



# 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 Gazebo

Number of Guests Attending  Reason for Rental \_\_\_\_\_

### Event Details

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.

### Applicant Information

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

## **Rental Terms and Conditions**

Reservations for the year will begin on the first business day following January 1<sup>st</sup>. 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.*

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

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
- 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
- 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 “tags” for non-resident guest vehicles.

## **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 exceeds the repair or cleanup costs, the applicant shall be responsible for the total amount.

## **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. 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 - 50 people	\$75	\$50	\$150	\$50
"Off-season"			<b>\$135</b>	
51 - 100 people	\$110	\$100	\$220	\$100
"Off-season"			<b>\$200</b>	
101 - 150 people	\$145	\$150	\$290	\$150
"Off-season"			<b>\$270</b>	
151 – 200* people	\$180	\$200	\$360	\$200
"Off-season"			<b>\$340</b>	

\*Groups over 200 require a special event permit

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

<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 - 25 people	\$50	\$50	\$100	\$50
"Off-season"	<b>\$40</b>		<b>\$90</b>	

- Please return completed application to City Hall, located at 100 W. Woodstock Street, Crystal Lake, IL 60014; by fax to 815-459-3780; or by email to [pavilion@crystallake.org](mailto: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.**
- 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 special permit. No accessory structures may be erected; i.e. tents, stands, bleachers, etc. without prior approval.

## **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. 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.
4. Any organization or corporate event, regardless of size, where alcohol in any form will be served or present, must purchase or provide 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.
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.

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### **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.*

**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 3<sup>rd</sup> 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

Staff Printed

Name/Signature \_\_\_\_\_

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