

Village of  
Port Barrington

69 South Circle Avenue  
Port Barrington, IL 60010-1001  
847-639-7595 • Fax: 847-639-8694  
portharrington@comcast.net



Village President – MIKE HEAD

Village Clerk – NANCY BACHAL

**Park Use Permit Application/Agreement**

I/We \_\_\_\_\_ respectfully request and apply for use of  
the following facilities \_\_\_\_\_ at \_\_\_\_\_

Between the period from \_\_\_\_\_ to \_\_\_\_\_ from the hours of  
\_\_\_\_\_ to \_\_\_\_\_.

I/We understand and agree that the schedule and usage submitted is subject to the  
following terms and conditions:

1. The facility shall be used solely for the purpose(s) of \_\_\_\_\_.
2. Applicant/user agrees to comply with all ordinances, statutes and regulations of all Local, State and Federal Authorities and Agencies; and user hereby indemnifies the Village of Port Barrington and agrees to save said Village harmless from all penalties, fines, costs, damages and expenses resulting from failure to comply.
3. Applicant/user further agrees to indemnify and save the Village of Port Barrington harmless from all loss, damage, liability, claims and demands whether involving intentional misconduct, negligence or otherwise, arising out of or resulting from such use of the facility.
4. Applicant/user shall not assign this lease or sublet this facility.
5. Organized sports entities agree to provide the Village of Port Barrington with evidence of insurance in amounts, of the types, and with companies satisfactory to the Village of Port Barrington, to discharge applicant/user's obligations hereunder.

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Permit and Insurance Certificates must be submitted prior to field usage. The Village of Port Barrington shall be listed as an additional insured, and the minimum limits of insurance shall be:

Limits of Insurance:

- Coverage A. Bodily injury and property damage liability:  
Each Occurrence      \$250,000.00  
Aggregate              \$250,000.00
- Coverage B. Hired Auto and Non-owned auto liability:  
Each Occurrence      \$250,000.00

PLEASE NOTE – Insurance Certificate is required for field usage only.

6. No alcoholic beverages or controlled substances permitted on Village Park property at any time.
7. Subject to provisions above, this Application/Agreement shall be binding upon heirs, executors, successors and assigns of the parties and shall be interpreted under the laws of the State of Illinois.
8. Applicant/user, if an adult organization, an instructional group or an organization of adult teams, agrees to pay a fee on behalf of that organization for the facility or facilities requested in accordance with the following fee schedule:

Ball Fields:    \$15.00 hour (one field)

Non-profit organized applicant/user, if a youth organization (i.e. Little Leagues, youth soccer program, etc.), would be allowed to use the field with no fee, but remain subject to insurance requirement.

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9. A resident shall pay a deposit for the use of any facility requested in the amount of \$50.00 for maximum attendance of 50 persons at any gathering. A gathering that exceeds 50 persons in attendance would require a deposit in the amount of \$100.00. All deposits are refundable only if the facility requires no clean up or restoration by Village staff afterwards.

Fee payments and/or deposits must be made in full with application request unless special arrangements have been previously made. If application request cannot be honored, fee payment(s) will be returned. Application/user may be required to provide a name/address roster of each/all teams using the field(s) prior to first approved usage date(s). Permits applications must be submitted no less than 30-days prior to anticipated use of Village facilities.

The organization requesting permission to use the Park facilities shall complete an application, which also shall serve as a hold harmless agreement and shall submit a certificate of insurance showing coverage for the minimum limits required by the Village of Port Barrington.

\_\_\_\_\_  
Applicant's Organization

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Applicant's phone number

\_\_\_\_\_  
Date

**FOR VILLAGE USE ONLY – Application Approved by:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Permit No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount Paid