



Village of Riverside, 27 Riverside Road, Riverside, IL 60546
708.447-2700 / 708.447.2004 fax / www.riverside.il.us

APPLICATION AND PERMIT FOR TRAIN STATION USE

1. Organization making request: _____
2. Contact Person: _____
3. Address: _____
4. Briefly Describe the Event: _____

5. Phone: _____ 6. Email: _____
7. Number of Anticipated Participants: _____
8. Number of Riverside Residents: _____
9. Will there be an admission charge? Yes No Amount: _____
10. Date of Event: _____
11. Start/End Time of Event: _____
12. Event will require use of: (Please check all that apply.)
_____ East Portico _____ Train Station Interior Waiting Room _____ West Portico
13. Organization/Individual acceptance and agreement to adhere to Village of Riverside regulations.
 - A. I have received and read the regulations of the Village of Riverside as they pertain to the use of the Train Station and agree to those regulations.
 - B. It is understood that the total rental fee is: _____.
 - C. It is understood that a deposit of _____ is required, returnable if no damages are incurred, and Train Station is left in the same condition as found and all rules and regulations are adhered to.

D. It is understood that the Organization/Individual is solely responsible for all damages to the Train Station, including any equipment or other personal property located within the Train Station.

E. Applicant's Signature: _____

Date: _____

14. Waiver and Release: As a condition of approval to use the Train Station, a permittee shall sign an indemnification and hold harmless agreement provided by the Village. In certain situations where the event or gathering activities warrant, the Village Manager may require as a condition of use, that the permittee provide proof of comprehensive general liability insurance, and dram shop or host liquor liability insurance (with the Village of Riverside, President and Board of Trustees, appointed and elected officials, employees, agents, volunteers, engineers and attorneys named as additional insureds) for the event or gathering in amounts and terms that are acceptable to the Village Manager.

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the Village of Riverside, its officials, agents and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the Village of Riverside, its officials, agents and employees, arising in whole or in part or in consequence of the undersigned's use of the Riverside Train Station or which may in anyway result therefore, except that arising out of the sole legal cause of the Village of Riverside, its officials, agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Riverside, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

Agreed this _____ day of _____, 20__.

Name of Organization/Individual

By: _____

Nothing set forth in this Agreement shall be deemed a waiver by the Village/City of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the Village/City or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.



SPECIAL EVENT VENUE RATE SCHEDULE- RIVERSIDE TRAIN STATION

Rental Fee	Deposit Amount	Qualifying Permittee	Rental Period
\$0.00	Not Applicable	Village of Riverside Parks & Recreation department and any other Village of Riverside agencies.	Not Applicable
\$0.00	\$250.00*	Locally based not-for-profit organizations and groups, and not-for-profit organizations and groups whose membership is comprised predominantly (over 75%) of Riverside residents	6 hours
\$50.00	Equal to the lesser of \$250.00 or total rental fee	Residents of the Village of Riverside and non-local not-for-profit organizations and groups whose membership is not comprised of predominantly (over 75%) of Riverside residents.	Hourly
\$75.00	Equal to the lesser of \$250.00 or total rental fee	Non-Riverside residents and all for-profit organizations	Hourly

*The Village will calculate the costs incurred in providing support and resources to the event upon completion. Such calculated costs will be deducted from the deposit amount and any remaining funds will be refunded to the permittee. If calculated costs exceed the deposit amount, the Village will bill the permittee for any outstanding amounts due.

Residency

Proof of Riverside residency must be in the form of a valid driver's license or a current utility bill that lists a Riverside address.



**VILLAGE OF RIVERSIDE
TRAIN STATION
Special Event/Facility
Rental Policies and
Procedures**

The Village of Riverside offers the use of its historic Train Station (the “Train Station”) on a limited basis for special events (“events”) or facility rental for private gatherings (“gatherings”) that are approved by, sponsored by or co-sponsored by the Village. Applications to request the use of, and information regarding availability of, the Train Station can be obtained by contacting the Village Manager’s Office at 27 Riverside Road, Riverside, Illinois. Please call 708/447-2700 for further information.

All approved permittees for events or gatherings, as well as individuals who attend those events and gatherings, must comply with the Policies and Procedures set forth below, and all other applicable federal, state, county and Village’s laws, ordinances and policies, rules and regulations. The following specific Policies and Procedures apply:

Special Event or Facility Rental Application

Rental of the Train Station is initiated through contact with the Village Manager’s office at the Township Hall, 27 Riverside Road, Riverside, Illinois 60546. For each event, permittees will be required to complete a Special Event Permit application or Facility Rental application which contains additional conditions and requirements and is incorporated and made part of these Policies and Procedures.

Train Station

The Riverside Train Station is a historic building constructed during 1910 to serve as a railroad passenger waiting area. Accordingly, the facility has limited amenities and accessibility. Some examples of these limitations include:

- Interior electrical outlets are all on the east end of the facility.
- Interior lighting cannot be controlled.
- Waiting room benches cannot be removed from the building. If you would like them moved to the wall, you may request the Public Works Department to do so for a flat fee of \$50. A fine will be assessed for moving them yourself.
- The building is not air conditioned.
- There are two unisex bathrooms.
- There is no kitchen.

Limitation on Use

The Train Station is, first and foremost, an active commuter facility. The land underlying the Station is leased by the Village from the BNSF Railway, and any use of the Train Station that

interferes with commuter uses, or is contrary to or otherwise in violation of the Village's Lease with BNSF is prohibited.

Timing

A special event or private gathering held during the week (Monday through Friday) may begin no earlier than 1:00 p.m. An event or gathering held on Saturday or Sunday may begin as early as 6:00 a.m. Events or gatherings held Sunday through Thursday may end no later than 11:00 p.m. Events or gatherings held on Friday or Saturday may end no later than midnight.

Rental Fee and Security Deposit

Permittees may be required to pay a rental fee (see separate rate schedule). All permittees are required to pay a refundable security deposit (see separate rate schedule). The amount will be refunded within 30 days after the event as long as there is no damage to Village of Riverside property and all Village ordinances and rules and regulations are followed. Violations for which part of or the entire security deposit will be withheld include (but are not limited to): entering/exiting outside of reservation time, deliveries/pick-ups outside of reservation time, unauthorized vehicles on-site and/or on the grass, misleading or undisclosed information, and any other violations of the Village of Riverside Village Code or of these Policies and Procedures.

Catering- Client Provided Food

Permittees may provide their own food and beverages for events subject to all applicable rules and regulations, including those established by the Cook County Department of Public Health.

Alcohol

Possession and consuming alcoholic beverages is prohibited within the Train Station, including anywhere on the surrounding public premises, unless the permittee has applied for and received a special event liquor license approved by the Village Board and issued by the Local Liquor Control Commissioner and has complied with all of the conditions of the special events liquor license ordinance and the applicable liquor regulations of the Village Code, including securing dram shop insurance and general liability and property damage insurance.

Cooking Equipment

Chafing dishes, metal hotboxes, and sterno may be used for warming food. All cooking equipment must be accompanied by an ABC fire extinguisher located in the immediate area of food service.

Planning and Set-Up

A final layout of all events must be submitted to the Village of Riverside for approval two (2) weeks prior to the event. If extensive or unusual or special set-up is required, it must not interfere with other site activities, including but not limited to commuter service, and must be arranged with the Village of Riverside. A final walkthrough by the caterer, Village of Riverside designated staff, and permittee, as well as any other pertinent vendors, may be required prior to the event.

Equipment and Supplies

The Village is not responsible for equipment, supplies, materials, or any personal possessions owned, leased or provided by permittees or by persons who attend events or gatherings. The permittee is responsible for supplying its own equipment, supplies, and materials for the event or gathering and must contact the Village Manager to arrange for table and chairs and any special needs, such as electrical or power source needs. If there is any cost associated with

supplying adequate electrical power to the event or gathering, the cost shall be paid by the permittee.

Train Station Benches

The interior of the Train Station contains a number of large wood benches in the waiting area that are old and very heavy. Moving the benches is prohibited and may only be done by the Public Works Department upon request for a flat fee of \$50. A fine of \$200 will be assessed for moving the benches yourself. The benches shall not be removed from the Train Station for any reason.

Deliveries

Village of Riverside employees will not accept deliveries. All equipment and rentals must be delivered and removed within the permittee's rental timeframe. The permittee is responsible for receiving deliveries for the event including transporting, securing items and removal of the items at the conclusion of the event.

Housekeeping

The Train Station will be clean and ready for set-up for the event. The caterer, and/or the permittee, is responsible for cleaning of the site at the conclusion of the event. The site shall be left clean (free of garbage and debris) and in the same condition as existed prior to the event or gathering. All garbage, paper, cups and other waste shall be disposed of in a garbage container. All cleaning must be completed within the rental timeframe. If additional cleaning is determined necessary by the Village the renter will assume all additional expenses. **Any violations may result in denial of future events and/or forfeiture of security deposits.**

Insurance and Indemnification

As a condition of approval to use the Train Station, a permittee shall sign an indemnification and hold harmless agreement provided by the Village. In certain situations where the event or gathering activities warrant, the Village Manager may require as a condition of use approval that the permittee provide proof of comprehensive general liability insurance and property damage coverage, and dram shop insurance (with the Village of Riverside, President and Board of Trustees, appointed and elected officials, employees, agents, volunteers, engineers and attorneys named as additional insureds) for the event or gathering in amounts that are acceptable to the Village Manager.

Occupancy

Attendance at events and gatherings shall be limited to the applicable occupancy capacity of the Train Station as determined by the Village Manager, or designee, the Police Chief, or designee, or the Fire Chief, or designee, who are each authorized to enforce the occupancy limitations.

Sites and Venues

The Train Station is smoke-free. Permittee shall enforce this policy. The Village of Riverside reserves the right to approve or disapprove any entertainment offered at an event or gathering to ensure that the nature of the event or gathering is consistent with Village of Riverside noise ordinances, occupancy limits, the requirements of this Policy, and other Village ordinances, rules and regulations. The name and type of entertainment must be provided to the Village of Riverside designee at least ten (10) business days prior to the event. All amplified sound is subject to the Village of Riverside Noise Ordinance. After 10:00 p.m., music must not be audible from a distance of greater than 50 feet from its source. The Village of Riverside prohibits gambling of any kind and firearms from all sites. The Village of Riverside must approve the use of any automobile, vending, distribution of pamphlets, smoke, lasers, or any equipment hung from any surface. Nothing may be hung or suspended from any chandelier on the interior, or tree or shrub on the exterior.

Fund Raising Events

Any organization seeking to use the Train Station for an event involving an admission charge or fundraising must qualify as a non-for-profit, tax-exempt organization under section 501c(3) or other section of the IRS code. A copy of the IRS determination letter must be provided to the Village of Riverside designee prior to executing the Application and Permit. The sponsoring organization must appear on the Application and Permit and provide an insurance certificate in their name. The sponsoring organization must be involved in the planning of the event or gathering. Commercial ticketing by private agents is prohibited.

Security

Security must be provided by the permittee unless otherwise determined. Only approved security vendors may provide security at events or gatherings. Security staffing requirements for each event or gathering will be determined by the Village of Riverside based on the type and nature of the event. The Village of Riverside reserves the right at permittee's cost to assign security for an event which serves alcoholic beverages or any event where extra security is deemed appropriate by the Village of Riverside.

Guest Count

A guest count must be provided to the Village of Riverside at least three (3) days prior to the special event or private gathering. All permittees are required to comply with all conditions of the Application and Permit. No significant increase in the number of attendees or any material aspect of this Event shall be changed less than ten (10) business days prior to the event or gathering without the consent of the Village of Riverside. Failure to comply with the above conditions may result in termination of the Application and Permit. The Village of Riverside reserves the right to close access to the event should the attendance reach site capacity.

Banners/Decorations

The Village of Riverside must approve the display of corporate, sponsor, event identity logos or banners. Upon approval, banners may be displayed only within the permitted area and secured on permittee provided equipment. Nails, tape, hooks, putty, tacks, etc. are not to be used on the walls or windows of the Train Station without the express written permission of the Village Manager. The permittee must remove all decorations brought in by the permittee. Balloons may not be released, and glitter or confetti is prohibited at the Train Station. If approved, any decorations to be hung, suspended or posted by permittee must be placed at a height reachable with a six (6) foot ladder. Anything that is decorative or an integral part of the interior or exterior of the site cannot be removed.

Parking

Unless otherwise indicated by the Village of Riverside, all parking arrangements must be coordinated and/or paid for by permittee and/or guests. For events or gatherings at the Train Station, guests are encouraged to park in any available **blue tagged** space in Commuter Parking Lot 1, just west of the Train Station. Neither the permittee nor any person attending an event may park on the grass surrounding the Train Station. Failure to comply with this provision shall result in forfeiture of the Security Deposit.

Advertising/Promotional Materials

The content of all printed, audio and Internet promotional materials including press releases, electronic copy and radio advertisements must be submitted to the Village of Riverside for review before being printed, aired, posted or otherwise distributed. Permittee shall not transmit, for promotional purposes, a description of any portion of the event by means of print, radio broadcasting or television or via the Internet without first receiving written permission from the

Village Manager. Materials that include the Village's phone number or state the Village's sponsorship shall first be pre-reviewed and approved in writing by the Village Manager prior to distribution to the public or any news media or the Internet. All promotional photographs of Village of Riverside property to be printed, posted or otherwise distributed must be approved by the Village of Riverside. No permittee may use the name, address and phone number of the Village as its official address without the permission of the Village Manager. Any violation can result in cancellation of the event.

Damage

The permittee will be responsible for damage including repairs or replacement costs to equipment, furniture, or related items in or around the site caused by permittee or attendees.

Animals

No animals are allowed in the Train Station with the exception of service dogs, or as part of a program with the approval of the Village Manager.

Situations Not Covered

The Village Manager, or designee, will resolve any situation not specifically covered by these Policies and Procedures, and may approve reasonable exceptions to event or gathering timing or other provisions where circumstances dictate.

Appeal Process

The decision of the Village Manager, or designee, to reject an application to use the Train Station, or to rescind a permittee's use privileges, may be appealed. Such appeal must be made in writing to the Village President not more than fourteen (14) days after written notification of the Village Manager's (or designee's) decision is received by the applicant or permittee. After a written appeal is received, the Village President and Board of Trustees will review the matter. The Village Board will then make a determination on the appeal within sixty (60) days of the date on which the Village Manager received the appeal. The applicant or permittee will be notified in writing of the decision of the Village Board, which shall be a final decision relative to the matter.

General

Use of Train Station without the Village's approval, sponsorship or co-sponsorship is not permitted.

Use of the Train Station does not constitute the Village's endorsement of viewpoints expressed by the participants of any event or gathering. No advertisement or announcement shall imply such an endorsement, unless expressly approved by the Village Manager.

Village facilities are not available for partisan political or religious purposes or any purpose that would violate the constitutional provisions regarding separation of church and state. Activities and materials urging support of, or opposition to, candidates for public office, or with respect to issues on any election ballot are prohibited. Activities and materials that a reasonable person would believe to constitute religious worship are also prohibited, as well as activities and materials that are obscene, defamatory, invade a particular person's right to privacy, or directly incite violence.

An application to use the Train Station must be made by a person who is at least eighteen (18) years old. If an organization requests the use, one of the authorized corporate officers shall

apply. This individual will be the primary liaison between the organization and the Village with respect to the event or gathering. If an application is made by a non-for-profit organization, it must provide proof of status such as 501(c)(3).

Materials or equipment that are dangerous to the public or Village or Village property, may not be brought into any area of the Train Station.

Failure to comply with the conditions of this Application and Permit or misrepresentation of any of the disclosures shall result in the immediate cancellation of the Application and Permit. The permittee shall waive any claims against the Village of Riverside for damages arising from such cancellations.

No permittee may assign its/his/her Village-approved use of a Village Facility to another organization or person.

All special events must be open to the general public regardless of age, sex, race, religion, national origin or physical handicap, subject to payment of an admission fee (only if authorized by the Village Manager) and applicable occupancy limitations. Private gatherings may be by invitation only.

Admission fees may only be charged by a permittee if approved in advance by the Village Manager. An organization may ask its membership for contributions to help defray expenses directly relating to a particular event or gathering, however, no such contributions shall be collected at the event as part of the special event from the general public as a mandatory price of admission unless approved in advance by the Village Manager. There will be no sale of items except upon the advance approval of the Village Manager and provided there is a benefit to the Village.

For-profit organizations may use Village facilities only if the event or gathering is educational in content, open to the public and not promoting the services of a particular company. (The only exception to this rule is use of a Village facility by the Village-sponsored Farmers Market, a company for Village staff training or as part of a job fair or continuing education/training exposition or similar event.) A for-profit organization may not require registration to obtain names for future business contacts, but may offer a voluntary sign-up sheet at the program for attendees who wish to be contacted. Business cards and other promotional materials may be displayed.

All fees and costs associated with an event or gathering will be the responsibility of permittee or sponsoring organization. The permittee or event or gathering sponsor is also responsible for any damages to the site. The permit holder agrees to pay for any costs or attorney fees associated with defending or enforcing any provisions or rights under an Application and Permit.

An event or gathering booking is not secured until an executed Application and refundable Deposit are received by the Village, and a Permit has been approved and issued by the Village. Any remaining fees are due thirty (30) days prior to the Event.

Cancellation of an approved use must be made at least twenty four (24) hours in advance or no fees will be refunded. In case of an emergency or any other governmental use that takes priority as determined by the Village Manager, the Village reserves the right to cancel an approved use, but will provide as much notice as possible to the permittee.

The Village of Riverside may permit the use of other spaces surrounding the Train Station during the permitted event or gathering. An additional Permit Fee may be charged should the permittee request additional use of other areas surrounding the Train Station. The Village of Riverside is not responsible for any equipment or supplies left on the premises after the event.

The Village of Riverside reserves the right to prevent any person or persons from entering the premises, and upon exercise of this right by the Village of Riverside, its representative or agents, the permittee hereby waives any right and all claims for damages against the Village of Riverside its agents or employees.

The Village of Riverside reserves the right to deny the use of any contractor or subcontractor used for any component of the event.

The Village of Riverside reserves the right to alter or amend any of the Policies and Procedures.