

Hanover Park Park District
1919 Walnut, Hanover Park, IL 60133
630-837-2468

PAVILION/PICNIC PERMITS
Rental Conditions & Procedure

RESERVATION INFORMATION

Applicants for pavilion/picnic rentals must be at least 21 years of age. Reservations for pavilion/picnic rentals must be made in person at the Park District Administrative Office at least five (5) business days prior to the event. Confirmation of the requested rental will be made after completion of the Pavilion/Picnic Permit Application, payment of the rental fees (if applicable) and the refundable security deposit, to the Park District office, and approval of the application by the Assistant Superintendent of Parks. Approved permit applications will be mailed to the applicant. Applicants will be contacted by telephone if there is a conflict or other problem scheduling the selected pavilion or picnic area rental. Proof of residency in the Hanover Park Park District will be required before the resident discount for pavilion/picnic rentals is applied. Applicants may be required to obtain insurance and/or administrative approval for special requests.

CANCELLATION INFORMATION

Pavilion/picnic reservations that are canceled after completion of the application process will forfeit all fees paid, i.e. rental fee and security deposit.

FEES AND DEPOSIT INFORMATION

Rental fees will be based on full day or half-day periods. When calculating the time actually needed for a pavilion/picnic rental, the applicant should allow enough time for all set-up **and** clearing of the event.

Half Day = 10 am to 3 pm **OR** 3 pm to 8 pm
Full Day = 10 am to 8 pm

Rental fees shall apply to the following Park District pavilions only: For all other Park District picnic areas, only payment of the deposit will be required.

	<u>Picnic Tables Available</u>
1. Ann Fox School Park Pavilion	4
2. Ranger Park Pavilion	3
3. Heritage Park Pavilion	4
4. Heritage Park Pond Pavilion	
5. East Harbor Park Pavilion	1

Rental fees apply to pavilions only. A security deposit is required for all pavilion and picnic reservations. (10% discount for residents) \$50.00 security deposit, but does not apply for special events. (Special event is 50% of Rental)

Individual (up to 100 guests)	<u>Half Day</u> \$40.00 Res/\$50.00 Non-Res	<u>Full Day Rate</u> \$65.00 Res/\$75.00 Non-Res
Individual (Over 100 guests)	<u>Special Event</u> Call for pricing	

Picnic Tables – Additional picnic tables will be made available at a non-refundable rate of \$15.00 per table.

Payment of the total rental fee and security deposit must be made at the Park District office at the time of application. Payments made less than 30 days prior to the event must be made with cash or credit card. The rental payment is in addition to the required security deposit. Deposits for pavilion/picnic permits cannot be applied toward the rental fee.

The security deposit shall be returned to the permit holder after the scheduled event in the form of a refund check via US Postal Service. A full refund of the deposit is contingent upon the renter's compliance with this Agreement as it relates to the conditions stated below and the renter's conformity with the information he/she provides on the Application.

PENALTIES & CHANGES TO A RESERVATION

Penalty clean-up costs will be applied when necessary at the cost of \$25.00 per man hour.

Changes to a pavilion/picnic reservation must be made in person by the permit holder at the Park District office at least 3 days prior to the event. Changes are not guaranteed. The renter will incur a \$10.00 fee for each and every change made to the reservation after the original booking. Changes to reservation date, time, location, number of guests requiring the increase or decrease of rental fees, or any other such changes, will be subject to the change fee.

PAVILION/PICNIC RENTAL CONDITIONS

1. Applicants for pavilion/picnic rentals must be at 21 years of age.
2. The person responsible for the pavilion/picnic rental is the person who completes and signs the Pavilion/Picnic Permit application. That person will be required to present identification when scheduling the rental at the Administrative Customer service desk.
3. The person responsible for the rental (permit holder) **MUST BE IN ATTENDANCE DURING THE ENTIRE RENTAL TIME AT THE PAVILION/PICNIC AREA RESERVED.**
4. The permit holder is responsible for the planning and supervision of the event.
5. The permit holder shall be held accountable for the actions of his/her guests.
6. The pavilion/picnic area must be left in the same condition as it was found, including removal of all refuse, litter, etc. which has accumulated as a result of the permit holder's use of the area.
7. Direction from Hanover Park Park District staff members as it relates to the pavilion/picnic rental must be followed.
8. No decorations or any other items may be affixed to facility structures.
9. The permit holder is financially responsible for any damage incurred to the facility, grounds or equipment.
10. No person or organization granted a pavilion/picnic permit shall use a facility, grounds, or equipment in any manner not expressly agreed upon in the permit.
11. Parking and driving are permitted only on designated roadways and parking areas. **DRIVING ON PARK PATHWAYS AND GRASS IS STRICTLY PROHIBITED.**
12. The facilities shall be used only during the hours stated on the approved permit. Setup and takedown, as well as all clean-up, must be completed in the designated time frame.
13. The Hanover Park Park District reserves the right to cancel any permit for use of facilities at any time.
14. Permits are issued on a first-come, first-served basis.
15. All Hanover Park Park District activities have priority over the use of facilities. Should a conflict arise, the Park District shall have priority use of the facility.

16. It is understood that the permit holder (individual or organization) shall comply with all rules, regulations, and ordinances of the State of Illinois, Village of Hanover Park, and Hanover Park Park District.
17. No admission fees can be charged unless the permit holder has been granted permission to do so by the Hanover Park Park District Board of Commissioners.
18. Absolutely no gambling is allowed on Park District property.
19. The facilities shall not be used by an individual, group or organization for any activity for which profit or gain is made without prior approval by the Hanover Park Park District Board of Commissioners.
20. If there is to be amplified sound, special administrative approval is required as well as a permit for amplified sound from the Village of Hanover Park.
21. Tents and canopies require prior administrative approval, must be installed and removed on the day of the event, and will require a certificate of insurance from the rental company providing said items to the permit holder, naming the Hanover Park Park District as additional insured. Insurance limits shall be specified by the Hanover Park Park District during the application approval process.
22. Dunk tanks, pony rides, moon walks, or any other special entertainment equipment are not permitted.
23. No person shall ignite, tend or maintain any open fire on Park District property.
24. Barbecues and cookouts shall be permitted ONLY in an approved L.P. (liquid propane) grill type apparatus at a Park District pavilion or picnic area.
25. Charcoal fires are prohibited at any Hanover Park Park District park, pavilion, or picnic area.
26. All park rules regarding dogs on Park District property must be adhered to.
27. Permit fees are required at the time of application. Permits will not be issued until fee and deposit payments are received.
28. **Cancellations will result in forfeiture of all fees paid. Reservation fees are not refundable.**
29. Any deviation from the above conditions may result in immediate cancellation of the event and forfeiture of the permit holder's deposit.
30. **ALCOHOLIC BEVERAGE POLICY**: No group or individual shall be allowed to serve, sell or consume alcoholic beverages on Hanover Park Park District property.

Restroom Facilities:

Heritage Park pavilion, Ahlstrand Playground, Ahlstrand Fields, and Anne Fox pavilion all have restroom facilities (portapotties). All other parks/pavilions do not have restroom facilities.

