

**PARK SHELTER**  
**Permit Application**

Name: \_\_\_\_\_

Address/City-State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Hours of Function: \_\_\_\_\_

Park (Sunnyside Memorial, Rescue Squad Memorial or Hiller): \_\_\_\_\_

Picnic tables needed:      YES / NO              How many? \_\_\_\_\_

Alcohol served:      YES / NO              Liquor Liability Insurance Established:      YES / NO

Firepit / BBQ:      YES / NO              Comprehensive Liability Insurance:      YES / NO

Please make checks two checks (*Reservation Fee & Deposit*) payable to: **Village of Johnsburg**

**I have read the attached Rules/Regulations and will comply with them.**

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Alternate Contact (*Optional*)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**OFFICE USE**

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Paid by:      Check# \_\_\_\_\_      Cash (Receipt)      Credit Card

Usage Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Security Usage Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

**NO RESERVATION IS FINAL UNTIL THE RENTAL FEE IS PAID AND FORMS ARE COMPLETED**

# VILLAGE OF JOHNSBURG PARK SHELTER RENTAL APPLICATION

<u>Private Functions</u>	<u>Fee</u>	<u>Deposit</u>
Residents ( <i>Corporate Boundary Limits</i> )	\$25.00	\$100.00
Non Residents	\$100.00	\$100.00

## Reservation/Fees

Upon receiving verbal confirmation that the shelter is available two checks (one for the rental fee and one for the deposit fee) must be submitted to hold the requested time and date along with a completed application form. All fees associated with a rental must be paid in full no less than fourteen days before the rental date. All security deposits are refundable if no damage has been done to the park or shelter. Refund of security deposits will be issued within fourteen days following the rental date.

## Insurance

If Alcohol is served and/or the BBQ/Firepit are utilized, the rental host shall secure and maintain comprehensive liability insurance with liquor liability insurance (*if applicable*) for the event in the amount of \$500,000 with the Village of Johnsburg named as Additional Insured. The certificate of insurance must be provided to the village hall no later than seven days prior to the rental date.

Please make sure that all trash and litter is picked up and disposed of properly. If you are using the charcoal grill, please make sure ashes are cool before you dispose of them. There is no parking on the grass and we ask that you do not drive on it to unload vehicles. The permit holder is responsible for general clean up of the pavilion and park grounds by 6:00 a.m. the next morning following the function.

Please be aware that the park is a public location and in all likelihood there will be children and other adults utilizing the park.

Park Hours are: Sunrise to Sunset

Please, if you have any questions call 815-385-6023.

