



Rental Procedures: Towne Square Park
150 W. Palatine Rd.
Palatine, IL 60067

1. Written application for rentals must be made on the Towne Square permit request forms provided by the Park District. Permit forms are available at Birchwood Recreation Center, 435 West Illinois Ave., and the Community Center, 250 East Wood St., or call Jill Kernan at (847) 705-5123 X251 to request a permit be mailed to you.
2. Return completed forms and payment to the Community Center, or mail to the Palatine Park District, Attn: Jill Kernan, Towne Square Permits, 250 E. Wood Street, Palatine, IL 60067. (Applications must be completed and paid in full before a date can be reserved and a permit is granted).
 - A. Permits are issued for the months April – October.
 - B. Permit requests will be accepted on or after January 2 of the rental year.
 - C. Permits will be issued for only 1 date/use. **Once a permit has been issued, an additional permit request will not be considered until the previous permit expires.**
 - D. Permits will be issued for a 2 hour period to be specified on the permit request.
3. Permit rental fees are due upon application requests (see back)
4. Refund/Exchange Policy states: 50% refund, minus a \$5 processing fee, provided written notice is received by the Park District at least 30 days prior to the reserved date. Failure to comply with this requirement will result in loss of rental amount. Approved Permit must be attached to the Refund/Exchange request for processing to begin.
5. **For approval of tents or any item “staked in the ground” contact our Parks Department at 705-5123 X208.**

Palatine Park District Towne Square Permit - Rental Terms and Conditions

1. The applicant, his/her organization and members are bound by policy of the “permit”, its terms and conditions, regulations and ordinances pertaining to the use of the Park District property.
2. The applicant submitting a request, listed as the authorized representative, must be a minimum of 18 years of age and present during the entire rental.
3. Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of this application concerning policy, ordinances, rules, regulations, and laws of the State of Illinois.
4. Adequate adult supervision, as determined by the Director of Parks and Recreation, must be provided at all times. Rental groups may be required to employ officers of the Palatine Police Department.
5. Alcoholic beverages are NOT permitted on Park District property, except when authorized by the Park Board and when specified on the permit.
6. The applicant, his/her organization and members agree to release the liability of injury to the Park District caused through said use.
7. Individuals, groups and organizations shall provide a certificate of insurance that includes the following: “Elected and appointed officials, employees, and agents of the Palatine Park District as additional insured”. The amount of general liability coverage must be at least \$1,000,000 per occurrence.
8. The Park District will not assume responsibility for lost or damaged property.
9. Permits for rental groups that expect more than 100 participants shall be issued only with the specific approval of the Director of Parks and Recreation.
10. Use of sound amplification systems is prohibited except when specifically authorized on the permit. In addition to Park District approval, applicant must obtain permission from the Village of Palatine for sound amplification.
11. Only Park District sponsored organizations may use a park building as a mailing address.
12. When publicizing meetings or events, the location shall read the building Community Center not the Palatine Park District.
13. Any electrical, motorized equipment or temporary structures brought onto Park District property must be authorized on the permit.
14. All user groups of the Palatine Park District must comply with the intent of the American Disabilities Act and not discriminate in any way.

RENTAL RATES - TOWNE SQUARE PARK

Category A - Resident (personal and not-for-profit)

\$100 for 2 hours

Category B - Resident business

\$150 for 2 hours

Category C - Non-resident

\$200 for 2 hours

TOWNE SQUARE PERMIT REQUEST

Pick up and drop off or mail to: Palatine Park District, Attention: Jill Kernan, Towne Square Permits, 250 East Wood Street, Palatine, IL 60067. Telephone: (847) 705-5123 ext 251.

Date of Application _____

Application must be completed in full and the Facility Rental Agreement must be signed, dated, and paid before Palatine Park District will grant a permit.

1. Name of Organization or Individual _____
(circle) Profit / Non-profit
2. Authorized Representative _____ Phone(h) _____ (w) _____
3. Address _____ City/Zip _____
4. Activity/Purpose _____
5. Date Requested: _____ Time Requested: _____
6. Attendance Expected _____
7. Will an admission/donation be collected? (circle) Yes / No
8. Percentage of expected attendance by residents of the Park District _____ %
9. List additional equipment that will be brought onto the Park District property
(tents, canopy, tables, chairs, etc) _____

10. Please turn page and complete the "Facility Rental Agreement".

Office Use Only

Rental Category A B C D Permit # _____

Site _____ Date _____

Alcohol Permit Yes ___ No ___ Approved: _____

Date Paid _____ Total Rental Fee \$ _____

PALATINE PARK DISTRICT STATEMENT OF POLICY USE OF PARKS

The Board of Commissioners (of the Palatine Park District) is ever mindful that:

The public parks of the community are held in trust by the Board for the use and enjoyment by the general public;

This use and enjoyment is a valuable right;

The First and Fourteenth Amendments to the United States Constitution guarantees to individuals and groups of individuals an inalienable right of public assembly and expression;

Historically, public parks have been a forum for such expression;

A viable society feeds on discussion rather than repression, and an orderly assembly, properly administered, and is in accord with the rights of the general public, nearby park residents and normal activities in the parks.

For these reasons, the Board intends to make the parks available for various uses, including public assembly, and expression of opinion. Lest this statement be misconstrued, it must be understood that:

The Board will not delegate to any group its duty of administering the parks;

Permission to use the parks will be granted only where the function can be reasonably accommodated by the park system, and such use will not unduly interfere with the rights of the general public, the prior use by others or park programs, and will not present a clear and present danger to the public health and safety of the community; Permission to use the parks by groups for a non-sponsored park function must be upon application and issuance of a permit;

Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks;

The granting of a permit is not to be construed as an endorsement by the Board of the subject matters discussed, the opinion expressed, nor the organization sponsoring the function;

Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Park District and the laws of the State of Illinois.

FACILITY RENTAL AGREEMENT

We/I _____ (Name of Organization):

Agree to hold harmless the Palatine Park District, Cook County, Illinois, the Park Board, its members and employees: and to assume responsibility for, and defend at our/my own expense, all claims for damage to property and persons, including medical expense, for injuries incurred and arising incidental to the use of the facility involved. It being further understood and agreed that the Palatine Park District assumes no obligation or responsibility in connection with said use of facility. We/I further agree to assume all cost of damage to the parks/buildings, pools and/or contents during the period authorized and all results of such said use of facility and/or contents. We/I further agree to adhere to the statement of policy, rental procedures and the attached permit terms and conditions.

CANCELLATION CLAUSE: Applicant cancellations must be received in writing at least 30 days prior to the reserved date. Failure to comply with this requirement will result in loss of the rental fee. The Palatine Park District reserves the right to cancel this permit within 48 hours when deemed necessary.

DATE _____ **APPLICANT SIGNATURE/
AUTHORIZED REPRESENTATIVE** _____

DATE _____ APPROVED (Park District) _____

PALATINE PARK DISTRICT

REQUEST FOR PERMISSION TO ALLOW ALCOHOLIC BEVERAGES

(This request must be submitted with the Picnic Permit Request to be considered. In addition **the applicant must be 21 (twenty-one) years of age and must provide a current photo ID including date of birth i.e.: Illinois Driver's License, State ID Card or Passport**)

“Alcoholic beverages are NOT permitted on Park District Property, except when authorized by the Park Board and when specified on the permit” as stated in the Rental Terms and Agreement for park rentals.

To the Board of Park Commissioners:

I/We would like to request permission for the service of beer and wine at my/our picnic at the time and place stated below:

Location: _____

Date: _____

Name/Organization: _____

I/We understand that it is my/our responsibility that possession and consumption of alcoholic beverages are in accordance with all local, state and federal laws and I/We agree to assume all liability in connection therewith.

I/We agree to indemnify, defend and hold the Park District, its board members, officers and employees and each of them forever harmless from and against any and all loss, cost, damage and expense, including without limitation court costs and reasonable attorneys fees which the Park District may suffer, incur, sustain, or for which the Park District may become liable by virtue of the injury to or death of any person(s), or the loss, damage or destruction of property arising out of, related to, or in connection with the possession or consumption of alcoholic beverages by the undersigned or any officer, director, employee, invitee or permittee of the undersigned or other person acting or purporting to act on behalf of or in conjunction with the undersigned.

Applicant Signature Date

(Type or Print Name)

Address/City/State/Zip

Telephone Number