

**THE VILLAGE OF VERNON HILLS
ARBORTHEATER PAVILION APPLICATION**

APPLICANT MUST BE 21 YEARS OF AGE

Name of Organization _____

Address _____

Telephone _____ Email _____

Responsible Adult _____

Position with Organization _____

Telephone _____ Cell phone _____

Purpose of Event _____

Date _____ Time _____

Set-Up Time _____ Take-Down Time _____

IDEMNIFICATION

The applicant shall indemnify and hold harmless the Village of Vernon Hills, its agents, officials, and employees from and against any and all injuries, losses, claims, suits, costs and expenses, including attorneys fees and court costs, which may accrue against the Village, including damage and destruction to the Village property at the Arbortheater, as a consequence, either directly or indirectly, of the Village granting the applicant the temporary license for the exclusive use of the Arbortheater Pavilion Stage.

Signature of Applicant

PLEASE RETURN THIS FORM WITH YOUR PROOF OF RESIDENCY TO:

VILLAGE OF VERNON HILLS
VILLAGE MANAGER'S OFFICE
290 EVERGREEN DRIVE
VERNON HILLS IL 60061
847-918-3546

AFTER APPROVAL, A PERMIT WILL BE MAILED TO APPLICANT



290 Evergreen Drive · Vernon Hills, IL 60061-2999 · 847-367-3700

ARBORTHEATER PAVILION STAGE USE POLICY

Reservation Policy

- The Arbortheater Pavilion Stage is available for use by individuals, families, organizations, businesses and governmental agencies for special events and programs when not in use by the Village of Vernon Hills.
- The Village of Vernon Hills may issue a permit to allow an individual or group to use the Pavilion Stage only at a particular date/time. If an individual or group with no permit arrives, the group with no permit must leave the stage portion of the facility.
- Charging of an admission fee for attendance to an event on site is expressly prohibited, although a voluntary donation is allowed for acceptance.
- The Village of Vernon Hills reserves the right to cancel any permit for use of the Arbortheater Pavilion Stage at any time.
- The Village of Vernon Hills reserves the right to refuse use of the Arbortheater Pavilion Stage for any event deemed a potential hazard to the Pavilion Stage or its operators or any event deemed not in the best interest of the Village of Vernon Hills or the general public.
- All individuals, families, organizations, businesses, and governmental agencies will comply with all rules, regulations, and ordinances of the Village of Vernon Hills.
- No person or organization will use the Pavilion Stage in any manner not expressly agreed upon in the permit.
- Proof of residency is required at time of permit application. Set-up and clean up must be included in the time stated on the request for a permit.
- Acceptance of attached Indemnification Agreement.

Mandatory Site Visitation and Restriction Requirements

- Permittee or permittee's organization will clean and police the area; removing all refuse, litter, etc. that has accumulated as a result of their use.
- The individual making a facility reservation is financially responsible for any damage occurring to the Pavilion Stage.
- Permittees, their guests, their vendors, and any other person(s) associated with their group are not allowed to drive vehicles off the pavement and onto the grass for any reason.
- No alterations to the structure.
- No jumping or stunts on and off the stage.
- No decorations or any other items may be affixed to the Pavilion Stage structure.
- Alcoholic beverages/tobacco products are prohibited in both stage and seating areas.
- The permittee must provide sufficient and competent adult supervision and chaperones for youths.
- Permittee must be on site at all times.
- Public walkways or paths shall not be restricted at any time.

Cancellations

- Out of courtesy to other users of the facility, we ask that permittee notify the Village as soon as possible of any cancellation of use.