



190 W Station St. ◦ P.O. Box 396 ◦ St. Anne, IL 60964
 Main/Billing 815-427-6783 ◦ Public Works 815-427-8177 ◦ Police 815-427-8126
 www.villageofstanne.com

Pavilion Rental Application

APPLICANT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME# _____ CELL# _____

ARE YOU A VILLAGE RESIDENT? YES NO (IF YOU ANSWERED NO PLEASE ENTER YOUR SPONSOR'S CONTACT INFORMATION)

APPLICANT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME# _____ CELL# _____

PAVILION REQUEST

RON GRUBBS PARK PONDS COMMUNITY PARK

DESCRIPTION OF EVENT _____

ANTICIPATED ATTENDANCE _____

DATE REQUESTED _____ TIME IN _____ TIME OUT _____

When renting the park pavilions, the pavilions will be exclusive for your event, but all other areas of the parks are open to the public.

Applicant agrees to indemnify and hold harmless the Village of St. Anne for any incidents or injuries occurring in connection with the rental of a Park Pavilion. Applicant has been given a copy of the Rules and Regulations and has read said Rules and Regulations and agrees to abide by the Rules and Regulations as well as the ordinances of the Village of St, Anne. Applicant acknowledges that all fees must be paid prior to the activity date.

SIGNATURE _____ DATE _____

OFFICE USE
 APPROVED BY _____ DATE _____ KEY NUMBER _____



Pavilion Rental Rules and Regulations

1. All activities are subject to the ordinances of the Village of St. Anne.
2. The Village of St. Anne will not assume responsibility for any lost or damaged private property.
3. The applicant will be held responsible for any damages to Village property that may occur during the time the facilities are being used by the applicant and their guest(s).
4. Applications shall be submitted in writing. Applications are valid only for the facility designated. No applications shall be transferred or assigned.
5. Applications are subject to immediate cancellation by the Village of St. Anne upon written notice to applicant(s), with refunds to be given to applicant.
6. Applicants and their guest(s) shall comply with all federal, state, and local laws, rules, and regulations.
7. Person(s) applying for the rental of Village facilities must be at least twenty-one (21) years of age. Groups with youths under the age of eighteen (18) must have one adult over the age of twenty-one (21) for every ten (10) youths. Any group that does not have adequate supervision or fails to maintain discipline will be asked to leave.
8. **Village Residents** - Full payment of all fees must be received before approval is granted for the rental of the designated facility. Village of St. Anne residents shall post a one hundred dollar (\$100) fee, of which fifty dollars (\$50) is a refundable cleanup deposit. The Village will inspect the park after each event to check for damages and cleanliness. If all is found to be in order, the Village will then refund the cleanup deposit to the applicant. The entire fee must be paid at the time of application. A permit may be cancelled prior to the scheduled date of the event, but the Village will retain twenty-five dollars (\$25) as an administrative fee.
9. **Non Village Residents** - Full payment of all fees must be received before approval is granted for the rental of the designated facility. Village of St. Anne residents shall post a one-hundred and twenty-five dollar (\$125) fee, of which fifty dollars (\$50) is a refundable cleanup deposit. The Village will inspect the park after each event to check for damages and cleanliness. If all is found to be in order, the Village will then refund the cleanup deposit to the applicant. The entire fee must be paid at the time of application. A permit may be cancelled prior to the scheduled date of the event, but the Village will retain twenty-five dollars (\$25) as an administrative fee. **All nonresidents are required to be sponsored by a resident of the Village of St. Anne.**
10. If payments are made by check, the check must clear prior to any permit being issued. Once your check clears the Village will notify the applicant that the permit is ready for pickup. **If a deposited check is returned (failing to clear) for any reason, the applicant shall be solely and exclusively liable for all expenses, costs, fees, and damages incurred by any party, including the Village of St. Anne.** No permit will be issued unless the applicant present's a cashier's check from a bank licensed to do business within the state of Illinois at the time the application is filed.
11. Alcoholic beverages are prohibited in any and all Village facilities.
12. No individual or groups may use any Village facilities with the purpose of private monetary gain or fundraising without prior authorization from the Village of St. Anne.



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13. All trash and garbage must be placed in appropriate receptacles. All personal items must be removed at the conclusion and on the same day as the event.
14. Applicants must remove any and all decorations, including tape.
15. Cars and other motor vehicles are restricted to designated parking areas only.
16. The Village of St. Anne reserves the right to have a designated employee visit for the purpose of supervision and compliance with these rules and regulations.
17. The Village of St. Anne reserves the right to add to, or change the rules and regulations, as needed in the best interest of the residents.
18. Disorder among patrons may be cause for cancellation of an application and may be cause for denial of future requests for use of Village facilities.
19. Pavilion Rentals –
 - a. It is understood that the adjoining park will remain open and available to park visitors, and the rental shall allow for the exclusive use of the pavilion.
 - b. Hours of adjoining park and pavilion are from dawn to dusk.
20. In the event of a conflict, applicants are asked to call the St. Anne Police Dept. at 815-427-8126 or 815-922-8731.
21. The Village of St. Anne does not guarantee availability or dependability of electricity. Should a power failure occur for any reason, restoration of power will be the responsibility of the Village and will take place as part of normal Public Works Department operations and activities.