



Tower Lakes is a very special community with several parks, playgrounds, islands, and the lake all making up the Common Area of the Association. These Common Areas are open areas designed and maintained for the enjoyment of our members. Each year, many families and groups request to use the TLIA Common Areas for activities and parties outside the scope of TLIA sponsorship and organization.

As a Member-In-Good-Standing of TLIA you, your family and your guests are entitled to use our parks and Common Areas freely and at your leisure for your personal use. This application is intended to govern group activities, sports activities, large parties, wedding ceremonies, and similar functions held on TLIA Common Areas when such events are not TLIA sponsored and could potentially interrupt the normal use of the Common Areas for members.

To assist in the use and enjoyment of the Common Areas for such activities, TLIA has developed this Special Events Application for use by those requesting Common Area use for group activities outside the scope of TLIA.

Members wishing to use the Common Areas for group activities, sports activities, large parties, wedding ceremonies, and similar functions must fill in this application, present it to the TLIA Board, in person at a regular board meeting, for review and approval at least 60 days prior to the event. A limited number of Special Event Applications will be approved each year.



# Special Event Application

A special event is defined as any activity or event not sponsored or supported by the TLIA Board but the event requires/requests the use of TLIA Common Areas.

1. In order for the event or activity to take place, the TLIA Board has the option of requiring Board approval of the event via a completed application by the requesting party. In special instances and for particular events, the Board reserves the right to require the signing of a waiver of liability by participants and in all cases by the event sponsor.

\_\_\_\_\_ (Name of Applicant) a resident of Tower Lakes residing at \_\_\_\_\_, Tower Lakes, IL, 60010, Phone: \_\_\_\_\_ and a member-in-good-standing of TLIA request approval of this Special Event Application for an event to take place on TLIA Common Area.

## COMMON AREA BEING REQUESTED

## 2. TIMING OF THE EVENT

Because special events use of TLIA Common Area limits access by TLIA members, events will be limited both in numbers and duration, especially during the summer months.

A specific hour limit will be approved not to exceed 12 hours during any one day. Event hours (including set-up, the event, and clean up) need to fall within the period of 8am to 11pm Sunday to Thursday and 8am to Midnight on Friday and Saturday.

Set up: Date:\_\_\_\_\_ Start time\_\_\_\_\_ End time: \_\_\_\_\_  
Event: Date:\_\_\_\_\_ Start time\_\_\_\_\_ End time: \_\_\_\_\_  
Clean Up: Date:\_\_\_\_\_ Start time\_\_\_\_\_ End time: \_\_\_\_\_

3. Expected number of attendees \_\_\_\_\_

4. Use of the limited electrical service (where available) must be requested by the host. No additional electrical services may be installed, or used for the event.

Electrical outlets requested Yes:\_\_\_\_\_ No\_\_\_\_\_

Electrical outlets to be used for: \_\_\_\_\_

## 5. STRUCTURES

Tents and stages are discouraged because of potential grounds damage and visual intrusion and must be approved.

# of Tents/stage: \_\_\_\_\_

Location of tents:

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## 6. TERMS:

a. TLIA Board reserves the right to review and approve the use of TLIA Common Areas for any special event not sponsored by TLIA for its members. Use of TLIA Common Areas will be reviewed by the Board on an event-by-event basis via this application.

b. Failure to adhere to the requirements of this application may result in the event being deemed "Trespassing" and appropriate action being taken.

c. EVENT MUST BE HOSTED AND ATTENDED BY AN ADULT TLIA MEMBER WHO IS ALSO THE SPONSOR/APPLICANT

In all cases, this is an absolute condition for use. Host must be a Member-In-Good-Standing of TLIA.

d. THE TLIA BOARD WILL APPOINT A BOARD "SPONOR" FOR THE EVENT.

The Sponsor must be present when the Host presents the request along with the completed application and all supporting documents to the Board. The Board Sponsor will ensure that the Host complies with all of the requirements of the application and requirements of the TLIA Board.

e. BOARD APPROVAL PROCESS AND CONSIDERATIONS

Applications must be submitted in writing and in person to the board for consideration at a regular Board Meeting not later than 60 days prior to the event.

f. All final documents must be received by the Board, and all monies paid to the Board, 15 days prior to the event or the event will be deemed to be cancelled.

g. Applications for events will be reviewed on a "First come, first served" basis.

Notwithstanding the number of applications received, the Board will limit, at its discretion, the number of Special Use Applications granted in any calendar year.

h. The Board reserves the right to modify the terms of the Application, limit the number of attendees, the duration of the event, and the nature of the event at its sole discretion, in order to keep safe from harm the Common Areas of TLIA and to minimize the nuisance potential of the event to other members.

i. WHEN REVIEWING APPLICATIONS FOR SPECIAL USE, THE BOARD WILL CONSIDER THE FOLLOWING CRITERIA, PLUS ANY OTHERS IT MAY DEEM RELEVANT TO THE EVENT.

- Potential noise and nuisance of the event and consideration of neighboring members
- Potential damage or risk to TLIA Common Area
- Total number of attendees
- Ratio of residents to non-residents in attendance

- Time of year
- Duration of the event
- Arrangements for sanitation, catering, parking
- Catering and alcohol requests
- Clean up arrangements

j. LIABILITY.

A Hold Harmless agreement, supplied by TLIA, must be signed by the host and submitted to the Board with the application. In order to protect itself and the members of TLIA, the Board reserves the right to require a special event liability insurance policy be obtained by the host, especially if alcohol is to be served at the event. The Board will determine the amount of liability insurance required based on recommendations from its insurance carrier and the nature of the event.

k. ACCESS

The event Host may place temporary signage to reflect that a special event is in progress however, the host may not deny access to any TLIA Common Areas to any member of TLIA.

l. PARKING AND TRAFFIC CONTROL

A request for parking must be provided and approved in advance designating the number of parking spaces requested for the event. The Host MUST erect temporary parking signage to indicate where guests may and MAY NOT PARK. The Board strongly encourages, and may mandate, offsite parking and organized ground transportation if necessary.

m. SECURITY

If necessary, a plan for additional security (arranged with, or approved by, the Tower Lakes Police) must also be provided and approved by the Board in advance of the event. The cost of the added security will be the responsibility of the host.

n. SERVICES.

For large groups, additional washroom and trash removal services may be required. Specifics for providing these services (type of service, location, delivery and pick up) need to be submitted in writing to the Board in advance of the event.

o. The Host is required to return the TLIA Common Areas to a clean and orderly condition, damage free at the conclusion of the event. The Board sponsor is required to inspect the Common Areas and sign off that it has been returned to TLIA in the same condition as when it was provided for the event.

p. ALCOHOL AND FOOD.

Alcohol and food may be provided by the Host of the event. The Board must be informed of the intention to provide alcohol and food at the time of the application. No glass containers are allowed on TLIA Common Area. No sales of alcohol or food in any form (tickets, cash, etc.) will be allowed.

p. FEES.

There is no charge for a Member-In-Good-Standing of TLIA. A DEPOSIT of US \$500 (five hundred U.S. dollars) must be provided prior to the event. After the event, the TLIA Board sponsor will report back to the Board to determine if there was any member complaints concerning the event or damage to TLIA Common Areas and if any remediation to the area is required. The Board will decide at that time if any or all of the deposit can be returned. The event Host may elect to be present for those considerations.

IT IS INCUMBENT UPON THE TLIA BOARD TO PROTECT THE TLIA COMMON AREAS AND THE RIGHTS OF TLIA MEMBERS WHEN APPROVING SPECIAL EVENTS. THE HOST MUST TAKE ACCOUNTABILITY BOTH FINANCIALLY AND LEGALLY FOR THE EVENT AND THEIR GUESTS.

The following Board Member \_\_\_\_\_(Name of Board Member) has agreed to serve as Board Sponsor for this event.

By signing this application, I agree to be bound by all of the associated conditions.

\_\_\_\_\_  
(Host)

\_\_\_\_\_  
(Board Sponsor)

Approved:

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

\_\_\_\_\_  
(TLIA Board Officer)



WAIVER AND HOLD HARMLESS AGREEMENT

I (print name) \_\_\_\_\_

(address) \_\_\_\_\_, \_\_\_\_\_, Illinois

(Group Activity Name) \_\_\_\_\_

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

I desire to use (or have my children use) the Common Areas of Tower Lakes Improvement Association (the "TLIA"), which shall include participation in various group activities organized and operated by individuals not sponsored by TLIA.

I, the undersigned, hereby agree to waive any liability against and indemnify and hold harmless the Tower Lakes Improvement Association, its officers, directors, employees, and managing agent, if any, from and against all claims, damages, losses, judgments, executions and expenses, (hereafter "claims") arising out of or resulting from the use of TLIA Common Areas. I understand and agree that the group activity is not affiliated with TLIA and I further understand that I will not attempt to hold TLIA responsible for any negligent act or omission of any individual operating or participating in the aforesaid group activity. I hereby acknowledge that the use of TLIA Common Areas by myself (or my children) is done so at my sole risk and I shall not hold TLIA liable for any injuries or loss sustained as a result of the use of the TLIA Common Areas for this purpose. Further, this waiver, indemnification and hold harmless agreement includes, but is not limited to, claims (a) attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and (b) caused in whole, or in part, by any negligent act or omission of Tower Lakes Improvement Association.

AGREED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_