



120 Barrington Ave - East Dundee, IL 60118 Phone: 847-426-2822 Fax 847-426-2956

Rental Request for Private Event The Depot and/or Depot Park

Applicant Information

Name _____
Organization (if representing one) _____
Street Address _____
City _____ Zip _____
Cell phone number _____ Home Phone Number _____
Applicant's email _____
Organization's email _____

Event Logistics

Location: Depot and Depot Park
 Depot Park only with access to restrooms in the Depot
 Depot only

Depot Park is that area around The Depot within the area of the bike path, Barrington Avenue, North River Street and Railroad Street.

Day of Event

Date Requested _____ Start Time _____ End Time _____
Expected Attendance _____
Type/Function of event _____
Describe any entertainment/activities planned (Such as DJ, live music, tents, etc.) _____

Will there be alcohol? Yes No
If yes, will it be sold or served? Sold Served
Will there be any charge for attendance? Yes No
Will donations be accepted for this event? Yes No
Are you publicly promoting the event? Yes No
If yes, how will your event be promoted? _____

Applicant shall include with this application a site plan showing the layout for how the Depot and/or Depot Park will be utilized.

Fees

The Depot and/or Depot Park	\$50.00 (Resident), \$100.00 (Non-Resident)
Depot Only	\$25.00 (Resident), \$50.00 (Non-Resident)
Power Access for Musicians	\$25.00
Security Deposit	\$100.00

Additional fees may be assessed for additional services by the Village as provided in the current fee schedule.



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Insurance

The Village of East Dundee requires a certificate of insurance with a minimum \$1,000,000 combined single limit naming the Village as an additional insured.

Reservations

Reservations must be made at least 10 Village business days in advance. Full payment is due at the time of reservation. Applicants must be 21 years of age or older. The applicant is required to provide a photo ID and to sign this application. Confirmation of the reservation may be assumed only after receipt of a signed approved copy of this application which must be with the applicant during the rental period. A cancellation must be in writing and received at least 5 Village business days prior to the event date or no refund, except for the security deposit, will be issued. A rental may be cancelled at any time by the Village to ensure the safety of all guests and the applicant will receive a rescheduled date or refund.

Rules and Regulations

1. The rental of the Depot and/or Depot Park shall only be permitted for private community events that are open to the general the public.
2. Depot and park use begins and ends at the times approved, including set-up and clean up. Groups are not allowed on the site prior to the start time and are required to exit and have the area cleaned up at the ending time. All litter must be picked up and placed in trash cans.
3. Parking is allowed in designated paved parking areas only without written permission of the Village.
4. Selling food or other items is not allowed without Village approval. No beverages in glass containers.
5. Amplified sound, including live bands or a DJ, is not allowed without compliance with Village ordinances and Village approval.
6. The applicant shall inspect the facility prior to the event and contact Brad Mitchell, Assistant Village Administrator at 847-426-2882 x6118 to identify any dangerous or unsafe conditions, or damaged Village property.
7. The Village is not responsible for lost, stolen or damaged property.
- 8. Sale or possession of Alcoholic beverages is not allowed except by separate written Village approval and license.**
9. Firearms are prohibited anywhere on the Depot or park and smoking is prohibited in the Depot.
10. The approved application must be presented to any Village employee upon request at the event and Village staff must be respected and obeyed at all times.
11. No open flame, including the burning of candles and incense, is allowed in the Depot.
12. The applicant is responsible for all people participating with the applicant in the event.
13. All children must be supervised when in the Depot or park.
14. Violation of Village ordinances or the regulations in this application, failing to properly clean up the site, causing damage to the facilities, groups are larger than arranged for, or events that are misleading from the application, will result in the loss of their security deposit. The applicant is responsible for all damage and the Village will bill the applicant if the damages exceed the amount of the security deposit.



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15. The applicant shall be responsible for all actions and inactions of its guests, agents, or any third-party present at the site. Applicant agrees in consideration of the approval by the Village to indemnify and hold harmless the Village of East Dundee and its officers, employees and agents from any liability incurred and/or claims made by any acts, directly or indirectly, of applicant and all people participating with the applicant in the event related in any way to the rental of the Depot or park.

Date: _____ Applicant's signature _____

This application is not valid until signed and the total amount due has been paid.

Village Approval

Approved by _____ Date _____

Subject to the following conditions and approvals:

