

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

AGENDA

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, FEBRUARY 5, 2019 AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - A. January 8, 2019 Regular Meeting of the Parks & Recreation Commission
4. REPORT:
5. DISCUSSION:
 - A. Marketing Plan-Sponsorship Packages
 - B. Ridgemoor Park
 - C. Fitness Equipment
 - D. Tree Replacement Program
 - E. Park Maintenance Update- Pure Prairie Organics Contract
 - F. 2019 Spring Fling 5K
 - G. Community Picnic
 - H. Park Permit Application/Policy update
6. NEW BUSINESS/IDEAS:
7. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS
9. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, JANUARY 8, 2019, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Robert Pionke called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Pionke, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, and Carol Lazarski.

ABSENT: Commissioner Douglas Stetina

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

- a. Minutes – December 4, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the December 4, 2018 minutes.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Kanaverskis to approve the December 4, 2018 minutes as presented.

ROLL CALL VOTE: AYES: Chairman Pionke, Commissioners Kaczmarek, Kanaverskis, Landsman, and Lazarski. NAYS: None. ABSENT: Commissioner Stetina. ABSTENTION: Commissioner Grimsby.

4. REPORT

- a. 42nd Annual Children's Holiday Party

Interim Superintendent Fenske advised there were 170 children preregistered with 160 in attendance. There 18 walk ins. Food from Papa John's, Chicken Basket, Chick-fil-A, and Jimmy John's was well received. Interim Superintendent Fenske wished to thank Trustee Berglund for taking the pictures to Walgreen's. An email was sent to all participants that the photos were available for pick up at the Village Hall.

Interim Superintendent Fenske recommended that the picture taking form Walgreens be eliminated. Participants can take Santa photos with their cell phones. The consensus of the Commission was to agree with the recommendation.

Interim Superintendent Fenske stated that he received an email from Hinsdale South High School reminding him that the capacity of the cafeteria is 400 people. Including parents and family, this event was overcrowded. Either this event needs to have a cutoff date and maximum number of kids, or it needs to be

moved to a larger venue. Interim Superintendent Fenske advised that he contacted Gower Middle School to see what their capacity is.

Interim Superintendent Fenske related that thank you letters have been sent to all sponsors.

Chairman Pionke related that there were 24 families that lived outside of Willowbrook that had registered. Interim Superintendent Fenske advised that most of these families came from the unincorporated DuPage County areas. Chairman Pionke stated that in the future that the party should be focused on Village residents.

Chairman Pionke stated that he sent an email survey to the preregistered families. 23 responses were received. Overall, the event had a favorable rating and well received. The main negative comment was for the line to retrieve the gifts. There was a suggestion to add a photo booth and foam/felt crafts.

5. DISCUSSION

a. Marketing Plan

Chairman Pionke advised that there are no updates at this time. Interim Superintendent Fenske recommended that a sponsorship letter be sent at the beginning of the year instead of individual letters for each event. Interim Superintendent Fenske stated that he will bring additional information to a future Commission meeting.

b. FY2019/2020 Budget

Interim Superintendent Fenske reviewed the proposed 2019/2020 FY Budget. Interim Superintendent Fenske advised that he added a line item for a community picnic. Interim Superintendent Fenske related that he added money to the budget for next year's tree lighting ceremony.

Chairman Pionke questioned where funds were for the renovation of Ridgemoor Park. Interim Superintendent Fenske advised that those funds are a discretionary item and will be added to the budget if the Village Board approves the expenditure. Interim Superintendent Fenske stated that the marketing plan funds and fitness equipment are also discretionary items.

c. Ridgemoor Park/Fitness Equipment

Interim Superintendent Fenske related that the tentative renovation costs for Ridgemoor Park, which will include design services, construction, and civil engineering, is estimated to cost \$180,000. Interim Superintendent Fenske advised that he is researching grants to help pay for the renovation.

Commissioner Landsman suggested that a committee of residents be formed to see what type of renovation would be wanted in the park. Interim Superintendent Fenske related that per Administrator Halik, the design

for the park was based on resident input from the updated Master Plan and to start the process over would be unnecessary.

Interim Superintendent Fenske advised that Administrator Halik recommended that the focus of the Commission should be on the new parks building and not on Ridgemoor Park.

Interim Superintendent Fenske reviewed information received about the outdoor fitness equipment. The most logical park to place the equipment is Community Park. Prices for 10 pieces of equipment would cost over \$50,000. Further discussion will be held on this topic at the next Commission meeting.

d. Park Maintenance Update

Interim Superintendent Fenske related that only basic clean up has been needed in the parks.

e. Drop-in Pre School

Chairman Pionke advised that there are no updates at this time.

6. NEW BUSINESS/IDEAS

a. Dates for Spring/Summer programs

Interim Superintendent Fenske advised that he met with Park Supervisor George Scukanec to pick dates for all fishing events. Movie in the Park is tentatively set for July 12th. Family Campout will be July 27-28. The consensus of the Commission was to hold the Community Picnic on August 10th.

Question was asked if there was interest in holding a Touch A Truck event. The concern is to find a location to host it. Commissioner Kanaverskis recommended reaching out to Midwest Helicopter and holding the event there.

7. VISITORS' BUSINESS

Ms. Gurmeeta Kaur, resident lives on Ridgemoor Drive, works for Bank of America. This company has a gift matching program. Ms. Kaur promoted a plant the tree program similar to the Burr Ridge Park District. Ms. Kaur advised that if the Village provided open park land, Bank of America volunteers could plant new trees and make the community greener.

Chairman Pionke advised that the Parks Commission is part of the Village and is not a 501(c)3 organization. He related that there use to be a Community Garden and that this concept could be revisited. Chairman Pionke also advised that there could be a program for plantings around all of the park signs.

Ms. Kaur will follow up with Bank of America about what type of donation plan they would contribute. Commissioner Landsman advised that this will be placed on the next meeting agenda for discussion on which park would work best for this program.

8. COMMUNICATIONS

Interim Superintendent Fenske advised that he received a thank you letter from HCS Family Services for the food and gifts that were donated after the Christmas Party. There was 437 pounds of food to the food pantry.

9. ADJOURNMENT

MOTION: Made by Commissioner Grimsby, seconded by Commissioner Landsman to adjourn the meeting at the hour of 8:24 p.m.

ROLL CALL VOTE: AYES: Chairman Pionke, Commissioners Grimsby, Kaczmarek, Kanaverskis, Landsman, and Lazarski. NAYS: None. ABSENT: Commissioner Stetina.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 5, 2019

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Marketing Plan

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☐ Seeking Feedback

Meeting Date:

February 5 2019

BACKGROUND

A discussion on creating a comprehensive Marketing Plan for current and future Park & Recreation Department programs.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Staff included copies of Sponsorship Opportunity/Agreements from neighboring Park Districts.

Willowbrook Parks & Recreation Department

Sponsorship Opportunities

The Village of Willowbrook works hard to provide quality recreational events for our residents. We are fortunate to have local businesses and organizations willing to assist us throughout the year, to provide these opportunities. Listed below are the events that need the most support. Both monetary and “in-kind” donations are welcomed. If you are interested in contributing to one or more of these events, or need more information on what your donation will be used for, please call the Village Hall at 630-323-8215.

Business Contact Information

Business Name	
Contact Person	
Business Address	
Phone Number	
Email Address	
Website	

Event Information	Date	Sponsorship/In-kind Donation
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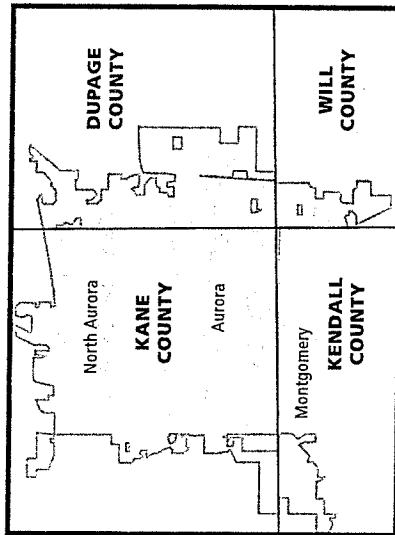
Easter Egg Hunt	Saturday before Easter	\$
Spring Fling 5K & Community Fair	First Sunday in May	\$
Movie Night in the Park	July	\$
Picnic in the Park	TBD	\$
Back to School Bash*	August	\$
Pumpkin Fest*	October	\$
Village Tree Lighting Ceremony	Last Friday in November	\$
Children's Holiday Party	December	\$

Payment Information – Please make check payable to the Village of Willowbrook, and send to: Village of Willowbrook 835 Midway Drive Willowbrook, IL. 60527.

*The Back to School Bash & Pumpkin Fest events are held in cooperation with the Gower School PTO.

WHO WE ARE

Located in the scenic Fox River Valley, Fox Valley Park District is one of the nation's top park and recreation agencies. Fox Valley Park District is the second largest park district in Illinois and serves a diverse population of over 233,000 people. Our service area encompasses 65 square miles including Aurora, North Aurora, and Montgomery and spans four counties.



OUR SIGNATURE FACILITIES INCLUDE:

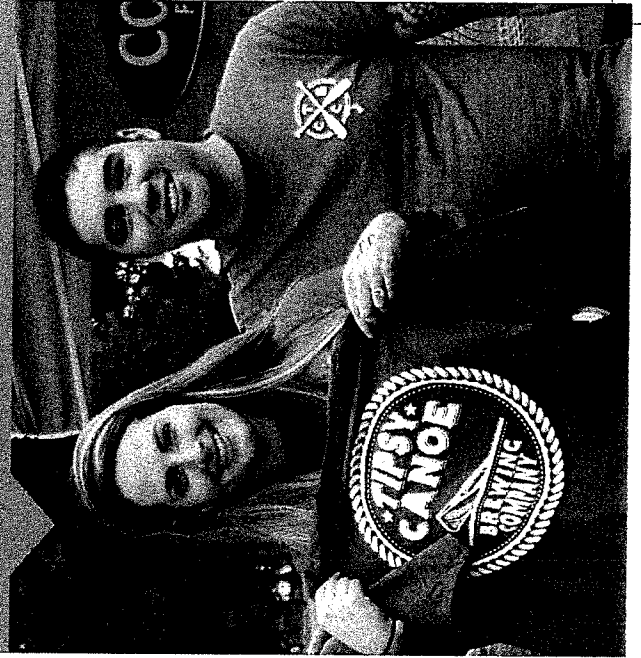
- Eola Community Center
- Prisco Community Center
- Vaughan Athletic Center
- Blackberry Farm
- Red Oak Nature Center
- Orchard Valley Golf Course
- Stuart Sports Complex
- Phillips Park Aquatic Center
- Splash Country Water Park
- Copley Boxing & Training Center



101 W. Illinois Ave.
Aurora, IL 60506



CORPORATE PARTNERSHIP PROGRAM



JOIN THE FUN! PARTNER WITH US.

Y(OUR) AUDIENCE IS WAITING

Fox Valley Park District offers dynamic platforms and experiences to reach your potential customers. From onsite presence at our events to seamless inclusion in our marketing outreach, we help get you in front of the MOST people for the BEST value.

• UNMATCHED REACH

Our facilities are Where Fun Begins! for 1.5 million annual visitors.

• TARGETED DEMOGRAPHICS

We have programs and events that naturally align with your ideal consumer.

• POSITIVE COMMUNITY PERCEPTION

Complement your marketing plan by connecting your brand to the community.

Create a customized, interactive program which meets your specific goals and objectives. Campaigns can be right-sized for your budget, and opportunities are only limited by your imagination.

RECOGNITION OPPORTUNITIES

- Visual branding on website, in facility, signage or T-shirts
- Social media reach to our 30,000 fans
- Inclusion in our e-blast promotions to 40,000+
- On-site booths/tables at events or facilities
- Experiential value-added promotions: sampling, activities, etc.
- Presenting sponsorships
Maximum reach, exposure and pre-event publicity
- Event sponsors
On-site presence and custom promotions
- Multi-year agreements – *Lock in and save*

CORPORATE SPONSOR CONTACT

CALL OR EMAIL

CATHY SCHWIEGER TODAY

630-897-0516 • cschwieger@fvpd.net



SUCCESS STORIES HERE'S WHAT OUR PARTNERS SAY ABOUT THEIR EXPERIENCES

"Rocktown Adventures' sponsorship of Fox Valley Park District events enables us to get our message in front of key consumers — outdoor recreation enthusiasts! Their flexible and budget-friendly sponsorship offerings allow us to get our name across different platforms and events." — **Rocktown Adventures**

"The partnership we have with the Fox Valley Park District has exceeded our expectations. Not only were we able to connect with additional communities but they offered flexible sponsorship opportunities for small businesses like ours. We have been fortunate to work with several staff members at various park district locations and have had a wonderful experience every time." — **TCBY**

"Working with the Fox Valley Park District has always been a great experience for K-HITS ... The people on their staff are wonderful, accommodating, and extremely organized. ... The events really get the community out and involved, are tons of fun and provide great exposure. Working with the Fox Valley Park District is a great pleasure both professionally and personally." — **K-Hits, CBS Radio**

TARGETED AUDIENCES

	BY TYPE					BY AGE				
	FREE	ATHLETIC / FITNESS	HOLIDAY / SEASONAL	OUTDOOR	PERFORMING ARTS	FAMILIES	PRESCHOOL AND SCHOOL-AGE CHILDREN	TEENS	ADULTS	ACTIVE ADULTS
Winter Stage Theatre					■	■	■	■	■	■
Fitness Fun Fair for Kids	■	■				■	■	■		
Barnyard Dash 5K & Pig Pen 1-Miler		■		■		■	■	■	■	■
Mid-American Canoe & Kayak Race		■		■		■		■	■	■
Concerts in the Park	■			■	■	■			■	■
Live & Uncorked				■	■				■	■
Golf for Kids Benefit Golf Outing		■		■					■	■
Summer Stage Theatre					■	■	■	■	■	■
Fox Valley Amazing Race		■		■					■	■
Bug Fest	■			■		■	■			
Pumpkin Weekends			■	■		■	■			
Blackberry Farm Holiday Express			■	■		■	■			

CORPORATE SPONSOR CONTACT

CALL OR EMAIL CATHY SCHWIEGER TODAY

630-897-0516 • cschwieger@fvpd.net



Fox Valley
Park District
Where fun begins 
foxvalleyparkdistrict.org



2016 OPPORTUNITY CALENDAR

EVENT	ATTENDANCE	LOCATION	DATE
Winter Stage Theatre Family-friendly theatrical productions.	1,000	Prisco Community Center	Jan. 8 to 10
Fitness Fun Fair for Kids Health and wellness fun in a family-friendly environment.	1,000	Vaughan Athletic Center	Feb. 20
Barnyard Dash 5K & Pig Pen 1-Miler Sprint into spring in this NEW event.	600	Blackberry Farm	April 30
Mid-American Canoe & Kayak Race Two race lengths. Regional draw.	1,000	Fox River & McCullough Park	June 5
Concerts in the Park FREE concerts for all ages.	250	McCullough Park & Montgomery Park	Select evenings in June, July and August
Live & Uncorked Music, summer nights and an adult audience.	300	Blackberry Farm	Select evenings in June, July and August
Golf for Kids Benefit Golf Outing FORE! Swing into giving with this annual outing hosted by the Fox Valley Park Foundation.	250	Orchard Valley Golf Course	June 27
Summer Stage Theatre Add a dramatic flair to your brand on a historic stage.	2,000	Paramount Theatre	July 15 to 17
Fox Valley Amazing Race All-day. All fun. Get in on this exciting adult event.	250	Aurora	Aug. 13
Bug Fest A hands-on experience that delivers tons of smiles for the whole family.	2,000	Red Oak Nature Center & Lippold Park	Aug. 27
Pumpkin Weekends Fall fun for all including seasonal crafts and activities.	7,000	Blackberry Farm	Weekends in Oct. plus Columbus Day
Blackberry Farm Holiday Express Celebrate the holidays aboard the BBF train. Visit with Santa.	7,000	Blackberry Farm	First 3 weekends in December

Fox Valley Park District Sponsorship Agreement

Contact Information

Company Name _____

Contact Name _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Event Information

EVENT	DATE	SPONSORSHIP AMOUNT
<input type="checkbox"/> Winter Stage Theatre	Jan. 8 to 10	\$
<input type="checkbox"/> Fitness Fun Fair for Kids	Feb. 20	\$
<input type="checkbox"/> Barnyard Dash 5K & Pig Pen 1-Miler	April 30	\$
<input type="checkbox"/> Mid-American Canoe & Kayak Race	June 5	\$
<input type="checkbox"/> Concerts in the Park	Select evenings in June, July and August	\$
<input type="checkbox"/> Live & Uncorked	Select evenings in June, July and August	\$
<input type="checkbox"/> Golf for Kids Benefit Golf Outing	June 27	\$
<input type="checkbox"/> Summer Stage Theatre	July 15 to 17	\$
<input type="checkbox"/> Fox Valley Amazing Race	Aug. 13	\$
<input type="checkbox"/> Bug Fest	Aug. 27	\$
<input type="checkbox"/> Pumpkin Weekends	Weekends in Oct. plus Columbus Day	\$
<input type="checkbox"/> Blackberry Farm Holiday Express	First 3 weekends in December	\$

Payment Information

Total Sponsorship Amount

\$

Preferred Payment • Please make checks payable to Fox Valley Park District

☐ Check # _____ ☐ Visa ☐ MasterCard ☐ Discover

Cardholder's Name _____

Card Number _____ Exp. Date _____

AUTHORIZED SIGNATURE _____ Date _____

Staff Signature _____ Date _____

FOX VALLEY PARK DISTRICT

Attn: Cathy Schwieger, 101 W. Illinois Ave., Aurora 60506 • 630-897-0516

☐ Email logo and certificate of insurance to cschwieger@fvpd.net



foxvalleyparkdistrict.org

Information - Sponsorship Opportunities

The Clarendon Hills Park District Park Partner Sponsorship Program - be our partner in fun!



There are more choices than ever before to market your business. If you are looking to target your market more specifically by location and interests, The Clarendon Hills Park District offers you that opportunity. The Park Districts Park Partner Sponsorship Program is a unique, ongoing investment opportunity which highlights your business to Clarendon Hills residents and the neighboring communities. Partnering with us shows a deeper commitment to the community your customers live in and provides the Park District additional resources to host special events and programs that otherwise may not be available.

For as little as \$250 you can be a special part of the community and enjoy the benefits of the park district's recreational programs and facilities. Your logo and name will appear at our special events, website and programs. Any contribution over \$250 allows you to direct your sponsorship contribution toward specific events, i.e. Fall Festival, Easter Egg Hunt, Senior Luncheons and more.

If you are interested in this worthwhile sponsorship, please contact the park district at 630-323-2626 or email info@clarendonhillsparkdistrict.org

ELMHURST PARK DISTRICT PARTNERING PROGRAM

Partnering with the Elmhurst Park District offers an affordable and effective way to reach Elmhurst residents while also supporting your community and helping to improve the quality of events and programs offered by the District.

WHY PARTNER WITH THE ELMHURST PARK DISTRICT?

- To identify with a particular target market or lifestyle
- To increase brand awareness
- To create and reinforce consumer perceptions of your company
- To create experiences and evoke positive feelings with customers
- To express commitment to our community.
- To merchandise and promote your products and services.

PARTNER PROGRAM OPPORTUNITIES

Community Event Presenting Sponsorships

Sponsor our larger community events and most successful programs and receive maximum reach, exposure, and pre-event publicity.

Day of Event Involvement

Be part of the event experience with on-site presence and promotional opportunities.

Advertising in our quarterly Program Guide

Receive unmatched shelf-life and advertising exposure to every Elmhurst household

Advertising on our websites and eNewsletter.

Use the reach of our websites and email communications to send your company message.

Modified 12/22/15



COMMUNITY EVENT PRESENTING SPONSORSHIPS 2016

Sponsor our larger community events and programs to receive maximum reach, exposure, and publicity.

BENEFITS

- **Exclusivity in company business category**
- **Company name and logo prominent in all pre-event publicity**
 - Printed materials (flyers, posters, banners)
 - Elmhurst Park District Program Guide
 - Elmhurst Park District website & Facebook
 - Media Advertising and Press Release
 - Online postings to more than 15 websites
- **Company participation and recognition at event**
 - Banner at event (supplied by sponsor)
 - Company announcement at event
 - Table space at event (tent if outdoors)
 - Opportunity to provide giveaway items

	DATE(S)	AUDIENCE	COST
Daddy/Daughter Dance <i>Dancing, DJ, refreshments, activities & photos</i>	February 19	300 Dads/Daughters	\$500
Egg Hunt and Doggie Eggstravaganza <i>Easter Bunny fun followed by Doggie Egg Hunt</i>	March 26	1,000 Families w/kids 600 Dog owners	\$750
Wilder Park Conservatory Flower Shows <i>Natural beauty in this historic fully-restored conservatory</i>	April, November, December <i>3 seasonal shows</i>	2,500 Visitors	\$1,500
Softball Leagues in Berens Park <i>Games on weekdays and June League Appreciation Week</i>	May-July	2,000 Participants <i>Plus fan attendance</i>	\$1,500
Fishing Derby <i>Fishing for prizes & fun!</i>	June 17	300 Families w/kids	\$500
Kite Fest at Berens Park <i>Kite flying demonstrations, make a kite and fly.</i>	August 6	600 Families w/kids	\$750
Park Palooza at Berens Park <i>Music, beer garden, food and fun!</i>	August 20	2,000 All Ages	\$2,000
Touch a Truck at Berens Park <i>Climb, play, and enjoy big trucks and working equipment.</i>	September 10	1,200 Families w/kids	\$1,800
Trick or Treating at Safety Town <i>Trick or treating, face-painting and fun activities.</i>	October 8	750 Families w/kids	\$750
Holiday Tree Lighting at Wilder Park & Mansion <i>Santa, live reindeer, entertainment and community trees.</i>	December 8	1,500 Families w/kids	\$1,500
Polar Express at Elmhurst Metra Station <i>Train ride with cookies, Santa & storytelling</i>	December 11	300 Families w/kids	\$500

DAY OF EVENT INVOLVEMENT 2016

Be part of the event experience with on-site presence and promotional opportunities.

BENEFITS

- **Company participation and recognition at event**

- Table space at event (tent if outdoors) with the opportunity to provide giveaway items

	DATE(S)	AUDIENCE	COST
Birthday Bingo at the Abbey (Monthly) <i>Sponsor must provide continental breakfast</i>	First Friday of each month	1,200 Seniors	\$125 each
Egg Hunt and Doggie Eggstravaganza <i>Easter Bunny fun followed by Doggie egg hunt.</i>	April	1,000 Families 600 Dog owners	\$150
Softball League Appreciation Week <i>Raffle prizes, food, fun during Appreciation Week</i>	Week of June 27	2,000 Participants <i>Plus fan attendance</i>	\$250
Fishing Derby at Eldridge Park <i>Fishing for prizes and fun. Ages up to 14.</i>	June	150 Families	\$150
Movies in Wilder Park <i>Partners: Elmhurst Public Library, Elmhurst Art Museum</i>	June, July, August <i>(3x per year)</i>	1,000 Families	\$375 <i>(\$125 each)</i>
Middle School Nights at East End Pool <i>DJ, dance and swim for 6th, 7th, and 8th graders.</i>	June, July, August <i>(3x per year)</i>	200 Middle Schoolers	\$375 <i>(\$125 each)</i>
Kite Fest at Berens Park <i>Kite flying demonstrations, make a kite and fly.</i>	August	500	\$200
Park Palooza at Berens Park <i>Music, beer garden, food and fun!</i>	August	2,000 All Ages	\$250
Touch a Truck at Berens Park <i>Climb, play, and enjoy big trucks and working equipment.</i>	September	1,200 Families	\$250
Holiday Tree Lighting at Wilder Park & Mansion <i>Santa, live reindeer, entertainment and community trees.</i>	December	1,500 Families	\$250

ELMHURST PARK DISTRICT 2016 PARTNERING AGREEMENT

Company Name _____ Street Address _____

City _____ State _____ Zip _____

Contact Name _____ Contact Title _____

Contact Email _____ Contact Phone _____

COMMUNITY EVENT PRESENTING SPONSORSHIPS

_____	Daddy/Daughter Dance	February 19	\$500
_____	Egg Hunt/Doggie Eggstravaganza	March 26	\$750
_____	Wilder Park Conservatory Flower Shows	April/November/December (3x year)	\$1,500
_____	Softball Leagues in Berens Park	May-July	\$1,500
_____	Fishing Derby at Eldridge Park	June 11	\$500
_____	Kite Fest at Berens Park	August 6	\$750
_____	Park Palooza at Berens Park	August 20	\$2,000
_____	Touch a Truck at Berens Park	September 10	\$1,800
_____	Trick or Treating at Safety Town	October 8	\$750
_____	Holiday Tree Lighting at Wilder Park & Mansion	December 8	\$1,500
_____	Polar Express at Elmhurst Metra Station	December 11	\$500

DAY OF EVENT INVOLVEMENT

_____	Birthday Bingo at the Abbey	Monthly First Friday of Each Month	\$125
_____	Egg Hunt/Doggie Eggstravaganza	March 26	\$150
_____	Softball League Appreciation Week	Week of June 27	\$250
_____	Fishing Derby at Eldridge Park	June 11	\$150
_____	Movies in Wilder Park	June, July, August (3x year)	\$375
_____	Middle School Nights at East End Pool	June, July, August (3x year)	\$375
_____	Wacky Wednesdays at Smalley Pool	June, July, August (5x year)	\$375
_____	Kite Fest at Berens Park	August	\$200
_____	Park Palooza at Berens Park	August	\$250
_____	Touch a Truck at Berens Park	September	\$250
_____	Holiday Tree Lighting at Wilder Park & Mansion	December	\$250

CONTACT SIGNATURE

DATE

FOR QUESTIONS:

Call (630) 993-8924

E-mail marketing@epd.org

Please Invoice Me _____

Make checks payable to:
Elmhurst Park District

Send to:

Elmhurst Park District
Attn: Marketing Department
375. W. First Street
Elmhurst, IL 60126

E-mail logo to:
communication@epd.org



Village of Hinsdale Parks & Recreation

Event Vendor Form

Dear Vendor

The Village of Hinsdale Parks & Recreation Department hosts numerous events throughout the year for the enjoyment and benefit of the community. We accept applications to set up booths at our events to promote your organization and/or provide an additional service at our event.

Depending on the nature of the event, The Village of Hinsdale reserves the right to deny vendor applications.

- Booth placement is contingent on the event requested.
- The Village will provide 1 table if needed and access to electricity (unless otherwise noted).

Event Requesting: _____

Date of Event: _____

To be completed by Village Staff:

Vendor Time:

Booth Fee*:

**booth or sponsorship fee determined based on event requested*

Vendor Responsibilities:

- Comply with DuPage County Health Department requirements and display certificate at booth if serving food.
- Submit a certification of insurance listing the Village of Hinsdale as additionally insured.
- Provide your entire booth set-up; pop-up, food service equipment, etc.
- Set-up and take down of individual booth space promptly before and after the event.

Sammy Hanzel
Recreation Supervisor
Village of Hinsdale
(630)789-7097
(e) shanzel@villageofhinsdale.org

*Please send in the from below along with fee to the:
Village of Hinsdale Parks & Recreation Department*

19 E. Chicago
Hinsdale, IL 60521
Phone 630-789-7090 Fax 630-789-7016

Event Vendor Form

Name: _____ Date: _____

Business: _____

Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Method of Payment: ☐ Check (payable to Village of Hinsdale) ☐ Visa ☐ Mastercard ☐ Discover ☐ AMEX

Credit Card #: _____ Exp. Date: _____

Yes, I need electric ☐

What do you plan to sell/offer: _____

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION

Ridgemoor Park Renovation

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

February 5 2019

BACKGROUND

Ridgemoor Park is located in the Ridgemoor subdivision at the north end of Quincy St. The playground equipment was installed in 1991, making it the oldest in the department. This park was scheduled to be renovated during FY2018-19, but due to a lack of funding, the project was postponed.

REQUEST FOR FEEDBACK

Continuing the discussion on the renovation of Ridgemoor Park.

STAFF RECOMMENDATION

The renovation of the park is a discretionary item, which is not included in the prepared department budget. There is no new information as of tonight's meeting.

PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION

Installation of Outdoor Fitness Equipment

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

February 5 2019

BACKGROUND

Discussion on the installation of Outdoor Fitness equipment.

REQUEST FOR FEEDBACK

Staff recommended at the January 8th meeting that the Commission look at the information provided and narrow down the type of equipment they would like to see installed in order to present a budget number to the Village Board.

STAFF RECOMMENDATION

Staff recommends that due to the lack of parking at Ridgemoor, and available space at Willow Pond, any equipment be installed at Borse Park.

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

Discussion – Tree Replacement Program

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

February 5 2019

BACKGROUND

On December 13, 2018, I was contacted through email by Ms. Gurmeeta Kaur about starting a program to plant more trees in Village parks similar to what is being done in Burr Ridge.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

**DISCUSSION – Park Maintenance-
Pure Prairie Organic Contract**

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

February 5 2019

BACKGROUND

Staff reached out to Pure Prairie Organics on January 21st about continuing the contract with them for the lawn fertilization of the park properties.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Spring Fling 5K
Sunday May 5th 2019

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:
February 5th 2019

BACKGROUND

Update on the planning for the 5th Annual 5K run and Community fair, held at Borse Community Park.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2019 Community Picnic

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

February 5 2019

BACKGROUND

Planning for the 1st Annual Community Picnic

REQUEST FOR FEEDBACK

The following items need to be decided by the Commission

- Time of event
- Activities

STAFF RECOMMENDATION

Staff included a draft of a possible flyer.



1st Annual PICNIC in the PARK SAT, AUGUST 10TH XX:XX AM-XX:XX PM



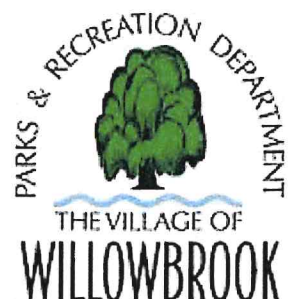
Join us at Borse Community Park, 208 Midway Dr. for our **First Annual Community Picnic In the Park.** We will be providing the food & fun, you provide the family!!!

Activities will include: Face Painter & Balloon Artist, DJ

Softball, basketball, volleyball, & family games

Children must be accompanied by an adult. Please no alcoholic beverage or pets are allowed in the park.. For more information on this or other events, please call the Willowbrook Village hall at 630-323-8215, or visit the village website:

www.willowbrook.il.us.



PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

**DISCUSSION – Park Pavilion & Athletic Facility Usage Policy
& Fee Schedule**

COMMISSION REVIEW

- ☐ Report
☒ Discussion
☒ Seeking Feedback

Meeting Date:

February 5th 2019

BACKGROUND

With the completion of Willow Pond in 2017, the Park Pavilion/Athletic Facility Usage Policy & Fee Schedule needed to be updated to reflect the changes made at the park. This was last updated in May 2013.

REQUEST FOR FEEDBACK

STAFF RECOMMENDATION

Staff included the current application and permit form showing corrections, additions & subtractions made to address the renovation of Willow Pond, along with other items that needed to be addressed.

- Blue text are items that were corrected or new information added
- Red strike-through are items that were removed

Because the fees required to rent the park are not being adjusted, approval by the Village Board to change this form is not needed.

Willowbrook Parks and Recreation Department

Park Pavilion and Athletic Facility Usage Policy and Fee Schedule

*Revised 5/28/13
9/2018*

Willowbrook park facilities are available to the public each day of the year. However, by applying for a permit, a group is guaranteed exclusive use of an area per the terms of the permit. Small groups using a park and not needing any special accommodations generally do not need a permit to hold their gathering. Use of park facilities is subject to observance of all Village ordinances whether or not a permit has been issued.

Applications for permits will be accepted after January 1 of each year for Willowbrook residents and after March 1 of each year for non-residents. Community organizations that generally serve over 100 Willowbrook residents can apply for a permit up to one year in advance of the desired date. Village residents may apply for a picnic permit under Resident status for their business or organization that is outside the Village of Willowbrook. There will be times when Parks and Recreation Department activities receive priority of use.

When you must apply for a permit:

Under certain conditions, groups will be required to obtain a permit. These conditions include, but are not limited to, the following:

- Groups in excess of 25 or more persons
- Groups who are renting specialized attractions such as, but not limited to, disc jockey, sound systems, moonwalks, etc.
- Organized athletic groups/teams or groups requesting an athletic facility (e.g. ball field, soccer/football field, basketball court, tennis court, etc.)

Definitions:

- “Permit”: Written permission to reserve a park or portion thereof for the exclusive use of a group. Permit applications are available for any groups of up to 200 persons. Groups of over 200 persons can only be approved by the Village Board. Such request must be made no less than six weeks before the event.
- “Lessee”: The person to whom the permit was issued.
- “Resident”:
 1. Individuals who reside within the corporate limits of the Village of Willowbrook.
 2. Government agencies that generally serve Village of Willowbrook residents.
 3. Commercial businesses and industries within the Village.
 4. Non-profit organizations, clubs and churches whose membership include at least 50% Village of Willowbrook residents. Such groups may be required to submit a list of membership to demonstrate to the Village that at least 50% of its members are Willowbrook residents.
- “Non-Resident”: Those who do not meet the above definition as “Resident.”

Conditions for All Permits

1. All requests must be made at least 2 weeks prior to the desired date(s). All fees and security deposits must be paid in full at the time of the application.
2. Park hours are dawn to dusk. Only individuals or groups with official Village of Willowbrook Parks and Recreation Department permits may be in the park when the park is officially closed.
3. Fees include trash removal. Security Deposit includes deposit for Community Park & Willow Pond restrooms. The Village reserves the right to deduct a reasonable portion of the security deposit for any excessive garbage left outside the garbage cans.
4. Rentals for pavilions are based on a six (6) hour rental time period. Fees for athletic facilities are based on a four (4) hour rental time period. Additional time can be rented. Rental of pavilions does not include exclusive use of the park playground. Playground is open to the public. At Willow Pond, rental does not include exclusive use of the splash pad. The splash pad is open to the public.
5. A date can be reserved without payment for up to one week. After that time, the Village reserves the right to make the date available to someone else.
6. Permits can be issued only to persons age 21 or over. No permit shall be issued for an event for minors unless it will be supervised by a person age 21 or over.
7. The Village reserves the right to make adjustments to the assignment of park facilities and athletic fields irrespective of the permit issued by providing adequate notice to the group.
8. **Alcohol is prohibited in all Village parks.** No domestic animals of any type, whether leashed or unleashed are allowed in Village parks, except as provided for dog obedience classes offered by the Parks and Recreation Department or to accommodate domestic animals as seeing-eye dogs or other aides. Posting of advertisements or the sale of any products or services without Village Board approval is prohibited. Other restrictions are listed in Village ordinances that are related to the use of parks. A copy of these ordinances will be made available to groups when the permit is issued.
9. Any use of sound amplification equipment must be applied for on the application and is subject to approval by the Superintendent of Parks & Recreation. Noise produced by sound amplification equipment shall not go beyond the sound level described in the Village ordinance. All sound amplification equipment must be turned off by dusk.
10. The lessee shall be responsible to see that the facilities are left in the same condition in which they were found. Failure to comply may result in loss of the security deposit and, if applicable, additional charges.
11. The Village is not responsible for injuries or lost articles.
12. Restrooms are **generally** available at ~~the~~ Community Park & Willow Pond during normal park hours of operation, beginning at the end of May. A portable restroom will be available at ~~Willow Pond both parks~~ from May 1 through ~~October 20~~ May 31st. ~~No restrooms are available at other parks, unless special arrangements are made.~~
13. Rental does not include access to the Community Park concession stand.
14. For reasons of safety, **access into parks is strictly prohibited via any vehicle** other than Village vehicles and emergency vehicles. Violators will be ticketed. Permit holders who have received approval for a large amusement (moon walk, etc.) may be allowed vehicular access only with a Village employee's escort and only if this arrangement has been pre-approved. This accommodation shall not be given for delivery of normal picnic materials such as grill, coolers, etc. Other persons or groups with large deliveries of materials into the park will also need to receive approval for an escort by a Village employee in order to gain vehicular access.
15. The lessee agrees to all policies contained and related Village ordinances as condition for receiving the permit.

16. Any misrepresentation by the applicant in the information submitted in the application may result in forfeiture of the security deposit.
17. For activities at any Village facility/park, the Village reserves the right to schedule additional staffing and assess appropriate additional charges should the scope of the usage, in the opinion of the Village Recreation staff require such measures.

_____ I have read and understand the Conditions for all Permits (please initial).

Special Conditions for Picnic/Event Permits

- ~~1. Rentals at the Borse Memorial Community Park generally include the use of one softball field and one of the volleyball courts. Bring your own volleyball net or you can rent one at the Village Hall. Please inquire if there are any exceptions to this policy.~~
2. Rentals for Willow Pond are restricted to groups of fewer than 50 persons.
3. Groups shall have exclusive use of only the facilities that are listed on the permit.
4. If it is determined by Village staff that an applicant had more people than what was stated on permit, additional fees may be deducted from the applicant's security deposit.
- ~~5.~~ Groups are restricted to no more than one (1) amusement, such as, moon walks, etc. Use of such amusements must have the expressed permission by the Superintendent of Parks & Recreation. Dunk tanks are not permitted. The group must provide the Village with a certificate of insurance for the use of the amusement. Contact the Superintendent of Parks & Recreation for the required types of insurance. The amusement shall be only for the use of the group's participants. No admission charge shall be made for the use of the amusement.
6. Note that use of any electrical appliances is limited to the 15 AMP service at the pavilions.
7. The group is responsible to see that trash is bagged neatly and left for staff to remove it.
8. Village personnel are generally not available to move picnic tables to another park. Requests for additional services by Village personnel will be billed at \$50.00/hour.
9. Cancellation notice must be received at least one working day before the event or a \$15.00 cancellation fee will be deducted from the security deposit.
10. Rainout policy - If a group's event is rained out, a full refund (minus a \$4.00 check processing charge) will be issued upon request if the group does not request a new date.
11. The Village reserves the right to cancel the activity with at least a two-week notice.
12. With the approval of the Village Administrator, the Superintendent of Parks & Recreation may waive permit fees in whole or in part for those entities that provide pro bono services or waive similar fees to the Village.

_____ I have read and understand the Special Conditions for all Picnic/Event Permits (please initial).

Special Conditions for Athletic Facilities Permits

1. The Superintendent of Parks & Recreation will assign Athletic Facilities Permits based on the following:
 - Past record by the organization in the care of Village facilities in accordance with Village ordinances, policies and procedures.
 - The number of Willowbrook residents served by the organization in the previous year.
 - The organization's submission of a certificate of insurance with appropriate coverage and a Hold Harmless Agreement naming the Village as an Additional Insured.
2. Permits are not issued nor can athletic facilities be used for conducting private lessons or instruction for profit without the expressed written permission of the Superintendent of Parks & Recreation.
3. Fees for athletic facilities are based on a four (4) hour rental time period. Additional hours can be rented at the rate of \$10.00 per two-hour time period per field/court.
4. The Village reserves the right to waive or modify fees to those organizations which provide the Village with funding for park capital improvements.
5. The Superintendent of Parks and Recreation can revoke the Athletic Facilities permit at any time for a group's violation of the terms of the permit, Village policies or Village ordinance.

_____ I have read and understand the Special Conditions for Athletic Facilities Permits (please initial).

Permit Fees and Services Schedules

Revised 11/25/13

Picnics and Events Borse Community Park or Willow Pond

Persons in Group	Security Deposit	Standard Rates (Monday thru Friday 9 AM - 5 PM)		Premium Rates (Monday thru Friday 5 – 9 PM and all weekends & holidays)	
		Resident	Non-resident	Resident	Non-resident
Up to 25*	\$100- (Waived for scout & school groups serving Willowbrook residents)	\$20 (Waived for scout & school groups serving Willowbrook residents)	\$35 (Waived for scout & school groups serving Willowbrook residents)	\$40 (Waived for scout & school groups serving Willowbrook residents)	\$80 (Waived for scout & school groups serving Willowbrook residents)
26-49 *	\$200 (Waived for scout & school groups serving Willowbrook residents)	\$30 (\$20 for scout & school groups serving Willowbrook residents)	\$60 (\$40 for scout & school groups serving Willowbrook residents)	\$50 (\$30 for scout & school groups serving Willowbrook residents)	\$100 (\$60 for scout & school groups serving Willowbrook residents)
50 – 100 *	\$250 (Waived for scout & school groups serving Willowbrook residents)	\$50 (\$30 for scout & school groups serving Willowbrook residents)	\$90 (\$60 for scout & school groups serving Willowbrook residents)	\$90 (\$60 for scout & school groups serving Willowbrook residents)	\$180 (\$80 for scout & school groups serving Willowbrook residents)
101-150 **	\$300 (Waived for scout & school groups serving Willowbrook residents)	\$90 (\$45 for scout & school groups serving Willowbrook residents)	\$180 (\$90 for scout & school groups serving Willowbrook residents)	\$125 (\$90 for scout & school groups serving Willowbrook residents)	\$250 (\$100 for scout & school groups serving Willowbrook residents)
151 – 200 **	\$375 (Waived for scout & school groups serving Willowbrook residents)	\$150 (\$75 for scout & school groups serving Willowbrook residents)	\$250 (\$125 for scout & school groups serving Willowbrook residents)	\$180 (\$140 for scout & school groups serving Willowbrook residents)	\$360 (\$150 for scout & school groups serving Willowbrook residents)
200 + **	Costs are determined based on the size of the group. Permission for groups of more than 200 persons require pre-approval by the Village Board. Allow six-weeks from request.				

Notes:

1. The ending time of the activity determines whether Standard or Premium rates apply
2. Rentals are based on a six (6) hour rental time period.
3. Fees include trash removal.
4. Security Deposit will be refunded by check within three (3) weeks of rental. Refunds must be approved by the Village Board.

* \$10.00 for each additional two-hour time period

** \$20.00 for each additional two-hour time period

Picnics and Events All Other Village Parks

Persons in Group	Security Deposit -- All Groups	Resident	Non-Resident
1 – 49 *	\$100	\$25	\$50
50 – 100 *	\$150	\$50	\$100

Notes:

1. Rentals are based on a six (6) hour rental time period.
2. Fees do not include trash removal. Trash removal fees will be based on the size of the group.
- * \$10.00 for each additional two-hour time period

Athletic Facilities Fees and Services

Permit Fee		\$15
(Non-refundable fee to be paid for issuance of each permit)		
Basic Usage Fees- updated 2012		
(Fees apply for each field or court per date)		
	Athletic fields	
	<i>Borse Community Park:</i>	
	Softball field	\$20 Resident \$25 Non-Resident
	Football / soccer field	\$15 Resident \$20 Non-Resident
	<i>All other parks</i>	\$15 Resident \$20 Non-Resident
	Basketball or volleyball court	\$10 Resident \$15 Non-Resident
	Tennis court (per court)	\$15 Resident \$20 Non-Resident
	Other athletic facilities	Determined at time of application

Notes:

1. The above rentals are based on a four (4) hour rental time period.
2. Additional time for each field or court can be rented at \$10.00 per two (2) hour block.
3. Security Deposit will be refunded by check within three (3) weeks of rental. Refunds must be approved by the Village Board.

Borse Community Park Optional Services		
	Grading softball field	\$ 40.00 per field per date
	Lining softball field	
	Infield lining with non-caustic chalk	Material: \$ 15 per field/date Labor: \$40 per field /date
	Outfield foul lines with spray paint	Material: \$ 20 per field/date Labor: \$40 per field /date
	Lining football field or soccer field	
	Initial lining	Material: \$225 per field Labor: \$300 per field
	Re-lining	Material: \$125 per field Labor: \$200 per field
	Ball field lights	
	Usage fee	\$15 per field / date
	Security deposit	\$100
Other services		Fees determined at time of application.

Policy for Refunds of Athletic Field Facilities and Services Fees

If an applicant cancels an athletic facility reservation or event, refunds will be issued for 90% of the Permit Fee and Basic Usage Fees and, **if** the work has not been performed (e.g. ball field grading), 100% of the Optional Services Fees. Please note: A request for this refund must be made no later than two weeks after the first date of the reservation as noted on the application.

Waiver of Application and Basic Field Permit Fees

With the approval of the Village Administrator, the Superintendent of Parks & Recreation may waive the Basic Field Permit Fees in whole or in part for those organizations that provide capital improvements to the Village's park system.

Permit No. _____

Park and Athletic Facility Permit Application

Name _____		Date of Application _____	
Address _____			
City _____	State _____	Zip Code _____	
Home Phone _____		Work Phone _____	
Email _____			
Facility Requested: (Check all that apply)			
<u>Pavilion*</u> _____	<u>Ball Field</u> _____	<u>Other park or athletic facility (specify):</u> _____	
Borse Park North _____	Borse #1 (SW) _____	_____	
Borse Park South _____	Borse #2 (SE) _____	_____	
Willow Pond _____	Borse #3 (NW) _____	_____	
Date(s) _____	Time _____	AM _____	AM _____
Requested: _____	Requested: From: _____	PM _____	To: _____
Requested: _____	Requested: _____	PM _____	PM _____
Purpose of use: _____			
Estimated Attendance: _____			
*Pavilion permit does not include exclusive use of playground. Playground is open to the public.			
Picnic / Event Fees and Security Deposits <input type="checkbox"/> (Please refer to schedules)			
Permit fee _____	\$ _____	*Optional Services: (Please specify other desired services)	
+ Security Deposit _____	\$ _____		
+ Optional Services* _____	\$ _____		
Total \$ _____			
Athletic Field Permit Fees <input type="checkbox"/> (Please refer to schedules)			
Permit Fee _____	\$ _____	**Optional Services: (Please specify services & list labor and materials costs)	
Basic Usage Fees _____	\$ _____		
+ Optional Services** _____	\$ _____		
Total \$ _____			

Hold Harmless Agreement for All Permits

_____ agrees (as a person age 21 or older) that it will protect and have harmless and indemnified against from any penalty, charges of liability that the Village of Willowbrook, its administrators, board members, employees and agents may incur, resulting from the use of the Village of Willowbrook facilities by us, whether occasioned by the neglect of the Village of Willowbrook, and that we will at all times protect, indemnify and save and keep harmless the Village of Willowbrook against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whatsoever and will protect, indemnify and save and keep harmless the Village of Willowbrook against and from any and all claims from any and all loss, cost, damage or expense arising out of any respect to comply with and to perform all the requirements and provisions hereof.

I have read, understand and hereby agree to the policies listed above as a condition for receiving this permit.

Print Name

Signature

Date

Checks should be made payable to the Village of Willowbrook, **835 Midway Dr. 7760 Quiney Street**, Willowbrook, IL 60527.

For office Use Only

Permit/Usage Fee(s)	\$ _____	Date Paid	_____
Security Deposit	\$ _____	Receipt Number	_____
Optional Service Fee(s)	\$ _____		
Total Paid	\$ _____		
Authorized Approval of Permit _____		Date _____	
<i>Superintendent of Parks & Recreation</i>			
Security Deposit(s) returned:	_____	_____	_____
	<i>Date</i>	<i>Amount</i>	<i>V.O.W. Check #</i>

Comments _____

Permit issued and mailed on: _____ / _____ / _____ By: _____

Comments _____

Route To: Municipal Services _____ Police _____

WILLOWBROOK PARK & ATHLETIC FIELD RENTAL PERMIT APPLICATION

PERMIT No. _____

ISSUED: __/__/__

Name		Date of Application	
Address			
City	State	Zip Code	
Phone Number			
Email Address			

Facility Requested (Check all that apply)

BORSE PARK- Rental DOES not include exclusive use of Playground or Athletic Fields/Courts.

Pavilions	BP-N	BP-S	Electric Needed	YES	NO
Softball	CP-1	CP-2	CP-3	Lights (CP-1 & 2)	
Football	Borse	Midway			
Volleyball	VB-N	VB-S	VB-W		

WILLOW POND- Rental DOES not include exclusive use of Splash Pad/Playground.

WP-E	WP-W
------	------

OTHER PARK or ATHLETIC FACILITY

(Specify) _____

Date(s) Requested: _____

Time Requested: _____ AM/PM to _____ AM/PM (based on 6hour rental time period, extra time available)

Estimated Attendance: _____ Purpose of rental: _____

PARK & ATHLETIC FIELD RENTAL FEES and SECURITY DEPOSIT - (Please refer to schedules)

Park Rental

Field Rental

Park Permit Fee	\$	Athletic Field Permit Fee	\$
Park Security Deposit	\$	Security Deposit	\$
Optional Services	\$	Basic Usage Fee	\$
		Optional Services	\$
TOTAL	\$	TOTAL	\$

Are you going to have any of the following at your rental? - Certificate of Insurance Required

Bounce House (not allowed at Willow Pond)	DJ/Music
Certificate Received- (permit will not be issued until COI is received)	DATE: _____ Staff: _____

OPTIONAL SERVICES REQUESTED- Please

specify _____

WILLOWBROOK PARK & ATHLETIC FIELD RENTAL PERMIT APPLICATION

HOLD HARMLESS AGREEMENT FOR ALL PERMITS

_____ agrees (as a person age 21 or older) that it will protect and have harmless and indemnified against from any penalty, charges of liability that the Village of Willowbrook, its administrators, board members, employees and agents may incur, resulting from the use of the Village of Willowbrook facilities by us, whether occasioned by the neglect of the Village of Willowbrook, and that we will at all times protect, indemnify and save and keep harmless the Village of Willowbrook against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whatsoever and will protect, indemnify and save and keep harmless the Village of Willowbrook against and from any and all claims from any and all loss, cost, damage or expense arising out of any respect to comply with and to perform all the requirements and provisions hereof. I have read, understand and hereby agree to the policies listed above as a condition for receiving this permit.

Print Name

Signature

Date

Checks should be made payable to the Village of Willowbrook, 835 Midway Dr. Willowbrook, IL 60527.

For office Use Only

Permit/Usage Fee(s)	\$ _____	Date Paid	_____
Security Deposit	\$ _____	Receipt Number	_____
Optional Service Fee(s)	\$ _____		
Total Paid	\$ _____		
Authorized Approval of Permit	_____	Date	_____
	<i>Superintendent of Parks & Recreation</i>		
Security Deposit(s) returned:	_____		
	<i>Date</i>	<i>Amount</i>	<i>V.O.W. Check #</i>

Comments: _____

Permit Issued on: ____/____/____ By Staff: _____

Comments: _____

Route To: Municipal Services _____ Police Department _____