



# Horse Fair Park Rental Fee Schedule & Permit Application

7401 Meyer Road • Spring Grove, Illinois 60081 • 815-675-2121

**Applicant Information**

Name of Individual/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**Permit Holder Category:**

\_\_\_ Spring Grove Resident/Business/Organization\*    \_\_\_ Non-Spring Grove Resident/Business/Organization\*

\_\_\_ Spring Grove Resident/Business/Organization Open to the Public Event\*

\_\_\_ Non-Spring Grove Resident/Business/Organization Open to the Public Event\*

\*All business related or public functions must provide certificate of insurance, with limits of not less than \$1,000,000 listing the Village as an additional insured.

Date of Use \_\_\_\_\_ Hours of Function \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Type of Function \_\_\_\_\_ Reservation Fee \_\_\_\_\_ Date of Payment \_\_\_\_\_

**Liability/Indemnification Waiver**

As a condition of this permit being issued, the applicant agrees to indemnify, defend and hold harmless the Village, and all of its officers and employees, against any and all suits, causes of action, or injury, illness, or property damage claims arising out of this permit, including any act or omission of the applicant and/or permit holder or activity constituting a part of the activity allowed under this permit. The applicant agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which this application is being sought, to waive and relinquish all claims that may result in any manner against the Village, its agents, public officers, officials or employees and authorized volunteers from said applicant, except for acts caused by the willful and wanton misconduct by employees of the Village acting within the scope of their employment.

By signing below, the applicant certifies that the information provided above is correct; he/she has read and understands the information contained in this permit application; and he/she agrees to conduct the requested activity in compliance with all State and local applicable codes, ordinances, laws and the conditions contained in this permit.

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

| Permit Holder Categories**  | Rates    |             |                     |
|---|----------|-------------|---------------------|
|   | Fee      | Key Deposit | Maintenance Deposit |
| • Spring Grove Resident/ Business/Organization  | \$100.00 | \$20.00     | \$100.00            |
| • Spring Grove Organization Open to the Public Event – Per Day plus variable*                       | \$175.00 | \$20.00     | \$300.00            |
| • Non-Spring Grove Resident/ Business/Organization  | \$300.00 | \$20.00     | \$100.00            |
| • Non-Spring Grove Resident/Business/Organization Open to the Public Event - Per Day plus variable* | \$300.00 | \$20.00     | \$300.00            |

\*Plus Variable: Requiring General Admission Ticket - Per Ticket: 50 cents or if no General Admission Tickets - % of Gross Revenue: 6.0%. Base fees for public functions shall be paid upon written completion of application. Variable fees, along with supporting documentation, shall be paid within 30 days of the function.

\*\*Proof of residency based on the address of the resident, business or organization.

## Rules and Regulations

1. **Rental Policy:** Village residents will have first choice to make reservations for **Private Functions** from February 1<sup>st</sup> – February 15<sup>th</sup>. Beginning February 16<sup>th</sup>, reservations will be open to the general public and for any functions open to the public. A **Function Open to the Public** is defined as any function whether run by a private entity or individual that charges an entry, user or administration fee or any other similar fee.
2. **Rental Fees:** Fees are payable in full upon written completion of application; *verbal reservations will not be taken and no reservation is final until the rental fee is paid and forms are completed.* Key and maintenance deposits are due when key to pavilion is picked up one day prior to rental date (or on Friday for Sunday rentals). The permit holder is responsible for general clean up of the pavilion and park grounds by 6:00 a.m. the morning following the function. If the park is left in satisfactory condition, the key and entire maintenance deposit may be picked up after 12:00 p.m. (noon) the next business day following the function. **If the park is left in an unsatisfactory condition, a charge of \$25.00 per hour for each maintenance personnel it takes to restore the park to its original condition will be deducted from the maintenance deposit and the remaining balance, if any, will be returned to the permit holder.** Any group leaving the park in an unsatisfactory condition will be unable to rent the park in the future. Any damage to the pavilion or park equipment and grounds is the sole responsibility of the permit holder to the extent caused by the acts or omissions of the permit holder or their attendees.
3. **Decorations:** All decorations, tape, or other material must be removed. Staples are not allowed under any circumstances. If maintenance personal must remove decorations, tape or other materials, a \$50 fine will be deducted from the maintenance deposit.
4. **Activities:** No camping or bonfires allowed. Music or noise must be kept at reasonable levels. No garage sales or flea markets.
5. **Refunds:** After a permit is issued, a refund is available for up to 30 days prior to the reserved date. No refund will be given if function is canceled within 30 days of the reserved date, unless there are serious extenuating circumstances.
6. **Attendance of over 100:** Any rental function in the park **with more than 100 people in attendance** will be required to hire a Spring Grove Police Officer at a charge of \$50.00 per hour for each officer to monitor the event. The number of police required will be dependent upon the number of people in attendance and that decision will be made solely by the Spring Grove Police Chief. The arrangements will be discussed with the Chief of Police at the time of the permit application and payment for the required police services will be made per his direction.
7. **Alcoholic Beverage Use:** Beer and wine are the only alcohol beverages allowed on the park premises. No hard liquor of any kind will be allowed. No under-aged person, intoxicated person or any person who has ever been convicted of any law or ordinance relating to alcoholic intoxication will be allowed to consume beer or wine brought into the park. A liquor license will be required of anyone selling liquor on the premises. Proof of Dram Shop Insurance is required if alcoholic beverages will be sold with the Village of Spring Grove listed as an additional insured.
8. **Misc:** Permit holder is responsible for securing, at their cost, additional sanitary/garbage facilities as required by the nature of the function.
9. **Announcer's Stand:** Contents of the Announcer's stand are the property of the Spring Grove Horse Show and are not to be used unless prior permission of the Spring Grove Horse Show has been obtained.
10. **Park Hours:** Sunday through Thursday 7:00 a.m. to 9:00 p.m.; Friday and Saturday 7:00 a.m. to 10:00 p.m.

### Checklist

We hope your party/function is a success! Please use this checklist to ensure the return of your maintenance deposit. The Park must be left in the same condition as it was before your function. Saturday renters must make sure the park is clean for renters on Sunday. Please bring any cleaning supplies you may need such as dish soap, paper towels, sponges, etc. Garbage bags are provided and are on a shelf under the bar. Please see #3 above in reference to decorations.

| For your use:   | Checklist   |
|---|---|
| Volleyball/Basketball Courts and Equipment<br>Broom, Dustpan, Mop and Bucket<br>Refrigerator/Freezer/Oven<br>Picnic Tables/Outdoor Grill<br>Inside and Out Running Water/Port-a-Potty | <input type="checkbox"/> Empty trash & dispose in dumpster if the cans are ½ full or more<br><input type="checkbox"/> Wipe down counters, tables, oven and microwave<br><input type="checkbox"/> Sweep floors in pavilion and any outdoor areas used and mop up spills<br><input type="checkbox"/> Clean charcoal grill if used<br><input type="checkbox"/> Turn off lights, close & lock garage doors and remove all event signage |

Please bring this form to the Village Municipal Centre when you drop off the key and indicate any suggestions you have or maintenance issues: \_\_\_\_\_