



Clarendon Hills Park District  
315 Chicago Avenue  
Clarendon Hills, Illinois 60514  
630-323-2626 / 630-323-5362 (fax)

## Prospect Park Pavilion/Counsel Ring Application for Permit

Pavilion       Counsel Ring

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

I hereby submit this application for the use of the Clarendon Hills Park District facility, subject to the applicable regulations on the following pages.

Name of Resident Applicant:

The applicant named above is required to be present for the duration of time listed.

Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Clarendon Hills \_\_\_\_\_ Zip Code: 60514       Proof of Residency (office use)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative Phone: \_\_\_\_\_

Estimated # attending: \_\_\_\_\_

Description of activity being held: \_\_\_\_\_

**Office Use Only**

This application, if approved, will serve as your permit for use of the property described above, and must be in the possession of the Applicant named above at the site during the time listed for rental.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Recreation Supervisor

Additional approval required for use of Prospect Park Counsel Ring

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Recreation Supervisor

Please sign below stating that you have received and read the Prospect Park Pavilion Regulations and Counsel Ring Regulations and Fire Prevention and will comply with the rules and regulations stated. It is fully understood and agreed by the parties that applicant shall fully defend, indemnify and hold harmless the Clarendon Hills Park District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



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## Prospect Park Pavilion Regulations

- All functions conducted in the park district pavilion must be in accordance with Park District Rules and Regulations.
- Applications for use of the Park District Pavilion must be submitted and signed by an adult resident of the district who assumes responsibility for the group.
- Inflatables, public address systems, DJs, food trucks, & tents are prohibited.
- Permission is required for additional equipment or entertainment in the park.
- Certificates of Insurance naming “Clarendon Hills Park District as Additional Insured” will be required for any performers, equipment, etc.
- No alcoholic beverages are allowed on Clarendon Hills Park District property.
- The operating hours for the bathrooms are 8:00am until dusk from April 15 through October 15. The park and all facilities close at 11:00pm.
- All music must cease by 9:00pm.
- Limited parking spaces are available for the pavilion. Please walk, bike, or carpool to the pavilion.
- All pavilion users will be responsible for any set-up/take-down and clean-up unless otherwise arranged. If the pavilion is left in such a condition as to require additional maintenance by the Park District, the applicant signing the rental request shall be billed for this expense. Any damages to the pavilion will also be charged to the individual signing the permit.
- It is the prerogative of the Executive Director to cancel any standing permit or deny any issuance of future permits.
- The posting of advertisements of any product or service for sale is not permitted. No permit will be issued to an individual or group who will be charging admission or fees with the purpose of private monetary gain.
- Programs and/or organizations under the direction of the Clarendon Hills Park District shall be given first preference for the use of the pavilion.

**For questions/issues during the rental**

**Clarendon Hills Park District Office Hours Monday – Friday 9:00am-5:00pm**

**Non-business hours please call**

**630-323-2626**

**630-327-9985**



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## Counsel Ring Regulations and Fire Prevention

The following regulations and procedures apply to the Counsel Ring use:

- Applications for use of the Park District Pavilion must be submitted and signed by an adult resident of the district who assumes responsibility for the group.
- The applicant named on the permit agreement is responsible for enforcing safe practices and following regulations.
- The applicant named on the permit agreement must have the Agreement in their possession during the rental.
- The campfire shall be contained within the rock-lined ring of the Counsel Ring at Prospect Park.
- A 2-foot zone shall be maintained between the fire ring rocks and the actual fire.
- All seating shall be at least 8-feet away from the fire ring. Adjustments may be needed for wind speed and direction.
- All activities that require a closer approach to open fire, (i.e. toasting or cooking food items), shall be closely monitored by at least 2 responsible adults.
- Open flame shall be reduced to hot coals before participants make closer approach.
- A 10-lb type ABC fire extinguisher, 5-gallon bucket, pointed nose shovel and/or rake shall be immediately available for use within Counsel Ring.
- Fire and coals are to be put out after event by first separating larger logs from the main fire, and then the entire fire site is to be drenched with water and stirred with shovel or rake. This procedure shall be repeated until no glowing embers are present and open fires are extinguished. Water shall be poured on the fire site until all smoldering and steaming ground is eliminated. Water may be taken from the Prospect Park Ponds.
- The campfire must be extinguished by 10:00pm. The park closes at 11:00pm. A 30-minute “fire watch” shall be maintained by a responsible adult to watch to assure that no flare-ups occur.
- The applicant of the Counsel Ring permit is responsible for removing garbage and pieces of burnt debris from site.

Remember key fire safety points:

“Stop, Drop and Roll” to extinguish fire should clothing catch on fire

For fire extinguish use, use the PASS acronym

P = Pull pin

A = Aim at base of fire

S = Squeeze the handle

S = Sweeping motion

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