Three Oaks Recreation Area

City of Crystal Lake, IL

Policies and General Rules

Fee Refund Policy

The cancellation fee is ½ the deposit amount. Reservation fees are non-refundable. To receive a refund of the deposit, less the cancellation fee, all cancellations must be made at least 10 days in advance of the event. No refunds are given in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. City Staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. City Staff may cancel a rental based on severe weather, or for other reasons. Refunds for rentals cancelled by City Staff are at the discretion of City Staff.

Deposit Refund Policy

Pavilion deposits will only be refunded after an inspection of the pavilion has been made by Three Oaks employees. Costs to repair and clean up the pavilion may be deducted from the deposit. If the cost for repairs and clean up exceeds the deposit amount, the applicant is responsible for the total repair and clean up cost.

Non-Resident Parking

Parking fees are not included in reservation costs. Non-Crystal Lake residents are required to pay $5.00 per vehicle to park in the facility. The individual reserving the pavilion may purchase prepaid parking "tokens" for non-resident guest vehicles or request a parking tally. Alternatively, a parking tally can be taken at the parking gate if prior arrangements have been made. A list of expected guests (non-residents) must be submitted to staff prior to your event. Guest lists can be emailed to pavilion@crystallake.org or given to a park manager prior to the date of your event for approval**. Event tally requests will not be taken if requests are not received before your event and prior manager approval has not been received**. If requesting a parking tally, City staff can apply your deposit to pay for parking fees or send an invoice. For more information on parking, please visit www.threeoaksrecreation.com.

General Rules

- Pavilions are available for reservation from 9:00 AM – Dusk.
- The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles.
- No sound-amplifying devices are allowed as part of the pavilion rental.
- Picnic tables may not be moved to different locations. No driving shall be permitted on the trails or picnic areas without on-site City supervision and approval.
- Requests for tents or canopies may be considered by the City following submittal of a plan showing the proposed use.
    - If approved, the tent or canopy must be installed and removed the day of the event.
    - Locations for tents and canopies shall be determined and approved by the City.
    - In addition, tents or canopies greater than 20' x 20' require an inspection by the City's Fire Rescue Department.
- No advertising signs on the property or soliciting on the property.

- The use of the fireplace requires prior approval.
- Fixed charcoal grills are available for use near the Picnic Grove Pavilion. No gas grills or personal charcoal grills may be used in the park, unless approved by City Staff for special events.
- Any organization or corporate event shall show proof of insurance and name the City as additional insured, per the City's insurance requirements.

Failure to comply with the rules will result in forfeiture of the pavilion rental deposit, plus a fine of up to $500.00, and removal from the premises.

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Alcoholic Liquor Use

Alcoholic Liquor Use:

- Alcohol (beer and wine) is only allowed in the pavilion when approved as part of a pavilion reservation.
- Pavilion applications, which include requests for alcohol consumption, shall be signed by an individual 21 years of age or older, who will be responsible for overseeing the serving of alcohol and who will be responsible for his or her guests.
- Beer and wine cannot be consumed outside of the Picnic Grove Pavilion, the Island Pavilion, the Volleyball Court Pavilion, North Lake Pavilion or Lake House Patio (reservations after Labor Day through mid-October).
- The sale of alcoholic beverages is prohibited.
- Beer and wine cannot be consumed at a pavilion rental event where admission is charged.
- **A family or individual having a picnic with over 50 people on City property where alcohol in any form will be served or present, must purchase or provide Host Liquor Liability Insurance coverage with a binder naming the City as additional insured.**
    - Host Liquor Liability Insurance shall have a minimum of $1 million per occurrence.
    - Depending on your insurance, a fee may be involved when requesting a Host Liquor Liability – Certificate of Insurance. From the insurance company of your choice, the Certificate of Insurance must state 'Host Liquor Liability' to be accepted.
    - If your insurance does not cover a Host Liquor Liability, another option to receive one can be found at the following link: http://irmarisk.org/Coverage/TULIP.aspx
- **Any organization or corporate event, regardless of size, where alcohol in any form will be served or present, must purchase or provide a Host Liquor Liability Insurance coverage with a binder naming the City as an additional insured.**
    - Host Liquor Liability Insurance shall have a minimum of $1 million per occurrence. Depending on your insurance, a fee may be involved when requesting a Host Liquor Liability – Certificate of Insurance. From the insurance company of your choice, the Certificate of Insurance must state 'Host Liquor Liability' to be accepted.
    - If your insurance does not cover a Host Liquor Liability, another option to receive one can be found at the following link: http://irmarisk.org/Coverage/TULIP.aspx