK USE AND ALCOHOLIC BEVERAGE PERMIT FEES

PARK USE PERMIT FEES	ALCOHOLIC BEVERAGE PERMIT FEES
<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident Not-For-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Civic Fee: \$ _____ Shelter Permit: <input type="checkbox"/> Less than 50 persons <input type="checkbox"/> Over 50 persons <input type="checkbox"/> Daily Fee: _____ Days x \$ _____ = \$ _____ <input type="checkbox"/> Hourly Fee: _____ Hours x \$ _____ = \$ _____ _____ Hours x \$ _____ = \$ _____	Will alcohol be sold or served? <input type="checkbox"/> Yes <input type="checkbox"/> No Daily Permit: _____ Days x \$25.00 = \$ _____ Event Permit: _____ Days x \$25.00 = \$ _____
REFUNDABLE DEPOSITS:	Major Event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Deposit Amount/Check No.:	Date of Deposit Return:
Permit Fee: \$ _____ + DEPOSIT \$ _____ =	
TOTAL PERMIT FEES: \$ _____	

FOR OFFICIAL USE ONLY BY VILLAGE DEPARTMENTS:	
PARKS & RECREATION DEPARTMENT	
PERMIT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	PERMIT NO.:

Signature of Parks & Recreation Director or Designee	Date
ADMINISTRATION	
APPLICANT'S INSURANCE: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<input type="checkbox"/> Approved, with resident alternative (Ch.8, sec. 8.08.B.2.b, Village Code)	
PERMIT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	PERMIT NO.:

Signature of Liquor Commissioner	Date