

**VILLAGE OF GILBERTS  
PAVILION RESERVATION APPLICATION**

Please complete the form below, and return to the Village Hall, 87 Galligan Rd. Gilberts, IL. 60136  
Office hours: 8:30am – 4:30pm (Monday-Friday)

Name of Applicant: \_\_\_\_\_

Pavilion or open area requested (circle): Memorial      Waitcus

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Anticipated number of persons who will be attending: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Contact Person (name, please print): \_\_\_\_\_

Address/Phone: \_\_\_\_\_

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 them by any member in my party will result in denial of future reservation applications, my removal from the parks, and possibly, my, or someone in my party's arrest by the Village of Gilberts Police Department.

If you find that your reservation must be cancelled, please contact the park office as soon as possible, so that someone also may use the shelter. **Refunds will be granted only if cancellation is made 2 weeks prior to the date of your picnic.**

Facilities such as volleyball courts, jogging paths, basketball courts, tennis courts and playgrounds are available to everyone using the parks to share. They may not be reserved. Please be considerate of other parties using the park. The baseball field may be reserved 2 weeks in advance with a limit of 3 days per reservation and a maximum time limit of 1-1/2 hours per day. Further reservations will not be accepted until 1 week after current reservation expires.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Village of Gilberts Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Contact Number

<i>Office Use Only:</i>	
Amount Paid: _____	Date Paid: _____
Check <input type="checkbox"/> Cash <input type="checkbox"/>	
Check Number: _____	Name: _____

*Please complete and sign the Parks Reservation Application and return it, with the appropriate fee to:  
The Village of Gilberts, Village Hall, 87 Galligan Rd. Gilberts, IL 60136 (847)428-2861.  
Information for each item must be completed at the time of your application.*

## PAVILION RENTAL HOLD HARMLESS AGREEMENT

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at Gilberts, IL, between the Village of Gilberts, (herein referred to as “The Village”) and **(your name-please print)** \_\_\_\_\_ (herein referred to as “The Lessee”).

The Village holds the title to real estate commonly known as (please circle one) **Memorial / Waitcus** Park in Gilberts, IL, along with all the buildings and accessories thereon. The Lessee has requested to use portions of (please circle one) **Memorial / Waitcus** Park including the pavilion for the purpose of a picnic. NOW, THEREFORE, for good and valuable consideration, the Village and the Lessee agree as follows:

1. The Lessee shall have the right to use portions of (please circle one) **Memorial / Waitcus** Park, including the pavilion for the purpose of a picnic on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.
  
2. In consideration of the use of (please circle one) **Memorial / Waitcus** Park including the pavilion for the purpose of a picnic, the Lessee shall save and hold harmless the Village from any and all claims, demands, causes of action, litigation or liability related to damages to the Lessee or to the property of the Lessee or to any third parties of the Lessee using (please circle one) **Memorial / Waitcus** Park, including the pavilion for the purpose of a picnic on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

<p><b><u>Reservation Fees:</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Charitable Organizations</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td>Residents – under 50 people</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td>Residents – over 50 people</td> <td style="text-align: right;">\$25.00</td> </tr> <tr> <td>Corporations / Organizations under 100 people</td> <td style="text-align: right;">\$35.00</td> </tr> <tr> <td>Corporations / Organizations over 100 people</td> <td style="text-align: right;">\$50.00</td> </tr> <tr> <td>Non-Resident / Non-Resident Business</td> <td style="text-align: right;">\$45.00</td> </tr> </table> <p>Corporations / Organizations over 50 people requires an individual review of request</p> <p>Corporations/organizations over 50 people are required to send a Certificate of Insurance naming the Village of Gilberts as co-insured for the date of the function.</p>	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	<p><b><u>For your safety, please follow the rules and regulations:</u></b></p> <ul style="list-style-type: none"> <li>• No alcoholic beverages or illegal drugs allowed</li> <li>• State and Village laws apply in the parks</li> <li>• Weapons of all types are prohibited</li> <li>• Cooking fires are restricted to grills</li> <li>• Pets must be leashed</li> <li>• Pet excrement must be removed by pet owners</li> <li>• Do not use equipment when wet, improperly, or without supervision</li> <li>• Park in designated areas only</li> <li>• No swimming or boating</li> <li>• Speed limit – 10 MPH</li> <li>• Run or jog only on designated trails</li> <li>• Parks close at Dusk</li> </ul>
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Reservations are for Pavilion only.  
 The park area will be open to the general public.  
**In case of an emergency, call 911**