

**VILLAGE OF GILBERTS
PAVILION RESERVATION APPLICATION**

Please complete and sign the form below and return it, with the appropriate fee, to the Gilberts Village Hall, 87 Galligan Road, Gilberts, IL 60136 or contact us at 847-428-2861, during office hours, 8:30 a.m. – 4:30 p.m.

Today's date: _____

Name of the Applicant: _____

Address: _____

Phone: _____ Email: _____

Pavilion or open area requested (circle one): Memorial Park Waitcus Park

Date Requested _____ Time: From _____ To _____

Anticipated number of persons who will be attending: _____

Purpose of the Function: _____

Contact Person: _____

Phone: _____ Email: _____

I have read and understand the rules and regulations listed in this document and I agree to abide by them. I understand that the violation of any rule or regulation by me or by any member in my party may subject the violator to fines as provided by the Village Code, removal from the park, and/or forfeiture of use of Village facilities, including denial of future reservations applications.

I do hereby agree to defend, indemnify, and hold harmless the Village of Gilberts, its officers, employees, agents, and volunteers from any loss, damage, expense, claim, and cost of every nature and kind whatsoever, including attorneys' fees, arising out of or in connection with applicant's and its invitees' use of the Village property at, during, or in conjunction with the activity or event described in this application.

Applicant Signature

Village of Gilberts Reviewer

Date

Date

Emergency Contact Number

Office Use

The Applicant shall have the right to use the pavilion at (please circle one) Memorial / Waitcus on the _____ day of _____, 20__.

Rules and Regulations

The following rules and regulations shall apply to the use of the pavilion and other park facilities:

- No alcoholic beverages or illegal drugs allowed.
- Use of the fields is subject to applicable provisions of the Village Code and state law.
- Weapons of all types are prohibited.
- Cooking fires are restricted to grills.
- Pets must be leashed and pet excrement must be removed by pet owners.
- Do not use facilities when wet, improperly, or without supervision.
- Parking is limited to designated areas only.
- No swimming or boating.
- Speed limit is 10 mph.
- Run or jog only on designated trails.
- Parks close at dusk.
- Littering is prohibited in Village parks. Users are responsible for clean-up following an event and will be charged for any costs incurred by the Village for failure to comply.
- No person shall damage or destroy any park property of any kind or any property of others in a park or otherwise interfere with the use of a park by the public.
- Facilities such as volleyball courts, jogging paths, basketball courts and playgrounds are available to everyone using the parks (to share). They may not be reserved.
- The park area is open to the general public. Please be considerate of other parties using the park.

Cancellation Policy:

If you find that your reservation must be cancelled, please contact the Village Hall as soon as possible, so someone else can use the pavilion.

For your safety:

In case of an emergency, call 911.

Reservation Fees:

Charitable Organizations	\$10.00
Residents – under 50 people	\$15.00
Residents – over 50 people	\$25.00
**Corporations / Organizations under 100 people	\$35.00
**Corporations/Organizations over 100 people	\$50.00
Non-Resident / Non-Resident Business	\$45.00

**Applications filed by corporations or organizations for events involving more than 50 people will require an individual review of their application which must include a Certificate of Insurance naming the Village of Gilberts as an additional insured for the date of the function.