



FACILITY AND PARK USE PERMIT APPLICATION

Village of Lake in the Hills
600 Harvest Gate • Lake in the Hills, Illinois 60156 • (847) 960-7400

Village Hall facility rentals require a minimum of a week's notice. All indoor facilities require a 2-hour minimum rental, and renters and their guests must be off the premises no later than 11 PM. Parks are open from dawn to dusk. Beaches are open from Memorial Day to Labor Day 11 AM to 7:30 PM.

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, a **permit will be issued** to be utilized at 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 #:
Email:	DOB:
Additional Names/Phone #'s where contact may be reached:	
Is the Applicant an Organization/Company? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete Section 2. If No, skip to Section 3	
SECTION 2: ORGANIZATION/COMPANY INFORMATION	
Organization Name:	Phone #:
Contact Person (if different from above):	Title:
Federal Employer Identification Number (FEIN):	
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 (estimate):
<input type="checkbox"/> Picnic <input type="checkbox"/> Party <input type="checkbox"/> Meeting <input type="checkbox"/> Concert <input type="checkbox"/> Game <input type="checkbox"/> **Food Truck <input type="checkbox"/> *Admission Charged <input type="checkbox"/> *Food/Beverage Sales <input type="checkbox"/> *Race <input type="checkbox"/> DJ/Band <input type="checkbox"/> *Fair/Circus <input type="checkbox"/> *Registration <input type="checkbox"/> *Fundraiser <input type="checkbox"/> *Rally <input type="checkbox"/> Other _____	
*A Special Event Permit must be submitted to the Administration Department a minimum of 60 days prior to the event.	
** A license is required for all food trucks per Chapter 35 & must be submitted prior to permit issuance.	

SECTION 4: ALCOHOLIC BEVERAGE USE REQUEST

Will alcohol be served or sold? (one must be checked) Yes No

If yes, a separate [Daily/Event Permit-Liquor License](#) application must be submitted to the Administration Department **a minimum of 14 business days prior to the activity date**. Additional fees are required for this permit. **Alcohol is not permitted at Village Hall.**

The applicant must provide Social Host Liquor Liability Insurance. *(NOTE: this is a separate policy, not part of a homeowner’s insurance policy)*. The Village must be listed as additionally insured on the policy. With a request for liquor, the permit shall be considered fully executed only with the signed approval by the Liquor Commissioner (Administration Department).

SECTION 5: CANCELLATION POLICY

Cancellation Fees:

- 14 days prior to the date of rental no refunds will be issued.
- 15 to 30 days prior to the date of rental a 25% rental fee refund would be issued.
- 31 to 60 days prior to the date of rental a 50% rental fee refund would be issued.
- 61 days prior to the date of rental a full refund minus a \$5 service fee will be issued.

Initials required

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: RENTAL STANDARDS

As a condition of this permit being issued, the applicant agrees to the following:

- That the primary purpose of any gathering provides for an activity or program that would be in the best interest of the community and provides a positive benefit.
- That the activity or event does not discriminate, degrade or portray disrespect toward any individual or organization and/or creates a negative impact to the community.
- That the soliciting or collection of money for the purpose of sales, promotion or negotiating for sales within said facilities is prohibited without prior authorization from the Director of Parks and Recreation

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 and the Village’s [Facility Use Policy](#)

Applicant’s Signature:

Date: