



BUFFALO  
GROVE  
PARK  
DISTRICT

# Picnic Permit Application

Date of Application \_\_\_\_\_

Must be at least 1 week prior to date requested

Time Requested \_\_\_\_\_ to \_\_\_\_\_

Organization \_\_\_\_\_

Main Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Day of Week and Date Requested \_\_\_\_\_

Number of Expected Participants \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

## Purpose of Request

- Family Picnic
- Birthday Party
- Team Party
- Company Picnic\*
- Organization Event\*
- Other\* \_\_\_\_\_

\*A certificate of insurance is required for this group.

## Park Requested

- Willow Stream Park
  - Shelter #1 (South)
  - Shelter #2 (North)
- Mike Rylko Community Park
- Woodland Park
- Green Lake Park
- Apple Hill Park
- Twin Creeks Park
- Other \_\_\_\_\_

## Amenities Requested

- Baseball/Softball Field
- Soccer Field/Open Area
- Basketball Court
- Sand Volleyball Court
- Other \_\_\_\_\_

## Additional Fees For Services

- Portable Toilet - \$85 per unit
- Additional Tables/Trash - \$50
- Temporary Structures - \$150

## Rental Fees

	Public		Nonprofit Organizations		Corporations	
	M - F	Sat/Sun/Holidays	M - F	Sat/Sun/Holidays	M - F	Sat/Sun/Holidays
Resident	\$10	\$20	\$10	\$20	\$30	\$50
Nonresident	\$15	\$30	\$20	\$30	\$45	\$75

Due to internet security precautions, this payment form is only accepted via fax, mail or in-person. Credit card information is not accepted via email.

Visa/Mastercard/Discover/Amex # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV# \_\_\_\_\_

Signature for Credit Card \_\_\_\_\_

## For Office Use Only

Certificate of Insurance: Received by \_\_\_\_\_ Date Received \_\_\_\_\_

Fee Paid \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Damage Deposit Paid \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Rental # \_\_\_\_\_ / \_\_\_\_\_

# Rules Governing the Use of Parks and Fields

## Advertising

The posting of advertisements for any products or services is not permitted.

## Alcohol and Smoking

Alcohol and Smoking are not permitted on Buffalo Grove Park District property.

## Applications

Submitting an application should not be considered an approved permit. Permits can only be issued by an authorized Buffalo Grove Park District representative and are valid only on the dates and times requested. The receipt issued by the Park District is your park permit and must be available (upon request) in the event that there is a conflict in regards to the rental.

## Entertainment/Vendors

All outside vendors hired by your group must be issued a special use permit by the Buffalo Grove Park District. Certificates of Insurance from such vendors must also be provided. This includes, but is not limited to, bounce houses, caterers, equipment suppliers and musical/theatrical acts. Buffalo Grove Park District staff must be present for the delivery, placement and removal of these vendors. See Additional Fees and Services.

## Ordinances

Park District ordinances can be found on our website at <http://bgparks.org/information/ordinances.aspx>

## Outdoor Grilling

Outdoor Grilling must be done in designated areas only. Grills are located at Willow Stream #2, Green Lake and Woodland Parks only. All coals must be removed from the site and must be placed in dump locations as provided or taken off site. It is illegal to dump coals in lakes, garbage cans or bury them on Park District property. Violation of this will result in a loss of deposit. Buffalo Grove Park District will not supply grills. We encourage all parties to use portable gas grills at our parks.

## Park Cleanliness

All fields and picnic areas shall be left clean of debris after usage.

## PA Systems/Amplification

As per Buffalo Grove Park District ordinance 93-3-2 Section 21, a special use permit must be issued in order to operate any sound amplification device on Park District property.

## Permits

Permits shall be canceled, should the Park District determine that usage will damage park/field conditions. Permits may be canceled and future permits denied and deposits lost if:

- The individuals are in violation of any ordinances, rules or regulations of the Buffalo Grove Park District.
- User group have caused damage to Buffalo Grove Park District or private property or found to be littering.
- Participants engage in disorderly conduct.

## Sales/Vending

The sale of any products is not permitted as stated in the Buffalo Grove Park District ordinances.

## Vehicles

Absolutely no vehicles are allowed on bike paths. Violators are subject to being ticketed by the Buffalo Grove Police Department and will lose their deposit.

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Buffalo Grove Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations on the reverse side and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressively files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please return completed forms to:

Buffalo Grove Park District - Picnic Permit Application  
530 Bernard Drive  
Buffalo Grove, IL 60089  
Or fax to 847.459.5741

# Additional Permit Requirements

## Additional Fees and Services

- A \$150 (non-refundable) fee will be charged per event for all temporary structure erected, such as tents (larger than 10' X 10'), dunk tanks and inflatables. A Certificate of Insurance is also required from these vendors.
- Staff will assist with transportation, setup and removal.
- Portable Toilets are \$85 per unit
- Additional Picnic tables/garbage cans are \$50

## Certificate of Insurance

Some events may require a Certificate of Insurance when a group or organization uses the Buffalo Grove Park District facilities for their event. These include, but are not limited to, large parties or meetings, group dinners, business or organizational meetings, and some recreational activities. Requirements vary for each rental and details will be forwarded as required. The Buffalo Grove Park District is required to obtain a copy of your Certificate of Insurance (COI) by our Risk Group carrier, Park District Risk Management Agency (PDRMA) for all outside organizations. The minimum required coverage is \$1,000,000 per occurrence for general liability. The Buffalo Park District must also be named as "Additionally Insured", and accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent.

## Damage Deposit Fees

Resident and nonresident private groups - \$50

Nonprofit/School - \$100

Corporate/Organization - \$250

If there are no damages your deposit will be refunded. You will be charged for any damages and time spent for clean up by our staff (if required). These charges will be deducted from your damage deposit. Damages over and above your deposit fee will be charged to the group and/or contact person named on this application. The Park District reserves the right to enforce any violation of permitted activities.

## Contractual / Lack of Disclosure Penalty

The Park District reserves the right to enforce any violation of permitted activities. Any violation of the agreed contract, or lack of disclosure (as it pertains to entertainment, sales, vendors or contractors) concerning your rental will result in a fine not to exceed \$250 and loss of future usage.

## Permit Information

- All fees and all Certificates of Insurance (if required) must be submitted at the time of your rental request. The Buffalo Grove Park District will not accept incomplete applications.
- All individuals and groups using Park District facilities, parks and fields must abide by all local rules, regulations, laws and ordinances relative to the Buffalo Grove Park District, Village of Buffalo Grove and any regulatory authority.
- Cancellation of reservations must be done 7 days in advance of the scheduled rental time. Failure to do so will result in the forfeiture of the rental fee.
- In the event that the Buffalo Grove Park District should close parks and fields due to inclement weather, a refund will be issued.
- Once a permit has been issued, a \$10 service fee will be charged for each change made.