

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 6 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 (If "Yes," please complete Section 2 below, if "No," skip to Section 3.) | |
| SECTION 2: ORGANIZATION/COMPANY INFORMATION | |
| Name of Organization: | Phone No.: () |
| Contact Person (if different from above): | Title: |
| 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: | Attendance (Est.): |
| 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: _____ <input type="checkbox"/> Open to public <input type="checkbox"/> *Admission charged <input type="checkbox"/> *Food/Beverage sales <input type="checkbox"/> Security <input type="checkbox"/> Music (CHECK ALL APPLICABLE) <input type="checkbox"/> Major Event, use 1+ acre(s) of Park Site (MUST COMPLETE SECTION 5). * Board of Trustees approval required. | |
| Are there any additional needs? (i.e. Handicap Access, Electricity, Tables/Chairs, Spigot Water, etc.): | |

SECTION 4: SITE REQUESTED

| Facilities | Picnic Shelters |
|--|---|
| <input type="checkbox"/> Village Hall Community Room <input type="checkbox"/> Village Hall Multipurpose Room <input type="checkbox"/> Village Hall Classroom <input type="checkbox"/> Labahn-Hain House | <input type="checkbox"/> Indian Trail Picnic Shelter <input type="checkbox"/> Barbara Key Park Picnic Shelter <input type="checkbox"/> #1 (Lg) <input type="checkbox"/> #2 (Sm) <input type="checkbox"/> Splash Pad/Picnic Shelter <input type="checkbox"/> Sunset Park Picnic Shelter <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> Larsen Park Shelter |
| Fields | |
| Plote Field <input type="checkbox"/> Baseball Diamond Ryder Park <input type="checkbox"/> Baseball Diamond Richard Taylor <input type="checkbox"/> Soccer Field Leroy Guy <input type="checkbox"/> Baseball Diamond <input type="checkbox"/> Soccer Field Sunset Park <input type="checkbox"/> Baseball Diamond <input type="checkbox"/> Soccer Field <input type="checkbox"/> Football Field <input type="checkbox"/> Grounds | Field # _____ |
| Other: | |

SECTION 5: MAJOR EVENT REQUEST

Please specify the nature of the major event being held (i.e. festival, circus, or race event):

INSURANCE REQUIREMENTS

The following documentation must be provided along with this application, prior to issuing a permit.

Yes No _____ The applicant has submitted the required certificates of insurance, with limits of not less than \$1,000,000, listing the Village as an additional insured, for each of the following:

- Applicant (general liability and/or liquor)
- All food vendors
- Carnival/Mechanical Device operators
- Licensed pyrotechnics
- Activities that involve physical contact and/or inflatable structures

Yes No N/A _____ The applicant has confirmed that any vehicles driving in a parade or functioning as part of the event are properly insured with at least \$300,000 in coverage.

Yes No N/A _____ The applicant has confirmed that any leased/rented/borrowed equipment has the appropriate insurance coverage.

Yes No N/A _____ The applicant has provided a certificate of insurance showing proof of workers' compensation coverage for carnival/mechanical device operators.

| | |
|---|--------------------------------------|
| SECTION 6: ALCOHOLIC BEVERAGE USE REQUEST | |
| Will beer or wine be <input type="checkbox"/> Sold? or <input type="checkbox"/> Served? | |
| Manner in which beer or wine will be sold/served (bottles, cans, keg): | |
| <u>Describe how entrance/exit areas to the alcohol will be controlled to prevent underage consumption:</u> | |
| Signature of individual (over 21 years old) who will be on-site overseeing the beer or wine: | Contact Phone Numbers: () () |
| Individual Applicants: Are you complying with the permit insurance requirements in Chapter 8.08B2b? (Social Host Liquor Liability Insurance) Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Insurance Company: | Policy No: |
| Agent Name: | Phone No: () |
| Insurance certificate attached? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

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|---|-------|
| SECTION 7: 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 within the scope of their employment. | |
| SECTION 8: 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: |

