



PERMIT APPLICATION – EXPLORATION STATION

459 N. Kennedy Drive,
Bourbonnais, IL 60914
815-933-9905, option 2
FAX: 815-933-5468

Activity Questions	
Is this event open to the public?	Yes No
Are you publicizing the event to the public?	Yes No
Outside of areas rented, will you be using other parts of the park for organized activities?	Yes No

Name: _____ Organization Name (if applicable): _____

Physical Address: _____
Street City Zip Code

Home Phone: _____ Cell Phone: _____ Work/other Phone: _____

E-mail Address: _____ Fax #: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____ Total Hours: _____

Activity: _____ Expected Attendance: _____

Proof of Insurance: _____ Proof of Not-for-Profit (501C form): _____

RATES BASED UPON 2-HOUR MINIMUM- All rentals include 15 minutes of set-up time and 15 minutes of clean-up time.

Activities/Rentals	Fees: Res/NR	Addl. Fees:	TOTAL FEE
Full Facility Rental - Max capacity 250 Includes: Museum Exhibits, Multi-Purpose Room, Kitchen, tables, & Chairs (50)	\$250/\$290 first 2 hours \$75/\$95 each addl. hour		
Multi-Purpose Room - Max capacity 50 Includes: Tables & Chairs (50)	\$80/\$100 first 2 hours \$30/\$44 each addl. hour		
Activity Room - Max capacity 24 Includes: Tables & Chairs (24)	\$40/\$50 first 2 hours \$20/\$30 each addl. hour		
Bamboo	\$50 per hour		
Face Painting (Renter must provide a table and chair)	\$30 first hour \$15 each addl. hour		
Sand Art (Renter must provide a table and chair)	\$35 first hour \$20 each addl. hour		
Spin Art (Renter must provide a table and chair)	\$30 first hour \$15 each addl. hour		
Bead Art (Renter must provide a table and chair)	\$30 first hour \$15 each addl. hour		
Mini Carnival Games Choice of two games Choice of three games Choice of four games Choice of five games	\$25 first hour/\$15 each addl. hour \$35 first hour/\$20 each addl. hour \$45 first hour/\$25 each addl. hour \$55 first hour/\$30 each addl. hour		
Extra Mileage Fee – Required for location outside of Bourbonnais Township Park District.	\$10 per activity		
TV/DVD/VCR	\$25 per day		
Late Booking Fee (less than 14 days prior)	\$25 flat fee		
Refundable Service/clean-up deposit	50% of total rental fees (\$75 minimum)		
TOTAL FEES DUE			

Applicant Signature

Date

For off-site Credit Card Payment Only: Credit Card #: _____ MasterCard/Visa/Discover

Cardholder's Signature: _____ Exp. Date: _____

FOR OFFICE USE ONLY:				Date called: _____	Reservation #: _____	HH#: _____
Date Deposit Paid: _____	Amount Paid: _____	Clerk: _____	Method of Payment: _____	Check or Auth#: _____		
Date Balance Paid: _____	Amount Paid: _____	Clerk: _____	Method of Payment: _____	Check or Auth#: _____		
Date Deposit Refund Requested: _____		Amt. of Refund: _____	Addl. Fees or Comments: _____			



Applicant agrees they have read and will abide by the requirements listed and described below. Applicant understands that Bourbonnais Township Park District (known as BTPD) is not responsible for unforeseen circumstances and has agreed to indemnify the Bourbonnais Township Park District for any accidents or injuries occurring. Applicant also understands that the Bourbonnais Township Park District has the right to hold the amount of the deposit due to persons attending the event not abiding by the expectations listed below.

Please review and initial next to items:

- _____ **Food and drink are not permitted in the museum play area.**
- _____ **Hanging items from the walls or ceilings is not permitted.**
- _____ Trash and recycling must be disposed of in appropriate containers provided by BTPD.
- _____ **No smoking** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- _____ For staff safety, off-site rental locations may only be public places of business. All off-site rental locations are subject to staff approval.
- _____ **Groups with youths under 18 years of age must have one adult chaperone over the age of 21 for every 5 youths. The person booking the rental is responsible for assuring all children within rental are adequately supervised. Any group that does not have adequate supervision or which fails to maintain discipline will be required to leave.**
- _____ All activities are subject to approved ordinances and policies.
- _____ **No driving or parking on grass or sidewalks** unless approved by authorized BTPD staff. Violators may be towed at owner's expense.
- _____ Applicant must be at least 21 years of age.
- _____ **No alcohol is permitted.**
- _____ Admission may not be charged at any parks and/or facilities for monetary gain or fundraising without approval from the BTPD Board of Commissioners. Gambling and betting is not allowed. Approval requires 90 day notice.
- _____ Sound equipment, D.J's, and bands are allowed only if approved by authorized BTPD staff prior to event.
- _____ Animals are allowed at any BTPD park, provided said animal is leashed. You are expected to pick up after said animal.
- _____ The Bourbonnais Township Park District will NOT assume responsibility for lost or damaged property.
- _____ Permits shall not be transferred or assigned.
- _____ BTPD activities shall have priority at all park district facilities.
- _____ Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- _____ Disorder among patrons prior to or during event may cause BTPD to cancel permit and may restrict or deny future permit requests.
- _____ Permits are subject to cancellation by the BTPD upon notification to applicants with refunds to be made pursuant to the refund policy.
- _____ Refunds for cancellations will be honored provided that applicant cancels 14 days prior to event. **Deposit shall be kept if cancellation is made less than 14 days before activity, rental is a no-show, property is missing or damaged, or room/facility is not left in the condition it was found.**
- _____ Permits are subject to immediate cancellation by the Bourbonnais Township Park District upon written notice to applicants with refunds to be made pursuant to the refund policy of the Bourbonnais Township Park District.
- _____ Deposits will be returned within 2 to 3 weeks as long as there were no damages or additional fees.

Applicant Signature: _____

Date: _____

BTPD Staff Signature: _____

Date: _____