



## NORTH AURORA RIVERFRONT PARK OVERLOOK GAZEBO RENTAL APPLICATION

**OVERLOOK GAZEBO RENTAL LIMITED TO WEDDING CEREMONY / PHOTOGRAPHY ONLY**

Date of Application: \_\_\_\_\_ **Fee: Residents: \$150 Non-Residents: \$200**

Name of Applicant: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Time of Event\* From: \_\_\_\_\_ to \_\_\_\_\_

\*Includes set-up time – please note there is a 2 hour time limit.

Number of People Expected: \_\_\_\_\_

The application must be submitted at least **30 days** prior to the event.

The Village reserves the right to approve, deny, or revoke any application at any time.

*I have read the policy and guidelines on the back page and agree to comply with them.*

Signature of Applicant \_\_\_\_\_

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Date Approved: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Village Administrator or Designee Signature: \_\_\_\_\_



## Policy and Guidelines

1. Residency - Either the bride or groom, or parents of either the bride or groom, must be North Aurora residents to be considered a resident. All other requests will be considered non-residents.
2. Length of Ceremony - Wedding and Picture Taking is limited to 2 hours. This includes set up and take down.
3. Hold Harmless - The Hold Harmless Release must be signed and submitted with the application.
4. Damage - The applicant is responsible for any damage to the Overlook Gazebo by any of the guests/participants.
5. Receptions - Receptions will not be allowed at the Overlook Gazebo.
6. Chairs - The Village will not provide chairs and applicant can provide their own chairs for use in the Overlook Gazebo. No chairs are allowed outside the Overlook Gazebo. Chairs must be removed at the end of the rental time.
7. Public Access - Riverfront Park is open to the public at all times, regardless of any rentals or permits held for special events, including weddings. The Overlook Gazebo is the only part of the park that is allowed to be roped off during the rental time period.
8. Bike Path Access - The event must not spillover and block the bike path.
9. Alcohol- **NO** alcoholic beverages are allowed in the Overlook Gazebo or Riverfront Park.
10. Parking - The Village cannot guarantee that parking will be available for your ceremony. Parking is available at most sites, but cannot be reserved. Vehicles are subject to all parking rules. Ticketing will commence for improperly parked vehicles.
11. Decorations - Decorations are only permitted on and in the Overlook Gazebo and must be removed at the end of the event.
12. Confetti -Confetti, rice, or birdseed is not allowed. Flower petals may be thrown as an alternative.
13. Trash - The applicant is responsible for placing trash in garbage cans and leaving the area clean and litter free at the end of the event.
14. Sound - Amplified sound will not be allowed in the Overlook Gazebo.
15. Rehearsals - Rehearsals may be conducted at the reserved site at the applicant's convenience. The Overlook Gazebo will not be roped off for rehearsals and will be open to the public. However, to ensure that a ceremony has not been scheduled at the same time, the applicant should check with the Village in advance.
16. Additional Services - The Village cannot provide wedding planning services, make special arrangements within the park for a wedding ceremony (i.e., providing/moving existing picnic benches or tables, chairs, backdrops or flowers), or conduct any alterations or extra maintenance to existing landscaping.

### **NONREFUNDABLE FEE**

*Applicants will be held liable for any additional damage beyond the fee. Applicants are asked to take a photo after the event has been completed to verify no damage has occurred.*



## **HOLD HARMLESS RELEASE**

The Village of North Aurora is not responsible for any accidents or damages to persons or property resulting from the rental of the Overlook Gazebo for a wedding ceremony or picture taking; the applicant for the wedding or picture taking is responsible for ensuring that the event participants and spectators abide by the policy and all guidelines, conditions, ordinances, village codes and requirements.

The applicant agrees that it will indemnify, hold harmless and defend the Village of North Aurora, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the applicant's event.

I agree to inform the Village of North Aurora of any changes in the application at least 10 days prior to the event. I agree to the terms and conditions listed above.

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date