

# Village Green Park

## Park Use Permit Application Form



Village Green Park is open to the public daily from 6 a.m. to 10 p.m. Park amenities are generally first-come, first-served, except for Village-approved reservations which have priority. A Park Use Permit is required for organized picnics, meetings, entertainment, sports leagues, any commercial or business activities, fundraising and other organized assemblages and uses. To apply for a permit, submit this application and permit fee at least 45 days prior to the event.

### APPLICATION CHECKLIST

- Permit application fee - \$75.00 for Village resident or non-profit; \$200.00 non-resident; \$250.00 for-profit; for commercial use of tennis courts only: \$5.00 per court, per hour.
- Security Deposit of \$50.00 (refundable if park left in clean, original condition).
- Security Fee of \$32.00 per officer, per hour (for events over 50). Events over 100 require 2 officers.
- Certificate of general liability insurance policy with a minimum limit of \$1,000,000 (for public events).

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Home or Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address (if different): \_\_\_\_\_  
 Are you applying as a Wind Point Resident? \_\_\_ Yes \_\_\_ No. If yes, proof of residency must be attached.

### EVENT INFORMATION

Day/Date of Reservation \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Purpose of event (reunion, birthday party, etc.) \_\_\_\_\_  
 Is the event open to the public? \_\_\_ Yes \_\_\_ No Will you charge an admission fee? \_\_\_ Yes \_\_\_ No  
 Organization (if any) \_\_\_\_\_ Approximately how many people will be in attendance? \_\_\_\_\_  
 Will any food, beverages or other items be sold? \_\_\_ Yes \_\_\_ No (If yes, describe in description below)  
 Will alcohol be served or consumed? \_\_\_ Yes \_\_\_ No (If yes, separate alcohol license required, contact Office)  
 Will a tent(s) be set up? \_\_\_ Yes \_\_\_ No If yes, list # of tents and size \_\_\_\_\_  
 Will music be played? \_\_\_ Yes \_\_\_ No If yes, describe: \_\_\_\_\_  
 Will your event need electricity? \_\_\_ Yes \_\_\_ No Will the restrooms need to be open? \_\_\_ Yes \_\_\_ No

Please provide a detailed description of the event (attach additional page, if necessary):

### APPLICANT SIGNATURE

I agree to abide by the instruction contained herein. I agree to follow all applicable state laws related to service of alcohol. As the person requesting the permit, I release, indemnify, and hold harmless the Village of Wind Point, its trustees, agents, and employees from any and all liabilities, claims, injuries and damages resulting from the presence/conduct of myself or my guest. I understand that the Village of Wind Point reserves the right to limit activities that are potentially harmful to the buildings or grounds and to stop such activity.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE FILED: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ RECEIPTED BY: \_\_\_\_\_  
 CLERK APPROVAL \_\_\_\_\_ VILLAGE BOARD APPROVAL, IF NECESSARY \_\_\_\_\_  
 ALCOHOL PERMIT: \_\_\_\_\_ SITE CONDITIONS: \_\_\_\_\_

# Village Green Park

## Park Use Permit Regulations

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- ✓ Village Green Park is open to the public daily from 6 a.m. to 10 p.m. Park amenities are generally first-come, first-served, except for Village-approved reservations which have priority.
- ✓ A Park Use Permit is required for organized picnics, meetings, entertainment, sports leagues, any commercial or business activities, fundraising and other organized assemblages and uses. To apply for a permit, submit this application and permit fee at least 45 days prior to the event. Village Board approval may be required.
- ✓ The park may be reserved for any duration of time between normal park hours. The reservation fees are applied per each day of the event.
- ✓ Capacity for the Village Green Park is 200 people. An off-duty Wind Point Police Officer is required at the renter's expense for events involving over 50 people; two officers are required for events over 100 people.
- ✓ A certificate of liability insurance is required for events that are open to the public or with attendees over 50. The insurance policy needs to have a minimum limit of \$1,000,000 in place for the event. For events with alcohol, the policy should be endorsed to include liquor liability. The Village of Wind Point should be named as additional insured and the certificate should be sent at least a week in advance of the event.
- ✓ No alcohol may be consumed in the park without obtaining an alcohol license from the Village of Wind Point. To prevent minors from buying or being given alcoholic beverages, a written plan should be submitted to the municipality and followed. Generally a double snow fence around the beer tent is recommended. Please contact the Village Clerk to discuss license requirements.
- ✓ No glass containers shall be permitted in the park.
- ✓ Please treat the property with utmost respect. Any damage to the grounds will be the responsibility of the event holder.
- ✓ Set-up, preparation and clean up for an event is the responsibility of the event-holder. The security deposit may not be returned if the park is not left in a clean, original condition. A citation for littering may be issued if the grounds are left in disarray after an event.
- ✓ Public restrooms may be made available. Please this request on the application form.
- ✓ No bounce houses, tents or other structures may be erected without prior approval with the Park Use Permit. In addition, a Digger's Hotline locate must be arranged for any structures being installed in the ground.
- ✓ The event holder shall be responsible for the conduct and control of both patrons and participants and must provide adequate supervision of the group, being present at all times during the rental period. All laws and Village ordinances must be followed during the event.
- ✓ Additional rules or conditions may be set by the Village based on the individual circumstances of the proposed event.