



☐ **Reservation / ☐ Liquor Authorization**
Permit Application

The information collected on this form is required by Village Ordinance (2023-1) to be completed by each individual wishing to reserve a Village Park for exclusive use, submitted to the Village of Golf Manor Village Administrator's Office, with the appropriate fee, at least 15 days prior to the requested reservation date. Please complete all fields:

DATE OF APPLICATION:		LOCATION REQUESTED: ☐ Volunteer Park ☐ Memorial Park ☐ Community Hall*	
NAME:		DATE(S) OF EVENT:	TIME RESERVED:
ADDRESS:		☐ SIGNAGE REQUEST (see #13)	☐ STRUCTURE REQUEST (See #5)
PHONE:		☐ FIRE/GRILL REQUEST (see #6)	☐ MOTOR VEHICLE (see #7)
EMAIL:		☐ FIREWORKS REQUEST (see #8 below)	☐ FOOD VENDOR REQUEST (see #3) - LIST VENDOR(S):
COMMENTS:		☐ LIQUOR AUTHORIZATION REQUEST (See #4)* - LIST VENDOR(S):	☐ MERCHANDISE VENDOR REQUEST (See #3) - LIST VENDOR(S):

*A signed Rental Agreement must be issued along with payment for reservation of the Community Hall.

**Police Chief authorization required.

STATEMENT OF UNDERSTANDING

By my signature below, I affirm that all information in this application is true and accurate. I understand that a copy of the approved permit must be available for review, upon request, by a Village official during the event.

I agree to the terms and conditions set forth in Village Ordinance 2023-1 as summarized on the reverse of this document as a convenience. The actual text of the Ordinance supersedes all statements within.

I have read and agree that I am responsible to adhere to the provisions required of ORD 2023-1.

Resident Signature:		Date:
Authorization:	Title:	Date:
Police Authorization:**	Title:	Date:
Deposit Required:	Paid/Received by:	Date:

PARK RESERVATION REQUIREMENTS

1. ☐ **Park Hours:** Village Parks are open from 6:00 AM to 9:00 PM daily to the public unless all or a portion of the park has been properly reserved, or if hours are extended by order of the Mayor, the Village Administrator, or the Chief of Police. Additionally, a Village park, or any portion of a Village Park may be closed upon the order of the Village Administrator or the Chief of Police if poor weather or other conditions warrant such actions.
2. ☐ **Reservation of Park:** All or a portion of any Village Park may be exclusively reserved through the Office of the Village Administrator. Such reservations must be made in advance consistent with the Schedule of Fees to be recommended and adopted periodically by Village Council. Village residents, or businesses sited within the Village, may reserve the park or an area of the park up to Six (6) months in advance of the proposed event date. All other persons or organizations may reserve the Park up to Thirty (30) days in advance. Persons or organizations reserving the park property shall be responsible for the setup and takedown of any equipment permitted as a part of their use, they shall be responsible for any damage to Park property, and they shall be responsible to properly clean-up and dispose of any refuse or litter within the park at the conclusion of their reserved event. A park reservation may be cancelled, or the reserved use of the park may be terminated for violation of these rules or upon order of the Village Administrator or Chief of Police if poor weather or other conditions warrant such actions.
3. ☐ **Food Service/Vendors:** Food and merchandise vendors must be approved in advance by the Village Administrator. Food vendors must submit copies of Board of Health or other business licenses approving operation within the jurisdiction. The licenses will be on file with this permit at the Village Administrator's office.
4. ☐ **Alcoholic Beverages:** No persons shall possess or consume alcoholic beverages within the Park except when a prior Liquor Authorization has been issued through the Office of the Village Administrator with the approval of the Chief of Police, or his/her designee. A Liquor Authorization Application Form is available through the Office of the Village Administrator and/or through the Village website. Vendors must submit copies of liquor control or other business licenses approving operation within the jurisdiction. The licenses will be on file with this permit at the Village Administrator's office.
5. ☐ **Structures:** Structures such as tents, pop-up tents, pop-up portable shade, recreational equipment or blow-up recreational equipment may not be erected in the park unless authorized in advance as part of a park reservation/permit.
6. ☐ **Fires & Grilling:** Fires and cooking fires are not permitted in the park without the advance written consent of the Village Administrator. Persons who are approved for cooking fires are responsible for damage caused by the cooking fire, the responsible use of the cooking fire, and any hot coals or other fire debris must be completely extinguished before the user leaves the park and must be appropriately secured and disposed of offsite.
7. ☐ **Motor Vehicles** No motor vehicles or motor-assisted vehicles shall be operated within a park area not specifically designated, nor designed for vehicular use, without permission from the Village Administrator in writing. Consistent with ADA Guidelines governing accessibility, an exception will be recognized to this Rule for persons with disabilities.
8. ☐ **Fireworks/Firearms:** No person shall carry or discharge firearms, air rifles, arrows, or other missiles upon public Park property. No person, except with advanced written permission from the Office of the Village Administrator and the Chief of Police shall discharge or display any fireworks within the park property.
9. ☐ **Athletic Fields:** All sport activity areas, when not otherwise reserved for scheduled league play, shall be used on a first come, first served basis. Athletic fields may be closed when poor weather conditions warrant. No person shall be permitted to play adult hardball, nor adult softball within the park.
10. ☐ **Destruction of Park Property:** No person shall damage, deface or contaminate any land, structure or fixture within a Village Park, nor shall any animal, tree, flower, shrub, rock or other mineral be removed, injured or destroyed.
11. ☐ **Noise regulations:** Persons using the Parks must conduct themselves in such a way as to not disturb the peace and quiet of the neighborhood. No person shall play a radio or other sound amplification device so loud as to be an annoyance to other people in the Park or to nearby residents. Any noise, sound, music, etc. generated in the park may be heard outside the distance of Two Hundred (200) feet from its source.
12. ☐ **Litter/Refuse:** Persons using parks are expected to exercise reasonable care of the park property and to clean up the area before leaving and dispose of any trash. No person shall deposit any garbage, sewage, refuse or any other waste material other than in the receptacles provided for such purposes. Hot ashes from authorized fires or cooking fires must be extinguished and be removed from the park property for disposal.
13. ☐ **Signs/Publications:** No person shall expose, distribute or place signs, advertisements, circulars, notices or statements, or display banners, emblems or designs within the park without the advance written consent of the Office of the Village Administrator.
14. ☐ **Animals:** No person shall take any animal into the park except on a leash, and such animal must be secured on a leash throughout the time they are within the park property.
15. ☐ **Non-Discrimination Policy:** Those persons or entities using Village parks, or reserving Village parks, must act consistent with the Village policy to combat discrimination and to guarantee equality and inclusion as detailed in Ordinance 2019-10.
16. ☐ **Village Exemption:** Village sponsored events that are open to the public are exempt from these park Rules. Permission, a license, or a permit issued by the Village does not equate to Village sponsorship of an event. Consistent with ADA Guidelines governing accessibility, any exception will be recognized to these Rules and Regulations for persons with disabilities.

SIGNATURE REQUIRED - ACKNOWLEDGEMENT:

Signature: _____ Print Name: _____ Date: _____