



**FOREST PARK PICNIC GROVE  
7824 MADISON STREET  
FORET PARK, IL 60130**

**OWNED & OPERATED BY  
THE VILLAGE OF FOREST PARK  
708-366-2323**

Dear Applicant:

Enclosed is the Picnic Grove Agreement/Contract between your organization and the Village of Forest Park. The completed agreement and application along with the \$50 application fee is required to be received no less than 30 days before your scheduled event. My office will contact you within 10 days of receiving the completed application to review the document and provide a verbal approval if applicable. At that time we will make arrangements to meet the contact person for your organization on the picnic grove premises go over the rules and regulations before the event. Upon approval and execution of the agreement by the Village, the balance will be due. (Please do not submit payment for the picnic grove, the security deposit, and any optional costs until the application is approved.)

**The Altenheim still maintains two buildings to the south of the picnic grove, which are independent living apartments for senior citizens. Although we welcome your picnic, please remind your guests that there are residents nearby. With this goal in mind, your cooperation is needed regarding:**

**PARKING:** Only in designated areas.

**WASHROOMS:** Facilities are available in the outside shelter.

**NOISE:** Please keep the music at a "reasonable" volume and end your party by 9:00 p.m.

**CAMPFIRES** are not permitted but charcoal grills may be used.

**CLEANUP:** It is your responsibility to leave the picnic area as you found it and place all trash in the receptacles marked as such. Failure to clean up the property will result in additional fees as outlined in the application.

Thank you for your cooperation. I hope you have a safe and enjoyable time. Should you have any questions, please call 708-366-2323 x 159 and speak to Sally Cody.

Sincerely,

Vanessa Mortiz  
Village Clerk



## Village of Forest Park

517 Desplaines Avenue Forest Park, IL 60130

Phone: (708) 366-2323 x 159 Fax: (708) 488-0361

[www.forestpark.net](http://www.forestpark.net)

## PICNIC GROVE AGREEMENT

(7824 Madison Street)

The Village of Forest Park, a municipal corporation, hereafter referred to as the Village, and the \_\_\_\_\_, hereafter referred to as the Applicant, on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, agree:

1. On the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_, the Applicant may use the Picnic Grove Premises of the Altenheim Property (the "Premises"). At no time shall the Premises be used before 9:00 a.m. or after 9:00 p.m. In consideration for such use, the Applicant agrees to pay \$\_\_\_\_\_ to the Village for #\_\_\_\_\_ number of persons.
2. The Applicant agrees to:
  - a. Obtain and maintain all licenses required by law or ordinance and provide the Village with a copy of the same.
  - b. Use the Premises in a manner that complies with all applicable laws or ordinances and to hold the Village harmless from all fines, penalties and costs for violation or noncompliance with such laws or ordinances resulting from or associated with Applicant's use of the Premises.
  - c. Use the Premises in a manner that complies with the rules and regulations of the Village. Such rules and regulations will be made available at the Village Hall and must be discussed in person with a representative of the applicant organization a week prior to the event to review use of property, parking limitations, etc.
  - d. Pay a \$250.00 security deposit to ensure Applicant's obligation to leave the premises in its original condition. Inspection of the premises will be conducted following the event. The security deposit will be returned once it is determined that the grounds have been cleaned and nothing has been damaged. If the grounds have not been cleaned, the village maintains the right to keep the entire security deposit, or a portion thereof, to pay for the time and work associated with the clean up effort.
  - e. Remove all its property from the Village's grounds by 9:00 p.m. or the Village can remove and store such property, maintain a lien on the same for the cost of removal plus storage fee at no less than \$100.00 per day.
  - f. It is the responsibility of the applicant/organization to ensure no consumption of alcoholic liquor by minors.
  - g. Indemnify and hold harmless the Village, including its officers, directors, agents, elected officials, and employees, against any damages or losses, including legal fees and any other financial expenses incurred in connection with or as a result of (1) any loss or damage to any property brought onto the Premises or (2) any injury to any person coming onto the Premises as Applicant's licensee or invitee.
  - h. Indemnify and hold harmless the Village, including its officers, directors, agents, elected officials, and employees, against any damages or losses, including legal fees and any other expenses incurred in connection with or as a result of any personal injury, property loss or other damages or loss sustained by any of the Village's employees, or agents arising out of or associated with Applicant's use of the premises.

- i. Obtain, maintain, and provide to the Village a certificate of comprehensive general liability insurance in the amount of \$1,000,000.00 covering all activities which occur at the Premises with broad form endorsement including:
    - 1. Product liability in the amount of one million dollars;
    - 2. If any alcoholic beverages will be served or consumed on the Premises, then liquor liability insurance with limits of one million dollars must be provided;
    - 3. Property damage coverage of one million dollars.
- The Village of Forest Park shall be named as an additional insured on the appropriate insurance coverage required to be obtained by applicant pursuant to this Agreement.
- j. The parties agree that this Agreement is not assignable by applicant.

**Radios and/or recordings must be maintained at a reasonable level**

**LIVE ENTERTAINMENT PROHIBITED**

*Unless written authorization is obtained from the Mayor's office*

AS AGREED BY:

Applicant::

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Village of Forest Park, a Municipal Corporation:

By: \_\_\_\_\_

Title: \_\_\_\_\_



## PICNIC GROVE USE APPLICATION

7824 Madison St., Forest Park, IL 60130

Date of Application: \_\_\_\_\_

*Please Note: Dates are allocated on the basis of first applicant to complete the application and enter into the contract.*

### Requested Use:

-Date: \_\_\_\_\_ -Hours: \_\_\_\_\_

-Describe Function: \_\_\_\_\_

-Will alcohol be served?  Yes  No

If liquor is to be served or sold, all applicants must provide proof of insurance and obtain appropriate permits via the State & Local Liquor Commissioner's Office

Security must be arranged for events with over 100 people in attendance and/or events, which serve alcohol. 1

Security Guard per 100 people is mandatory. Security will be arranged through the Forest Park Police

### **Organization Information:**

A. Legal name of applicant (Group), address, and telephone number.

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B. Name, address, title, and telephone number of person(s) authorized to sign agreement with the Village of Forest Park and responsible for making all arrangements.

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Drivers License # or State ID # \_\_\_\_\_

C. Liability insurance company, policy number, effective date. (include copy insurance certificate)

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D. Expected attendance: \_\_\_\_\_

Application Fee (Non-refundable):                    \$50.00 (The application fee is not is not included in the cost of rental fee.)

Security Deposit:                                    \$250.00 (Issue separate check for the security deposit which will be temporarily held by the Village and returned to you following your event, if applicable)

**Note:** Initial application fee is non-refundable except in the case of prior scheduled dates or error by the village.  
 Fees paid after acceptance of the agreement are not refunded when cancellation is due to the fault of the applicant.

|                  |  |   |  |
|------------------|--|---|--|
| Application Fee  | <b>\$50.00</b>   | (Payable upon submission of application)          |  |
| Security Deposit | <b>\$250.00</b>  | (Issue separate check to be held by the Village)  |  |
| Rental Fee       | <b>\$</b>  | (Due upon approval of application by the Village) |  |
| Security Guard   | <u>      </u> # of security (x) <u>      </u> # of hours<br>(x) hourly rate of \$18.00 = \$ <u>                    </u><br>(Due upon approval of application by the Village) |   |  |

**Other Options:**

|          |  |  |
|----------|--|--|
| Clean Up |  |  |
|----------|--|--|

**TOTAL \$** \_\_\_\_\_

|                                  |             |
|----------------------------------|-------------|
| For Office Use                   |             |
| APPROVED: _____<br>Village Clerk | DATE: _____ |

## RENTAL RATES

Rental Season: Third weekend in May until the last weekend in September.

Location: 7824 Madison Street  
Forest Park, IL 60130

Prime Time: Weekends and holidays.  
Discount on Weekdays.

*Application fee \$50.00*

*Security Deposit \$250.00*

| Attendance Levels   | Weekdays (Discount) | Weekends and Holidays |
|---------------------|---------------------|-----------------------|
| Group of 1-25       | \$25.00 per day     | \$35.00 per day       |
| Group of 50 or less | \$50.00 per day     | \$75.00 per day       |
| Group of 50-100     | \$100.00 per day    | \$150.00 per day      |
| Group of 100-250    | \$200.00 per day    | \$300.00 per day      |
| Group of 250-500    | \$400.00 per day    | \$500.00 per day      |
| Group of 500-600    | \$500.00 per day    | \$600.00 per day      |

The maximum number of persons that may be accommodated on the grounds is 600.

**Optional Services:**

Maintenance Clean up Service at \$100.00 per hour.