



# Village of Carol Stream

## Town Center/Farmhouse Facility Use Request Form 500 North Gary Avenue - Carol Stream, Illinois 60188 - (630) 871-6250

Permit #:  
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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: | <input type="checkbox"/> | 4. Festival Tent:     | <input type="checkbox"/> |
| 2. Gazebo:   | <input type="checkbox"/> | 5. Farmhouse:         | <input type="checkbox"/> |
| 3. Bridge:   | <input type="checkbox"/> | 6. Farmhouse Grounds: | <input type="checkbox"/> |

Date(s) Requested: \_\_\_\_\_ Alternate Date(s) Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Special Request(s): \_\_\_\_\_

Time of Activity: \_\_\_\_\_ Number of Guests Anticipated: \_\_\_\_\_  
Start Time 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.

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**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