

Village of Carpentersville Picnic Pavilion Information

Application Procedures

All rules and regulations of Carpentersville Village Parks, including but not limited to those disclosed herein, must be strictly observed at all times. Any questions should be directed to the Public Works Department at 847-836-2464 between 8:30 a.m. – 5:00 p.m., Monday – Friday.

The request for a reservation will be accepted beginning in January for the upcoming year. The individual who submits and signs the reservation form will be considered the responsible party with respect to the reservation fee and subsequent use and care of the group site-pavilion. The date will only be reserved for those groups when the deposit is paid.

On the date the group site-pavilion is reserved, the area is available for your use 8:00 a.m. through sunset.

On any given day that the group site-pavilion is not reserved, it can be used on a first-come, first serve basis.

After site use, an inspection will be conducted. If the area is found to be damaged and/or unclean, the group will be billed for any and all costs incurred by the Village of Carpentersville as a result of the group's activity.

Restrooms within Carpenter Park are NOT for the group site-pavilion exclusive use.

No alcoholic beverages are permitted on Village property.

No off-road vehicular traffic allowed for loading or unloading unless authorized by the Village of Carpentersville.

The fee is payable (along with completed permit form) immediately for confirmation of reservation and must be returned to:

Public Works Department
1200 Besinger Drive, Room 212
Carpentersville, IL 60110

Schedule of Fees:

Resident fee (20-50 people):	\$25.00
Non-resident fee (20-50 people):	\$50.00
Resident Fee (51 people or more):	\$75.00
Non-resident Fee (51 people or more):	\$100.00

Group Site – Pavilion Reservation Permit Form

Date of Reservation: _____

Name: _____

Address: _____

Phone Number: _____

Method of Payment (circle one): Check Money Order
(Payable to the Village of Carpentersville)

Signature

Signature also acknowledges receipt of park rules.
Certificate of Insurance may be required.
Contact Public Works for the requirements.

A \$25 fee will be charged for NSF checks.

DO NOT MAIL CASH