



Park Permit Application

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.

To schedule a reservation, please call the Public Works Department at 847-836-2464 to confirm availability. Upon confirmation of availability payment can be made at the following address:

Public Works Department
1075 Tamarac Dr.
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

If you have any questions, comments or concerns, please call (847) 836-2464.

Thank you,
Carpentersville Public Works

CARPENTER PARK

Group Site – Pavilion Reservation Permit Form

PERMIT #: _____

Todays Date: _____

Date of
Reservation: _____

Name: _____

Address: _____

City State Zip _____

Phone Number: _____

Number of
People: _____

Site(s) Reserved: _____

Amount Due: \$ _____

Method of Payment (circle one):

CASH _____ **Check** _____ **Money Order** _____

(DO NOT MAIL CASH) (Checks & Money Orders- 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