



1105 Mascoutah Avenue
Belleville, IL 62220
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**PARKS ALLOWING ALCOHOL MAY RE-
QUIRE A PERMIT**

**NO ALCOHOL ALLOWED AT
LADERMAN & BELLEVUE PARKS**

PICNIC PERMIT

Name of Person Making Request:

Group/Organization:

Address: _____
(Street) (City) (Zip)

Home Phone: _____ Work/Cell Phone: _____

Pavilion Location: _____ Electric: Available Not Available

Dates Requested: _____ Event Hours: (From) _____ (To) _____

*Rental includes exclusive use of Pavilion from 5:00 a.m. to 10:00 p.m.

NOTES: _____

Approximate Number Anticipated: _____

Will Alcoholic Beverages be Sold at this event? Yes ___ No ___

Will Alcoholic Beverages be provided at this event? Yes ___ No ___

Signature of Applicant: _____ Date: _____

Applicant agrees to read and adhere to all regulations listed on the reverse side of the applicant's copy.
The Department is not responsible for providing the Equipment and/or services not requested.

RENTAL FEE: \$ _____	office use only
AMT. PAID: \$ _____	
CASH _____	CHECK # _____
MC / VISA _____	(DATE PROCESSED)

DATE RECORDED: _____
DATE MAILED: _____
RESERVATION TAKEN BY: _____

PARKS AND RECREATION DEPARTMENT
CITY OF BELLEVILLE
PARK USE REGULATIONS

1. The person(s) wishing to reserve the facility agrees to indemnify the City against liability arising out of the reserved use and to indemnify the City against any costs associated with such indemnification proceedings (e.g. attorney's fees).
2. The user agrees to repair or pay for the cost of repairs, or replaces any premises and/or equipment which may be damaged by the user.
3. Organizations, groups or individuals who fail to comply with Department rules or who do not leave the facility or area in an orderly condition will lose their reservation privileges.
4. Any organization, group or individual who has scheduled a facility or an area on a predetermined number of occasions and has not used the facility or area will lose reservation privileges. Reservation privileges may be reinstated by the Director.
5. The Department reserves the right to refuse reservation privileges to any organization, group or individual at any time. The Department also reserves the right to cancel or stop any activity that might damage the facility or area to be used or if unsafe conditions exist due to damaged equipment or inclement weather.
6. Possession of alcoholic beverages at Bellevue Park, John Laderman Park and Belleville Pool/Park, West End Square Park (North and South Side), Cambridge Park, Gateway Park, Skateboard Park and Richland Creek Greenway Bike Trail is strictly prohibited. Parks allowing alcohol may require a permit from the Mayor/Liquor Commissioner. Violations will result in severe penalties.
7. Restrooms are closed from October 15 through April 15 to prevent the freezing of underground pipes. Availability of restrooms cannot be guaranteed.
8. In the event a facility is reserved between 10:00 p.m. and 5:00 a.m., special permission from the Director of Parks and Recreation is required.
9. Reservations will not be approved for meetings or parties of minors unless chaperoned by a person eighteen years of age or older. The reservation form must be signed by the chaperon responsible for the conduct of the group.
10. When a reservation involves a high risk activity, the use of special equipment not conforming to a recreation setting, and/or very large numbers of people the Department may require liability insurance. The insurance shall include the City and Department as additional named insured. When required, such insurance must be approved by the Director and deposited in his office one (1) week prior to the use of facility or area.
11. A fee may be charged for permits issued to reserve a special facility or area. All fees must be paid at the time the reservation permit is issued. Waivers may be granted by the Director for long term reservations e.g. leagues, tournaments, classes). Any organization, group or individual who fails to comply with Department rules or who does not leave the facility and/or area in an orderly condition will be subject to additional charges.
12. All reservation rental fees will be refunded in full if the reservation is cancelled within seventy-two (72) hours after the date the reservation was made. Cancellations after that time, the fees will be forfeited. No refunds due to inclement weather. Full refunds will be given if the reservation is canceled by the Department.
13. All groups or individuals using buildings will be responsible for the building being in a clean and orderly state after their scheduled use. Any decorations used must be such that they will not deface the building and all decorations must be removed upon completion of the activity.
14. The person signing the permit, or that person's designee, must be present. The permit must be available for inspection by authorized law enforcement and/or Parks and Recreation personnel.
15. Reservations are subject to cancellations if the facility is needed for a Department program or activity.