

Village of Wind Point

Village Green

Park and Pavilion Reservation Permit Application



Village Green is open to the public daily from 6 a.m. to 9 p.m. Park amenities are generally first-come, first-served, except for Village-approved reservations, which have priority. A Park Reservation 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 30 days prior to the event. Special requests may require approval from the Village Board. The Board meets on the second Thursday of each month.

Applicant Checklist:

- Non-refundable 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 and additional deposit of \$50.00 for pavilion use.
- 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 min. limit of \$1,000,000 (for events open to the public).

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.) _____
 What area(s) of the park will be used? (attach map if necessary) _____

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 pages, 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: _____

Office Use Only

Date filed: _____ Amount paid: _____ Receipt #: _____ Received by: _____
 Village Clerk: Approve Deny Village board (if necessary): Approve Deny
 Alcohol permit: Yes No Permit #: _____ Site conditions: _____

Village Green

Park and Pavilion Reservation Permit Regulations



General Permit Rules

- ✓ 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 30 days prior to the event. Village Board approval may be required for special requests and certain events, including all commercial uses and public events. The Village Board meets on the second Thursday of each month.
- ✓ 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 and the capacity underneath the pavilion is 50 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.
- ✓ Set-up, preparation and clean up for an event is the responsibility of the event-holder. Please treat the property with utmost respect. Any damage to the grounds, amenities or structures will be 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 may be issued for excessive damages to the grounds or pavilion.
- ✓ Inclement weather will not be a reason for refund of reservation fee. If one wishes to reschedule due to forecasted future inclement weather conditions, the park fee/deposit may be applied to a new date if that date is still available for rental.
- ✓ The parks are open to the public. You must share the park area playground equipment, tennis courts, etc. Please be courteous to all park visitors.
- ✓ Unless special approval is obtained, all vehicles must park in designated parking areas on the driveway or in the street. Do not drive or park on the grass or paths.
- ✓ 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.

Park Amenities

- ✓ Park amenities, such as benches, tables and trash receptacles shall not be moved from their original location without prior approval from the Village of Wind Point; amenities shall be moved by Wind Point Public Works staff ONLY.

Pets

- ✓ Pets must be leashed at all times and all pet waste should be collected and disposed of in proper receptacles.

Food & Beverages

- ✓ No alcohol may be possessed or 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. Please contact the Village Clerk to discuss license requirements.
- ✓ No glass containers shall be permitted in the park.
- ✓ No charcoal grills are allowed in the pavilion area. Hot coals should be placed in a bucket of water and taken home for disposal. Do not place coals in park trash receptacles.

Other Uses

- ✓ Amplified sound equipment and generators are not permitted without special approval from the Village Board.
- ✓ Electricity use in the pavilion is limited to 15 amps total capacity (such as a slow cooker). Prior arrangements must be made with the Village to access electrical outlets for the reservation.
- ✓ Balloons and confetti are prohibited. Nails, thumbtacks, staples, etc. may not be used. Masking and transparent tape are allowed. All decorations must be removed at the end of the event. Use of sidewalk chalk and other markings on the concrete, park amenities or pavilion are prohibited.
- ✓ 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.

Conduct & Other Conditions

- ✓ 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.