



Village of River Grove

2621 North Thatcher Avenue

River Grove, IL. 60171

Telephone (708) 453-8000

Fax (708) 453-0761

GAZEBO RENTAL

APPLICATION FOR GAZEBO PERMIT TO USE VILLAGE PROPERTY

All individuals or organizations desiring to use any Village property must complete the following application and supply all requested information and documentation. Each organization must designate an individual who is a resident of River Grove to apply for the permit and who will serve as the contact person for the organization. All individual applicants must be at least 21 years old and have a valid Illinois driver's license or state identification. Incomplete applications will be rejected without exception. Applications must be submitted at least 30 days before the date on which the applicant wishes to use Village property. Permits are valid for one day only and only two permits per year will be issued to any organization or individual.

IMPORTANT LIMITATION ON USE OF PROPERTY

The general use permit only allows the individual and group to use the Village's property and adjacent property of the Cook County Forest Preserve District in its current and natural condition. Use of amplifiers, canopy tents, caterers, generators, inflatables, or other services or devices requires the submission of a Special Use Application the Cook County Forest Preserve and payment of additional fees and proof of required insurance. All special use applications must be submitted with this application or will not be considered.

**Forest Preserve District of Cook County, 536 N. Harlem Ave. River Forest, IL. 60305
800.870.3666**

ON PROPERTY OF THE FOREST PRESERVE DISTRICT OF COOK COUNTY

The recreational and other properties of the Village are often adjacent to properties of the Cook County Forest Preserve District ("the District"). This permit does not extend to the District's property that is exclusively managed and maintained by the District. In the event you wish to use the District's property, you and your group must apply for a permit with the District. Additionally, you and your group must comply with all Forest Preserve District Rules and Regulations when using any District property that is adjacent to Village property.



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ALL PERMITS SUBJECT TO COMPLIANCE WITH THE FOLLOWING RULES & REGULATIONS

1. This permit is valid for the event of the applicant/organization named on the front side of this form and is restricted to an attendance no greater than that listed on the permit. This permit is non-transferable, non-assignable, and non-refundable. Any attempted transfer or attendance violation will void the permit and subject the applicant to subsequent fines and penalties. A maximum of two event permits per year per applicant/organization is allowed.
2. The individual receiving the permit must remain on site at all times during the event and must make themselves known to or provide requested identification to any Village of River Grove employee, police officer, or firefighter, including a copy of their permit. All ordinances and regulations in effect must be observed and the instructions of any Village representative obeyed.
3. The Village does not warrant or guarantee the availability of tables, potable water, shelters or other amenities not naturally found on the Location, and does not warrant or guarantee the condition or suitability of the Location for the event in any manner. **No refund for inclement weather.**
4. Native landscape including without limitation trees, shrubs, plant matter, etc., shall not be cut, trimmed, removed, or destroyed in any manner.
5. Weapons of any kind, firecrackers, or other similar devices shall not be brought onto any Village or District property.
6. All vehicles shall remain on designated roadways, drives, and parking lots in the area. No parking is allowed in any alley or on any grass.
7. Buildings, structures, signs and other property of the Village or the District shall not be defaced, destroyed, or polluted in any manner.
8. The maintenance of the area, including without limitation a thorough clean-up by the individual and group upon the conclusion of the event is the responsibility of the applicant and the applicant's group. Any failure to thoroughly clean-up the location shall result in the forfeiture of the entire deposit. This includes, without limitation, extinguishing all permissible fires; collection and proper disposal of all paper debris, decorations, balloons, plastic bottles, cans, and trash in the appropriate containers before leaving the Location. No glass containers are permitted.



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9. The permit grants the applicant and group exclusive use privileges only for the Gazebo structure to the immediate north on date and time indicated on the permit issued with this application, the “Kiddie Park” is not included.
10. No admission fees or charges may be levied or collected on Village or District property.
11. No vending of any goods or other merchandise is permitted at any time.
12. No glass containers are permitted on Village or District property at any time.
13. Sale of alcohol is prohibited on the property of the Village and District at all times unless the necessary special event liquor license has been obtained from the Village, the District and State of Illinois. If alcohol is permitted in accordance with law, the consumption of alcohol upon or within 50 feet of any roadway, parking area or entranceway is prohibited. Glass of any kind is prohibited.
14. The applicant and the applicant’s organization shall not exclude any person from participation in, deny any person the benefits of, or otherwise subject any person to discrimination because of a person’s race, age, color, national origin, religion, disability or other protected status during the use of Village or District property.
15. Damage to property shall be paid for promptly by the applicant and the applicant’s organization.
16. Bar-b-que grills and all open flames or heating devices are strictly prohibited in the Gazebo or within 100ft of the gazebo, and all grills shall only be used in designated areas and in containers specifically designed for such purposes. No fire pits are allowed at any time.
17. No skate boards, roller blades/skates, bicycles, or other wheel based toys or items are allowed on the gazebo structure.
18. If using the gazebo, the main gate at Grand Avenue and Ditka Drive shall remain locked at all times; equipment for an event must be delivered, unloaded and loaded from the cul-de-sac on Carey Avenue. There shall be no loading or unloading before 10:00 a.m. or after 8:00 p.m.
19. All kiddie parks shall remain open to the general public at all times and are specifically excluded from the applicant’s and group’s right to exclusive use of the Village or District Property. Moreover, all District property exclusively managed and maintained by the District shall remain open to the general public unless proper permits issued by the District provide otherwise.



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20. Electric is not provided by the Village or the District. Any tampering with any electric service shall result in immediate revocation of the permit. Use of any generators is prohibited unless approved through a Special Use Permit to be obtained separately from the Cook County Forest Preserve or the Village of River Grove.
21. Call 911 to settle disputes and/or discrepancies at the Location if they occur.
22. Violation of any rules will result in immediate revocation of the current permit and denial of any future application for permit.
23. The appropriate security deposit and fees must accompany this application and a separate security deposit is required for each event. All payments shall be made payable to the Village of River Grove. Deposits shall be returned after the facility and property are inspected for damage and clean-up. Any damage to the facility or property, and any failure to thoroughly clean-up after the event, will result in forfeiture of the entire security deposit.
Please Note: All deposits paid by credit card, will be returned via check.
24. The undersigned accepts full responsibility for the conduct of the above-organization while on Village or District property and agrees to indemnify and hold harmless the Village and the District from any and all liability which might arise out of the individual's and organization's use of the property or due to the Village granting the permission requested in this application. The undersigned further warrants that all information contained in this application is true and correct, and understands that providing false information or the violation of any rules, regulations, or ordinances of the Village or the District shall result in the denial and/or revocation of the permit, a forfeiture of security deposits given, the immediate closing of the event identified above, and/or the denial of future permits to the application and the applicant's organization.
25. Picnics / Events that are advertised to the public are prohibited. All advertising must be pre-approved by the Village of River Grove.



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The person applying for and receiving permit must be a resident of the Village of River Grove and must be present at all times during the event.

PROOF OF RESIDENCY IS REQUIRED.

Who is renting the space: **PLEASE PRINT**

Name: _____

Address: _____ River Grove, IL. 60171

Cell Phone Number _____ Work Number _____

Home Phone Number _____ Email Address _____

Event or Type/Purpose of Gathering: _____ Number of People Expected _____

1st Date Choice	2nd Date Choice

What hours do you plan to use the location? Include the time necessary for set up, teardown, and clean up.

If you will be renting the area for the entire duration (11:00am to 7:00pm), you may begin set up at 10:00am and clean up must be done no later than 8:00pm	
From	To

SECURITY DEPOSITS & FEES

Number of People Reserving	Security Deposit	+	Resident Use Fee	+	Total Amount Due at Time of Reserving
100 max	\$50.00	+	\$250.00	+	\$300.00

******PLEASE SIGN BELOW******

Date: _____ **Signature:** _____

<u>OFFICE USE ONLY</u>	
Approved Permit Date _____	Approved Hours: _____ to _____
Location _____	Number of Attendees Approved _____



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Indebtedness Affidavit

Complete this affidavit. Failure to list all debts, water bills, and outstanding parking violations may lead to denial of your request.

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

Home address: _____

Contact Phone Number: _____

Read and Agree to the Following Statement

Set forth below and described in detail are any OTHER debts due and owing to the Village of River Grove such as water bill and parking violations incurred.

Description of Debt:

\$ _____

\$ _____

I have completed this affidavit and certify that the information is true, correct, and complete.

Print Name

Signature

Subscribed and sworn before me
this _____ day of _____, _____

Notary Public, State of Illinois

