



**THE FONTANA  
PARK COMMISSION**

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**PERMIT REQUEST FOR:**

- \_\_\_ Duck Pond Recreation Area
- \_\_\_ Duck Pond Pavilion (*fee required*)
- \_\_\_ Duck Pond Pavilion or Porter Court Plaza Beer/Wine Permit (*\$150.00 deposit required*)
- \_\_\_ Park House (*fee required*)
- \_\_\_ Reid Park Gazebo (*fee required*)

Date of Application \_\_\_\_\_

Name of Group/ Individual \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_

Date and Time of Proposed Event \_\_\_\_\_

Number of People Attending \_\_\_\_\_

Total Hours of Use \_\_\_\_\_  
(including set up & take down)

Special Requirements and Event Features: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The use of Reid Park Gazebo or Park House requires a \$75.00 fee; the use of the Duck Pond Pavilion requires a \$75.00 fee (*entitles permit holder to use of indoor kitchen facilities*); a permit for consuming beer and/or wine at Duck Pond Pavilion or Porter Court Plaza events requires an additional \$75.00 fee and a deposit of \$150.00.**

Permit application must be submitted at least 30 days prior to proposed event, and at least 60 days prior to a proposed event at the Duck Pond Pavilion or Porter Court Plaza at which beer and/or wine will be served. A copy of the issued permit must be in your possession on the day of your event.

_____	_____	_____	_____
Park Commission Approval	Date	Denial	Date
_____	_____	_____	_____
Village Board Approval	Date	Denial	Date

## Village of Fontana-on-Geneva Lake Park Facilities Use Policy

*The Village of Fontana-on-Geneva Lake is proud of its facilities and encourages the public (residents and non-residents) to use them for special events, excluding commercial use. We request that you assist us in maintaining them and that you not abuse the privilege of using them.*

### **Policies and Procedures:**

- Approval of this permit application is at the discretion of the Village Park Commission and Board of Trustees and no reason for denial of a permit will be required. Reservations will be issued on a first come, first served basis, except for those organizations that have traditionally reserved a park for a certain day in the past take precedence. This permit is only good for the time and date or dates shown on Page 1.
- No camping is allowed.
- Events must be held within posted park facilities hours. Note that the Duck Pond Recreation Area closes as dusk.
- No alcoholic beverages are permitted in any park facilities, including the Park House, Reid Park Pavilion or at the Duck Pond Recreation Area.
- A beer and wine consumption permit may be obtained for special events at the Duck Pond Pavilion or Porter Court Plaza for an additional \$75.00 fee. The consumption of any fermented malt beverage or wine as allowed with this permit will be limited to adults 21 years of age and older. No beer or wine shall be sold or given to minors. No glass bottles or containers will be allowed, only cans and cups. No one shall leave the Duck Pond Pavilion or Porter Court Plaza areas with open intoxicants. The person signing this application will be responsible for violations. This permit must be available to the police during this event. The \$150.00 deposit is refundable if the facilities are left in a clean condition. Refunds will be made once monthly after the regular Village Board meeting.
- The Village will not be held responsible for personal articles left on the premises
- Upon leaving the facility make sure that all refuse has been picked up and placed in appropriate containers. If clean up is not done by the user, Permit holder will be charged for the labor required. Please make sure that, if required, facilities are locked or secured.
- Individuals or groups using the facilities are responsible for any damage to the area or equipment and will be expected to pay for the damage and/or labor required to repair. Any damage will be billed to the Permit holder, pursuant to Ordinance 1-12-98-1
- There is a \$75.00 fee required with the permit application for use of the Reid Park Pavilion or Park House and a \$75.00 fee for use of the Duck Pond Pavilion.
- The gazebo may be reserved for a period of up to \_\_\_\_\_ hours.
- The Duck Pond Pavilion may be reserved for a period of up to \_\_\_\_\_ hours.
- The date and time of the event will be entered in the official Village Calendar by the Village Clerk.

I have reviewed and understand the above policies and procedures regarding the rental and use of the facilities identified on this form.

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Mailing Address