VILLAGE OF HAWTHORN WOODS
FACILITIES RENTAL APPLICATION

2 Lagoon Drive, Hawthorn Woods, IL 60047
Phone: (847) 438-5500 | Fax: (847) 438-1459

APPLICANT INFORMATION
The applicant is responsible for the rental space and any charges and/or fees associated with the rental.

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Date of Application:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Organization (if applicable):

<table>
<thead>
<tr>
<th>Applicant Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
</tr>
<tr>
<td>-------</td>
</tr>
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<td></td>
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</table>

Home Phone: | Work Phone: | Cell Phone: | Email address:
<table>
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FACILITY/AREA TO BE RENTED

Indoor Rental Areas:
- [ ] The Barn at Village Hall
- [ ] The Community Room at Aquatic Center

Aquatic Center Rental Areas:
- [ ] Private Outdoor Space
- [ ] Basic Party Package
- [ ] Deluxe Party Package
- [ ] Supreme Party Package
- [ ] Private/After-Hours Rental

Outdoor Rental Areas:
- [ ] Community Park Gazebo
- [ ] Heritage Oaks Park Baseball Pavilion
- [ ] Heritage Oaks Park Soccer Pavilion
- [ ] Heritage Oaks Park Gazebo

RENTAL INFORMATION
Note: Beginning and ending time must include time for setup and takedown.

<table>
<thead>
<tr>
<th>Date of Function:</th>
<th>Type of Function:</th>
</tr>
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<tbody>
<tr>
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</table>

Beginning Rental Time: | Ending Rental Time:
<table>
<thead>
<tr>
<th></th>
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<tr>
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</table>

Anticipated Attendance: | Average Age of Attendees:
<table>
<thead>
<tr>
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<tbody>
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</tbody>
</table>

Music at your function: (The Village of Hawthorn Woods does not provide any sound equipment with rentals)
- [ ] NONE
- [ ] LIVE
- [ ] DJ
- [ ] RECORDED

Number of Tables & Chairs Requested:

<table>
<thead>
<tr>
<th>Will liquor be served or sold at your function?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] NO</td>
</tr>
<tr>
<td>[ ] YES – SOLD (see page 2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will an entrance or admission fee be charged for persons attending your rental?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will any items or services be sold during your rental?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will fundraising be conducted during your rental?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] YES</td>
</tr>
</tbody>
</table>

OFFICE USE ONLY

- [ ] Rcvd. By: ____
- [ ] Deposit Paid
- [ ] Fee Paid
- [ ] Permit Entered (# _____)
- [ ] Approval: _____

Facilities Rental Application Page 1 of 2
# Payment Information

<table>
<thead>
<tr>
<th>Fees:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Deposit: $__________</td>
<td>□ Supervisor Fee: $__________</td>
</tr>
<tr>
<td>□ Rental Fees: $__________</td>
<td>□ Other Fee: $__________</td>
</tr>
<tr>
<td>□ Maintenance Fee: $__________</td>
<td>□ Other Fee: $__________</td>
</tr>
</tbody>
</table>

Total Payment: $__________

**Form of Payment:**
- □ Cash
- □ Check (#__________)
- □ Visa
- □ MasterCard
- □ Discover
- □ AmEx

**Credit Card Information:**
- Account: ____________________________
- Exp. Date: ____________________________
- Security Code: ____________________________
- Cardholder Name: ____________________________
- Signature: ____________________________

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# LIQUOR

- If you will be **SERVING** alcoholic beverages at your function: □ Certificate of Insurance naming Village as additional insured must be provided
- If you will be **SELLING** alcoholic beverages at your function: □ Proof of Dram Shop Insurance must be provided □ Liquor License must be purchased from the Village □ Certificate of Insurance naming Village as additional insured must be provided

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# HANDICAP ACCESSIBILITY

- Will you or your guests need access to the handicap accessible lift to enter the barn area?
  - □ YES
  - □ NO

- Are there other reasonable accessibility accommodation requests?
  - □ YES – Please list below
  - □ NO

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# APPLICANT STATEMENT OF UNDERSTANDING

I, the applicant, understand that this application is a request and does not guarantee permission for use of municipal property until approved by the Village of Hawthorn Woods. I agree to pay all fees associated with the rental of facilities requested in this application and for any damages associated with the use of space requested in this rental. I also understand that incomplete, incorrect or false information on this application will be cause for denial of use. I agree to respect municipal property at all times.

Applicant Signature ____________________________ Date ____________

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Facilities Rental Application
Page 2 of 2
I HAVE READ AND UNDERSTAND THE POLICIES, RULES, REGULATIONS AND FEES SET FORTH BY THE VILLAGE OF HAWTHORN WOODS FOR FACILITY RENTAL USE. THE UNDERSIGNED GUARANTEES REPAIR OR REPLACEMENT OF ANY VILLAGE PROPERTY DAMAGED BY ANY PERSON PARTICIPATING IN AND/OR ATTENDING THE FUNCTION. FURTHERMORE, THE UNDERSIGNED AGREES THAT ANY FEES ASSOCIATED WITH OVERAGES OF RENTAL TIME WILL BE DEDUCTED FROM THE SECURITY DEPOSIT.

Date: ___________________

Applicant Printed Name: __________________________________

Applicant Signature:  ____________________________________
This Letter of Indemnification gives permission for ___________________________________________
(Printed Name of Applicant) to use the municipal facilities of the Village of Hawthorn Woods, either outside areas or inside Village buildings. One of the conditions of the use of these properties is that the applicant shall furnish liability insurance and shall also indemnify and hold harmless The Village of Hawthorn Woods from any claim by any person for an occurrence at a function of _______________________________________________
(Type of Function) conducted on Village property located at _________________________________________________,
(Rental Location Address) Hawthorn Woods, Illinois 60047 on _____________________________.
(Date of Function)

In consideration of the permission to use the Village property as stated above, the above-named applicant agrees to indemnify the said Village and hold harmless from any and all claims and costs that may arise for injury, death, loss, or damage as a result of said applicant’s use of property on above date.

Applicant or its organization will indemnify and hold the Village harmless of and from all and any loss, cost, damage, or expense, including its reasonable attorney’s fees, in any action arising out of or in the course of the, use of said facility.

The Village of Hawthorn Woods may, in its sole discretion, terminate this agreement at any time and for any reason whatsoever.

_____________________________________________________
Applicant Printed Name

_____________________________________________________
Applicant Signature          Date