



Three Oaks Recreation Area

City of Crystal Lake, IL

Pavilion Rental Permit Application

Pavilion(s) Requested

Check all that apply

Pavilion "A"
Picnic Grove

Pavilion "B"
Island Shelter

Pavilion "C"
Volleyball Court

Pavilion "D"
North Lake

Lake House Patio*

Number of Guests Attending

Reason for Rental

Event Details

*Available only after Labor Day through mid-October

Day (Circle)

MO – TU – WE – TH – FR – SA – SU

Month (Circle)

APR – MAY – JUN – JUL – AUG – SEP – OCT

Date

Times for Event

Set-up _____ a.m. / p.m.

Guest Arrivals _____ a.m. / p.m.

Departure _____ a.m. / p.m.

Alcohol Use Requested: Yes No
If yes, applicant must review page 4 of this application.

Parking Tally Request: Yes No
Beach Tally Request: Yes No
Table Relocation Request*: Yes No

Applicant Information

*Table Relocation available only for Pavilion A

Name of Individual / Organizer

Name of Group / Organization

Address:

(Street) (City) (Zip)

Telephones Work () _____ - _____ / Home () _____ - _____ / Mobile () _____ - _____

E-Mail Address _____ @ _____

Applicant Type (Check which applies)

- Crystal Lake "City Limits" Resident Non-Resident
 Crystal Lake "City Limits" Non-Profit Organization Non-Crystal Lake Non-Profit Organization

Office Use Only

Confirmation email sent: _____ Staff initial: _____

**Indemnity/Hold Harmless
for use of
Three Oaks Recreation Area Pavilion(s)**

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Crystal Lake its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney fees), which may in anywise accrue against the City of Crystal Lake, its elected and appointed officials, agents, and employees, arising in whole or part or in consequence of the use of a pavilion at the Three Oaks Recreation Area by the undersigned, its employees, agents, subcontractors or and 3rd party, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of Crystal Lake, its agents or employees. The user of the pavilion shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of Crystal Lake, its elected and appointed officials, agents and employees, in any such action, the User shall, at its own expense, satisfy and discharge the same.

Applicant shall use pavilion in compliance with, and agrees to, all the terms and conditions stated within this application:

- By signing this signatory agrees that he/she has received, read and understood the attached rental terms and conditions.

Print Complete Name _____

Signature _____

Date _____

Office Use

- Hold Harmless signed and completed (for all users)
- Organization / Corporation proof of insurance / naming City as additional insured attached
(not applicable)
- Deposit Paid
- Rental Fee Amount Paid

Name/Signature _____

Date: _____

NOTE

For all organizations or corporations regardless of size, and families/individuals with groups over 50 people:

Insurer and Policy Number _____

The homeowner's policy (for residents) or proof of liquor liability insurance coverage (for local organizations / businesses) MUST be attached before the application will be considered.

APPLICATION TO POSSESS AND/OR CONSUME ALCOHOLIC LIQUOR DURING SCHEDULED USE OF PAVILION(S)

1. Alcohol (beer and wine) is only allowed in the park when approved as part of a picnic area or shelter reservation or permit. Pavilion applications, which include requests for alcohol consumption, shall be signed by an individual 21 years or older, who will be responsible for overseeing the serving of alcohol and who will be responsible for his or her guests.
2. Beer and wine cannot be consumed outside of the picnic grove, or the Island Pavilion or Volleyball court pavilion or the North Lake Pavilion. The sale of alcoholic beverages is prohibited. Beer and wine cannot be consumed at a pavilion rental event where admission is charged.
3. A family or individual having a picnic with over 50 people on City property where alcohol in any form will be served or present, must purchase or provide Host Liquor Liability Insurance coverage with a binder naming the City as additional insured. Host Liquor Liability Insurance shall have a minimum of \$1 million per occurrence. Depending on your insurance, a fee may be involved when requesting a Host Liquor Liability – Certificate of Insurance. From the insurance company of your choice, the Certificate of Insurance must state 'Host Liquor Liability' to be accepted. If your insurance does not cover a Host Liquor Liability, another option to receive one can be found at the following link: <http://irmarisk.org/Coverage/TULIP.aspx>
4. Any organization or corporate event, regardless of size, where alcohol in any form will be served or present, must purchase or provide a Host Liquor Liability Insurance coverage with a binder name the City as an additional insured. Host Liquor Liability Insurance shall have a minimum of \$1 million per occurrence. Depending on your insurance, a fee may be involved when requesting a Host Liquor Liability – Certificate of Insurance. From the insurance company of your choice, the Certificate of Insurance must state 'Host Liquor Liability' to be accepted. If your insurance does not cover a Host Liquor Liability, another option to receive one can be found at the following link: <http://irmarisk.org/Coverage/TULIP.aspx>
5. The City reserves the right to prohibit alcohol in any areas of the Recreation Area or buildings located thereon at any time it deems necessary.

The Pavilion Use Applicant will be responsible for overseeing serving and consumption of beer and/or wine, and is responsible for making sure that no guests enter into the general park area with alcohol. The designated responsible adult must be of legal drinking age (*driver's license must be shown at time of rental to prove age*).

The undersigned agrees that he/she and/or group, association, or organization will not interfere with the general use of the park by the public and will obey all the laws of the State of Illinois and the ordinances of the City of Crystal Lake.

Fee Refund Policy

The cancellation fee is ½ the deposit amount. To receive a refund of the deposit, less the cancellation fee, all cancellations must be made at least 10 days in advance of the event. The reservation fee is non-refundable. No refunds are given in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. City Staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. City Staff may cancel a rental based on severe weather, or for other reasons. Refunds for rentals cancelled by City Staff are at the discretion of City Staff.

Reservation Fees and Deposits Schedule

Pavilion “A”: Main Picnic Grove

<i>Number of Guests</i>	<i>Resident Rates</i>		<i>Non-Resident Rates</i>	
	<i>Fee</i>	<i>Deposit</i>	<i>Fee</i>	<i>Deposit</i>
1 - 100 people	\$110	\$150	\$220	\$150
<i>Off-season*</i>			\$200	
101 - 150 people	\$145	\$150	\$290	\$150
<i>Off-season*</i>			\$270	
151 – 200** people	\$180	\$150	\$360	\$150
<i>Off-season*</i>			\$340	

* *Off-season rates are in effect prior to Memorial Day weekend and after Labor Day* ***Groups over 200 require a special event permit*

Pavilions “B, C and D”: Island Shelter, Volleyball Court, North Lake Pavilion

<i>Number of Guests</i>	<i>Resident Rates</i>		<i>Non-Resident Rates</i>	
	<i>Fee</i>	<i>Deposit</i>	<i>Fee</i>	<i>Deposit</i>
B & C: 1 - 25 people	\$50	\$50	\$150	\$50
<i>Off-season*</i>	\$40		\$130	
D: 1-50 people	\$50	\$50	\$150	\$50
<i>Off-season*</i>	\$40		\$130	

* *Off-season rates are in effect prior to Memorial Day weekend and after Labor Day*

Lake House Patio

<i>Number of Guests</i>	<i>Resident Rates</i>		<i>Non-Resident Rates</i>	
	<i>Fee</i>	<i>Deposit</i>	<i>Fee</i>	<i>Deposit</i>
1-60 People	\$75	\$50	\$130	\$50

Available only after Labor Day through mid-October

- Please return completed application to City Hall, located at 100 W. Woodstock Street, Crystal Lake, IL 60014 or by email to pavilion@crystallake.org.
- **The full rental fee and security deposit are required at the time of reservation to hold the rental date. The deposit will be returned per the rental terms and conditions. The reservation is nontransferable. The deposit and full rental fee can also be paid by credit card over the phone by calling City Hall at 815-459-2020 x 4288.**
- Any permit will be granted on the condition that the permittee not interfere with the general use of the Park by the general public and obey all the laws of the State of Illinois and the ordinances of the City of Crystal Lake.
- No alcoholic beverages are allowed without prior approval. Additional requirements for alcohol for groups over 50 people (See page 3). No accessory structures may be erected; i.e. tents, stands, bleachers, etc. without prior approval.

Rental Terms and Conditions

Reservations for the year will begin on the first business day following January 1st for in person reservations at City Hall only. The 2nd business day following January 1st will be open to phone and email reservations. Rentals will be reserved on a “first-come, first-serve” basis. ***The pavilion rental fee and deposit are due at the time of the reservation to hold the rental date.***

Fees for City of Crystal Lake tax exempt, non-profit groups with an address in the City of Crystal Lake will be waived for Monday – Thursday rentals. The deposit is still required.

General Rules

- Pavilions are available for reservation from 9:00 AM – Dusk
- The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles
- No sound-amplifying devices are allowed as part of pavilion rental
- Picnic tables may not be moved to different locations. **If requesting to relocate tables, please provide a diagram of your desired table layout. A \$25.00 table-relocating fee may be charged on a case-by-case basis for Pavilion A only. Picnic tables will not be moved to/from Pavilions B, C, and D**
- No driving shall be permitted on the trails or picnic areas without on-site City supervision and approval
- Requests for tents or canopies may be considered by the City following the submittal of a plan showing the proposed use. If approved, the tent or canopy must be installed and removed the day of the event. Locations for tents and canopies shall be determined and approved by the City. In addition, tents or canopies greater than 20’ x 20’ require an inspection by the City’s Fire Rescue Department.
- No advertising signs on the property or soliciting on the property
- Failure to comply with the rules will result in forfeiture of the maintenance deposit, plus a fine of up to \$500.00 and removal from the premises
- The use of the fireplace requires prior approval. Wood and lighters not provided.
- Fixed charcoal grills are available for use near the Picnic Grove Pavilion. No gas grills may be used in the park, unless approved by City Staff for special events
- Any organization or corporate event shall show proof of insurance and name the City as additional insured, per the City’s insurance requirements and sign an appropriate hold harmless/indemnification document. The individual signing the permit form and/or authorizing payment will be held responsible for relaying City rules and procedures to all group members

Non-Resident Parking

Non-Crystal Lake residents are required to pay \$5.00 per vehicle to park in the facility. The individual reserving the pavilion may purchase prepaid parking “tokens” for non-resident guest vehicles. Alternatively, a parking tally can be taken at the parking gate if prior arrangements have been made. A list of expected guests (non-residents) must be submitted to staff prior to your event. Guest lists can be emailed to pavilion@crystallake.org or given to a park manager prior to the date of your event for approval. Event tally requests will not be taken if requests are not received before your event and prior manager approval has not been received. If requesting a parking tally, City staff can apply your deposit to pay for parking fees or send an invoice.

Deposit Refund Policy

Deposits shall only be released after an inspection has been made by City employees. The costs to repair and clean up the facility may be taken from the deposit. If the amount of repair or clean up costs exceeds the deposit, the deposit will be kept and the applicant shall be responsible for the remaining amount.