

# Lake Bluff Park District

# Parking Passes \_\_\_\_\_

355 W. Washington Avenue Lake Bluff, Illinois 60044 • Phone 847-234-4150 • Fax 847-234-7275

## APPLICATION FOR USE OF SUNRISE BEACH

Please keep the BEACH PERMIT in your possession and present it to Police or Park Personnel upon request.

**Beach Shelter Hours: Sunday - Thursday until 10:00pm, Friday - Saturday until midnight.**

In order to make this request you must be a resident of the Lake Bluff Park District and at least 21 years of age and agree to remain on-site and assume responsibility during the use period. Shelter fee includes 5 picnic tables, additional picnic tables supplied for \$100/table. Payment and required paperwork must be made at least 2 weeks in advance of your reservation date.

Shelter fees are as follows:	Monday - Thursday	\$50
	Friday - Sunday	\$150
	Additional picnic table supplied	\$100/table

*Parking: Village of Lake Bluff curfew for on-street automobile parking is 9 pm East of Moffett Rd. Pick up your parking permit at the Lake Bluff Park District should you park later than curfew at least 2 weeks prior to your reservation date.*

Name of person requesting the permit: \_\_\_\_\_

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

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

Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Description of event: \_\_\_\_\_

# of guests in party: \_\_\_\_\_

**Beach Shelters:** North Shelter \_\_\_\_\_

South Shelter \_\_\_\_\_

Date of shelter use: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of shelter use: \_\_\_\_\_ to \_\_\_\_\_

Additional picnic table for \$100 each, # needed: \_\_\_\_\_

Additional garbage cans needed? 1 or 2

Note: (2 regular garbage cans and 1 recycle can are provided at each shelter location)

**Sunrise Bluff:** Date of Bluff use: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Bluff use: \_\_\_\_\_ to \_\_\_\_\_

**Request for Music:** Form signed by guest \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

*Note: Music will be turned off Sunday-Thursday at 9 pm and Friday-Saturday at 10:30 pm.*

**Alcohol:** Prohibited \_\_\_\_\_ \*Allowed \_\_\_\_\_

\* Providing Certificate of Insurance for \$1,000,000 Host Liquor Liability with LBPD added as additional insured through EventHelper.com.

\* Providing Certificate of Insurance for \$1,000,000 Host Liquor Liability with LBPD added as additional insured through homeowner's insurance (must be approved by the Superintendent).

\* If using a caterer, they must provide a Certificate of Insurance for \$1,000,000 Host Liquor Liability with LBPD added as additional insured.

**Shelter Fee** (see fees above) Check \_\_\_\_\_ Credit/Debit Card \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Key Deposit \$50** (returned if key is returned) Check \_\_\_\_\_ Credit/Debit Card \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Alcohol Allowed Fee** (if applies) Check \_\_\_\_\_ Credit/Debit Card \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Key Deposit:** Key #: \_\_\_\_\_ Key Taken: \_\_\_\_/\_\_\_\_/\_\_\_\_ Key Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Deposit given/mailed to client: \_\_\_\_/\_\_\_\_/\_\_\_\_

If key is not returned, enter date deposit is processed in computer as a payment: \_\_\_\_/\_\_\_\_/\_\_\_\_

I/We hereby agree to abide by the regulations of the Lake Bluff Park District, and to accept full responsibility for my own actions and those of the group or organization in whose name I have requested the facility. In addition, I/We agree to hold harmless and indemnify the Board of Trustees and employees of the Lake Bluff Park District for any claims, damages or liabilities that may arise from our usage.

**Signature of Applicant:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**All Above Fees Paid & Request Approved:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Request for Music at the Beach

Name of person requesting the permit: \_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I understand that additional permission from the Executive Director/Superintendent of Community Recreation, Safety and Outreach Services of the Lake Bluff Park District is necessary to have music at the beach during our reserved shelter reservation. Music must be approved by the Lake Bluff Park District's Executive Director/Superintendent of Community Recreation, Safety and Outreach Services and must be kept at a level not to disturb beach patrons and bluff neighbors.

Type of music requested:

Radio/Ipod/Ipad with speaker \_\_\_\_\_

DJ with speaker \_\_\_\_\_

Band \_\_\_\_\_

If Band, list # of people and instruments being played \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting and ending times: \_\_\_\_\_ to \_\_\_\_\_

**Note: Music will be turned off Sunday – Thursday at 9:00 pm and on Fridays and Saturdays at 10:30 pm. Security will make the judgment if music is too loud and inform users to turn it down. If police inform security it is too loud, music will be turned off.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by Director/Superintendent \_\_\_\_\_

Denied by Director/Superintendent \_\_\_\_\_

Date Applicant notified of decision \_\_\_\_/\_\_\_\_/\_\_\_\_ Check whether by Mail\_\_\_\_ or Phone call \_\_\_\_\_

## **Agreement to Abide by LBPB Beach/Bluff Rules and Responsibilities**

I have received the Beach/Bluff Rules and Responsibilities form and agree to abide by the rules and regulations listed.

- In order to request a beach shelter or bluff reservation, permit holder must be at least 21 years of age, a resident of the Lake Bluff Park District and will remain on-site and assume responsibility during the entire reservation.
- Required paperwork and full payment must be in the office no later than two weeks before the reservation date. Any reservation not paid by the deadline date will be automatically cancelled.
- Permit holder and each member of the party shall take every precaution and use every care in connection with their use of the beach and or bluff area, and shall indemnify and hold the Lake Bluff Park District safe and harmless from and shall make full restitution for any and all losses or damages occurring to the said premises or contents due to fire, theft, vandalism, or any other cause as a result of said use.
- The permit holder shall abide by the established hours for the use of the beach and bluff areas and the Ordinance Banning Alcohol on Beach/Bluff Property. The prohibition on alcohol may be waived for qualified adults who provide a Certificate of Insurance for a minimum of \$1,000,000 Host Liquor Liability with the Lake Bluff Park District added as an additional insured through the homeowner's insurance, EventHelper.com, or caterer.
- Fire permitted in beach shelter fireplaces only. Swim only during supervised swim hours and only in designated area. Dog owners must present a current beach pass or current resident driver's license and their dog must have a current dog tag issued by the Park District. Proof of current vaccination is needed to obtain the tag. Dogs must be kept on a leash on the bluff and beach areas and may be let off the leash only in the designated fenced-in area at far north end of the beach. Dog owners must dispose of their dog's waste in garbage containers. Beach gate must remain locked. Please keep the beach and bluff areas clean.
- **Vehicles are not permitted to drive on the sand for any reason, including the loading and unloading of party supplies or guests.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Staff Initials** \_\_\_\_\_

## **Lake Bluff Park District Beach/Bluff Rules and Responsibilities**

The following rules and regulations apply to the use of Sunrise Beach, Beach Shelters and the Bluff at the top of Sunrise Beach:

1. **Permit Holder:** Permit holder is required to be a resident of the Lake Bluff Park District, at least 21 years of age and must remain on-site at all times during the use period. Permit holder must produce permit upon request by Police or Park District personnel and shall be responsible for the conduct of their group and maintenance clean-up at the end of their rental.
2. **Paperwork and Payment:** Required paperwork and full payment for rentals must be in the office no later than 2 weeks before the reservation date and any rental not paid or paperwork not completed by this deadline date of 2 weeks before the reservation date will be automatically cancelled. Shelter fee varies by day and time and is not a deposit and shelter use is limited to six hours.
3. **Group Size:** Shelter groups shall be a minimum of 10 and **may not exceed 75 individuals** within a group. The same minimum and maximum applies to groups Camping on the Beach and only one group per night is allowed to camp overnight and they can't bring dog(s) overnight. Beach or Security Staff will notify the Police in the event that groups exceed the maximum number of guests allowed. No climbing on shelter roofs.
4. **Bluff:** Groups on the Bluff shall not exceed 100 individuals and no tents are allowed. Refreshments may be served but the entire event must be a short time frame so that other patrons and neighbors are not inconvenienced.
5. **Time:** Usage of the shelters Sunday through Thursday shall not exceed 10:00 pm and **Friday and Saturday shall not exceed 12:00 midnight**. Security will advise shelter users they must pack up and leave at the designated closing time 15 minutes before the end of public hours for shelter use. This notice would be given at 9:45 pm for Sunday through Thursday and 11:45 pm for Friday and Saturday shelter users.
6. **Alcohol: No alcoholic beverages** of any kind are permitted on the beach and within the shelters. This prohibition may be waived for qualified adults who provide a Certificate of Insurance for a minimum of \$1,000,000 Host Liquor Liability with the Lake Bluff Park District added as an additional insured through the homeowner's insurance (needs to state that the homeowner's insurance extends off the homeowner's premises), EventHelper.com or caterer. Your permit will indicate whether alcohol is allowed or not. **If any underage drinking is present, beach and security staff will be required to contact the police.**
7. **Party Set Up:** Permit holders must begin their party set up at their scheduled reservation time. Earlier set up will not be available. **Vehicles are not permitted to drive on the sand for any reason, including the loading and unloading of party supplies or guests.** Place all refuse in garbage cans prior to your reserved ending time as no additional clean up time is allowed. Each shelter has 5 picnic tables and additional tables will be supplied for \$100/table. Request for and payment of additional picnic table(s) must be made when completing paperwork for your reservation which must be done at least 2 weeks prior to reservation date.

8. **Parking:** Street parking east of Moffett Road is prohibited after 9:00 pm by Village ordinance. A special parking permit may be obtained from the park district for events after 9:00 pm. No parking is allowed at the beach parking lot, except for vehicles displaying a Park District handicap parking permit or other beach parking permit on their dashboard obtained from the park district office. **THERE IS NO PARKING ALLOWED ON THE BEACH ACCESS ROAD AT ANY TIME.**
9. **Gate Key Deposit:** You may obtain a beach gate key two days before your reservation at the office by paying a \$50 deposit. The deposit payment may be check, Visa or MasterCard. No cash accepted! Make your check payable to the Lake Bluff Park District. Your deposit shall be returned only if you place all refuse in the garbage cans and return the key to the office within 7 days of your reservation. Be sure to lock the beach gate after opening it for yourself so that others without the key do not follow and find themselves locked behind the gate.
10. **Fires:** Fires are only permitted in the shelter fireplace or grills. Bonfires are not allowed on the beach. Firewood is only to be used in the fireplace, don't burn garbage. Charcoal is only to be used in the grills and bring your own. No portable charcoal or gas grill allowed and don't place hot coals in the garbage cans. All fires must be carefully supervised and extinguished before the group leaves the site. Firewood at the shelters is for use in the shelter fireplace only and is not to be removed.
11. **Swimming:** Swimming is only allowed during supervised swim hours and only in the designated area.
12. **Loudspeakers:** Loudspeakers, public address systems, musical instruments, bands or amplified equipment are not allowed without the express permission of the Park District. The Request for Music at the Beach form must be completed by the applicant and then approved by the Executive Director to be allowed. **Music will be turned off Sunday – Thursday at 9:00 pm and on Fridays and Saturdays at 10:30 pm.** Security will make the judgment if music is too loud and inform users to turn it down. If Police inform Security it is too loud, music will be turned off.
13. **Dogs:** Dog owners must present a current beach pass or resident driver's license and their dog must have a current dog tag issued by the Park District. Proof of current vaccination is needed to obtain the tag. Dogs must be kept on a 6 foot leash on the bluff and beach areas and may be left off the leash only in the designated fenced-in area at far north end of the beach. Dog owners must dispose of their dog's waste in garbage containers.
14. **Lighting:** Shelter lights are to remain on due to safety concerns.
15. **Cause for Voiding Permit:** Any violation of the beach rules and regulations, Park District or Village ordinances, shall be just cause for immediately revoking the permit and may be cause for future denial for use of shelter.
16. **Refunds:** Requests for refunds for paid shelter reservations must be submitted in writing to the office at least 2 weeks prior to your reservation date to be approved. The fee per event allowing alcohol to be added as a rider to the Lake Bluff Park District's insurance policy is non-refundable.
17. **Fireworks:** No fireworks allowed at any time.
18. **Inflatables or Trampolines:** No inflatables or trampolines allowed.

**Beach Assistance Vehicle at Sunrise Beach**  
**ATV Use at Sunrise Beach to Assist Shelter Rentals and Provide Access**

**ATV Staff hours**

**June 3 – August 6, 2017**

Weekdays: 10:00 a.m. – 7:00 p.m.

Weekends/Holidays 9:00 a.m. – 7:00 p.m.

Beach closes at 10:00 p.m.

*Hours may change due to weather and availability of staff.*

*Please call (847)295-6586.*

An accessible beach vehicle is available for any person with a disability or requiring assistance. It is also available to assist with shelter rentals. This vehicle must be driven **by beach staff only** during staff hours to bring supplies from a renter's car to the beach shelter, or to transport someone from the top of the access road to the shelter that needs assistance.

**Transporting supplies to the shelters**

- As part of the rental process, obtain a beach key from Guest Services (\$50 key deposit). Open the beach gate (please close and lock the gate behind you) and drive down to the beach parking lot. From there, either call (847) 295-6586 or let the attendant know you would like assistance with the ATV.

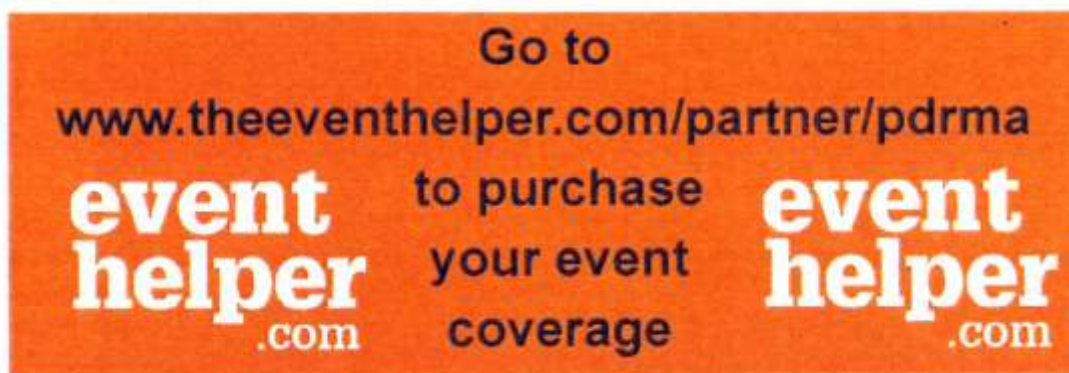
**Beach access assistance**

- If someone needs assistance getting to either shelter or to the beach itself during lifeguard/staff hours, staff can pick up the guest using the ATV either at the top of the access road or from the beach parking lot. Call (847) 295-6586 or let the beach attendant know you would like assistance.
- In addition, a beach key and a handicapped permit for parking at the beach parking lot for the season can be obtained from Guest Services at the Lake Bluff Recreation Center. A \$50 deposit is required which is returned when the beach key is returned (for Lake Bluff residents only).

## Allowing Alcohol on Lake Bluff Park District Property

### Options:

1. Applicant is required to provide the Lake Bluff Park District with a Certificate of Insurance naming the Lake Bluff Park District as an additional insured for the date and time of the rental through their homeowner's policy (must be approved by the Superintendent). Also the Host Liquor Liability coverage must be a minimum of \$1,000,000 (needs to state that the homeowner's insurance extends off the homeowner's premises). If not met, then applicant must decide whether to provide the Certificate of Insurance in option 1 or withdraw their request to allow alcohol during their reservation.
2. Applicant is required to provide the Lake Bluff Park District with a Certificate of Insurance naming the Lake Bluff Park District as an additional insured for the date and time of the rental through EventHelper.com. Also the Host Liquor Liability coverage must be a minimum of \$1,000,000. If not met, then applicant must decide whether to provide the Certificate of Insurance in option 1 or withdraw their request to allow alcohol during their reservation.
3. Caterer is required to provide the Lake Bluff Park District with a Certificate of Insurance naming the Lake Bluff Park District as an additional insured for the date and time of the rental through their insurance policy. Also the Host Liquor Liability coverage must be a minimum of \$1,000,000. If not met, then the caterer must withdraw their request to allow alcohol during their reservation







**North Shelter**

**5 Picnic Tables**

**1 Outlet**

**1 Fireplace**

**160 Yards From Parking Lot**

**South Shelter**

**5 Picnic Tables**

**2 Outlets**

**1 Fireplace**

**50 Yards From Parking Lot**