



Large Attendance Rentals (100+)

Are you planning a large event at one of the Village's Facilities/Park Space? If yes, please utilize this informational handout to help guide you through the approval process.

- Events that have an anticipated attendance of 100 or more people will require approval from the Parks and Recreation Committee and/or Village Board. Requests must be submitted in writing 30-days in advance of rental date. The written request may be conducted through the Village's RecDesk Software.
 - The written request should include information such as date and time of request, use of amplified noise, number of people and vehicles anticipated, use of accessory structure rentals, food and beverage present, trash and recycle plan, and a list with contact numbers of all 3rd party vendors utilized.
- There will be a minimum non-refundable cleaning fee of a \$150 for the Dailey Cabin and \$200 for the Beach House which is to be paid after the request has been approved.
- The use of amplified noise is not permitted after 9:00pm. Failure to comply will be a violation of Village Ordinance §192-7.1 and may result in fines and future denials of rentals.
- Amplified noise created from a DJ or a Live Band will require a \$50 amplified noise permit which is to be paid at the time of the approved request.
- The deployment of a temporary accessory structure such as a tent (greater than a 10'x10') or inflatable will require a permit fee of \$50 and an inspection by the Village's Fire Inspector.
 - All accessory structures will have designated areas approved by Village Staff for set-up. The designated locations cannot be relocated.
 - The Village does not rent accessory structures and a 3rd party vendor should be contracted with.
- The sale of alcohol will require a picnic/operator license to be obtained from the Village Board of Trustees. This will require an appearance before a Village Board of Trustees meeting and must be requested no less than 30-days in advance of the rental. Additional fees will apply.
- Information regarding additional trash/recycle/tables/chairs should also be communicated during the request process.
- Will your request require modifications to traffic control? Please provide more information in your written request.
- All rentals must vacate the facility no later than 10:00pm, except the Village Center which must be vacated at 9:00pm.