

VILLAGE OF NEWARK
PO BOX 270
Newark, IL 60541
Phone: 815-695-5671
Email: publicworks@newark-il.us

PAVILION RESERVATION APPLICATION
PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY

NAME _____ OF _____ ORGANIZATION/PARTY: _____
CONTACT _____ PERSON/RESPONSIBLE _____ PARTY: _____
STREET _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: (DAY) _____ - _____ - _____ EVENING/WEEKEND _____
TYPE OF EVENT _____
REQUESTED DATE: 1ST Choice _____ 2nd Choice _____ Time _____

Is a bounce house or similar amusement device to be used? Yes _____ No _____ If yes, then a certificate of Insurance must be submitted by the owner of the device; in addition a portable generator is necessary.

PAVILION REQUEST: 1 2 3

- Fees are for reserving the pavilion
- Permit is valid only for the original date booked. NO RAIN DATES
- Tables outside the pavilion are available to the public.
- **PAYMENT MUST ACCOMPANY APPLICATION. MAKE CHECKS PAYABLE TO:
VILLAGE OF NEWARK
PAVILION FEE: \$10.00 PER FACILITY RESERVED,**

I hereby apply for a pavilion reservation for the group I represent. **I have read all terms and conditions and agree to comply with them. I agree to remove all trash and litter in accordance with the parks CARRY-IN/CARRY-OUT policy.** I understand this permit may be revoked if any terms or conditions are violated. If there are questions please contact the Village Office between 8:00 am and 4:00 pm, M-F.

DATE: _____ **SIGNATURE:** _____

This permit is not valid unless signed and does not become effective until approved.

>THIS SECTION TO BE COMPLETED BY VILLAGE PUBLIC WORKS OFFICE<

Reservation Date: _____ From: _____ am/pm To: _____ am/pm
Pavilion _____
Amount Paid: \$ _____ Receipt # _____ Paid by: _____
Date: _____ Signed: _____
Village Representative

HOLD HARMLESS WAIVER FORM

_____ does hereby covenant and agree to defend and
(Name of user or representative of organization)
hold harmless the **Village of NEWARK** from and against any and all liability, loss, damages,
claims, or actions (including costs and attorney fees) for bodily injury and/or property damage,
to the extent permissible by law, arising out of or in connection with the actual or proposed use
of _____.
(Village Building, Village Parks)

Date(s) of proposed use: _____

Signed:

_____ Date: _____
User

_____ Date: _____
Village of Newark Representative

INSURANCE REQUIREMENTS

Organizations and Businesses requesting use of facilities must provide the following at least five (5) business days prior to use: (if required)

Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the user hereby agrees to effectuate naming the *Village of Newark* (V.O.N.) as an unrestricted *Additional Insured* on the users General Liability insurance policy.

1. The policy naming the V.O.N. as an Additional Insured shall:
 - a. Be an insurance policy that is A.M. Best rated “secured”,
 - b. Provide for 30 day notice of cancellation.
 - c. The V.O.N. is listed as an Additional Insured