



Village of Carol Stream

Town Center/Farmhouse Facility Use Request Form

500 North Gary Avenue - Carol Stream, Illinois 60188 - (630) 871-6250

Permit #:

Name: _____ Resident: _____ Non-Resident: _____

Name of Person Making Request: _____
Last First

Address: _____
Street City State Zip

Telephone Numbers: _____
Home/Cell Work

Facility Requested:			
1. Fountain:		4. Festival Tent:	
2. Gazebo:		5. Farmhouse:	
3. Bridge:		6. Farmhouse Grounds:	

Date(s) Requested: _____ Alternate Date(s) Requested: _____

Type of Event: _____

Special Request(s): _____

Time of Activity: _____ Number of Guests Anticipated: _____
StartTime End Time

Use Terms:

- Only public forums, events or activities which conform with all of the following requirements may be considered for issuance of a permit: **(1)** must be sponsored or hosted by a local not-for-profit group or organization based within the Village or local taxing body or quasi-governmental entity; **(2)** residents and non-residents alike, as well as outside businesses, organizations and nonprofits who enter into a rental contract; and **(3)** shall not be a partisan political rally, assembly or meeting.
- **Town Center Security Deposit:** \$150 refundable upon approval by Village.
- Village may require a permit applicant to provide a certificate of insurance in an amount approved by the Village naming the Village of Carol Stream as an additional insured.
- Each permit is issued on a per event basis and is valid for the use of one facility.
- Only lawn chairs may be brought in and used by the permittee in designated lawn areas. Folding or portable chairs and tables may be brought in and used in designated areas under the tent.
- The cooking and/or grilling of food may be allowed by a licensed caterer and be specifically requested in the special request line of this permit application. The throwing of birdseed, rice, confetti as well as the drinking of beverages from glass bottles is prohibited.
- **Alcohol (beer and wine only) is allowed only if the appropriate Certificate of Insurance is obtained.**
- Electrical power is available for use.
- The onsite receptacles for disposal of trash and recyclables must be used.
- Your event should not detract from the enjoyment of others who may be using adjoining facilities.
- A copy of this application must accompany organizations or individuals using facility.
- Reservations are made on first come first served basis and must be made in person at the Carol Stream Village Hall. Applications should be received in the Manager's Office at least 45 calendar days prior to event.
- Permit holder is financially responsible for damages occurring as a result of the use of these facilities for the permitted event.
- You must be 18 years of age to apply for a Facility Use Permit .

I understand that use of this facility is at my own risk and agree to hold the Village of Carol Stream harmless from any and all claims, which may arise as a result of its use. I have read and agree to the conditions specified in this request form:

Signature

The Carol Stream Town Center is located at the southwest corner of Lies Road and Gary Avenue.

The Historic Farmhouse is located at 301 Lies Road on the north side of Lies Road between Gary Ave. & Kuhn Road.

The scheduling of Village sponsored events may preclude the issuance of permits during certain times of the year.

The Village reserves the right to cancel any permit for use of its facilities at any time.

Carol Stream residents and organizations are given scheduling and use preference.

For Village Use Only

Permit No. _____

Deposit Paid: \$ _____ Date: _____ Check No. _____

Condition of Grounds: Clean _____ Date Deposit Returned: _____

Condition of Grounds: Not Clean _____ Date Deposit Cashed: _____

Comments: _____

Approved: _____
(Village Manager's Office)

Revised: August 16, 2006

RIDER TO TOWN CENTER/FARMHOUSE USE REQUEST FORM

Please initial to acknowledge your understanding of same:

- ___ Beer and/or wine will or will not be served (check one)
(no hard liquor permitted).
- ___ Grilling is only allowed if using an approved caterer.
- ___ No Glass Bottles allowed.
- ___ Chairs/Tables are not supplied by the Village.
- ___ Amplification Permit allows music—Village does not provide speakers,
microphone or any type of equipment.
- ___ Electricity is available in the Tent and by the Gazebo, if requested.
- ___ There is no heat or air conditioning in the Tent.
- ___ All trash and recyclables must be placed in the on-site receptacles.
- ___ It is the responsibility of the Applicant to return the grounds and Tent to the
same condition as it was in before your event.
- ___ There will be no sides on the Tent for your event.
- ___ If any of the above conditions are not met, your deposit may be forfeited.

Rental Fees for Town Center

- \$_____ Deposit (Refundable) \$150.00
- \$_____ First 4 hours or less (Resident \$500/Non-Resident \$600)
- \$_____ Each additional hour (\$75 hr) (\$100 hr)

Total Received \$_____

Balance Due \$_____

Applicant

Village of Carol Stream