

PEKIN PARK DISTRICT SPECIAL USE APPLICATION

For use of Outer Parks

(McNaughton, Dirksen, Independence, Tante)

Name of Event: _____

Date Submitted

Date Approved

Name of Company, Organization or Individual making request (please Print)

Not for profit 501(c)3 classification _____ Yes _____ No

Requested Date(s): _____, _____, 20____ :____ am/pm to _____:____ am/pm
Day Date

Requested Park: _____

Location with-in Park: _____ (Please include GPS or a map if necessary.)

Please read the following terms carefully before signing and submitting your request for approval.

Your request must be received a minimum of 60 days prior to the event date.

Special Use Application fee is \$20, and due with the completed form.

1. Park hours are 6:00am-10:00pm.
2. Alcohol is prohibited.
3. Food, drink and any type of merchandise are not allowed to be sold, solicited, or given by donation.
4. Individuals/groups or businesses are not permitted to make money on events held in parks.
5. Your event may not be advertised unless/until a Special Use Permit is issued.
6. Any supplies or equipment necessary for your event being brought into a park must be submitted for approval, (include in H).
7. Any banners or signage necessary for your event being brought into a park must be submitted for approval. If approved, banners/signage may only be posted during scheduled event times.
8. Printed advertising materials or solicitation are not allowed at the event.
9. Vehicles are not allowed to be driven off road.
10. If the grounds are too soft due to weather, the Superintendent of Parks will make the determination of allowing your event to take place.
11. The outer parks are not supplied with water, electricity, restrooms or seating.
12. Fires are not allowed except in fire pits. You must bring in water.
13. Only designated trails in parks may be used. At no time will other routes/shortcuts/areas be used.
14. Your group may not cut, move or remove trees, stumps, logs, brush, shrubs, etc.
15. 10% of your total proceeds is to be donated to the Pekin Park District to be used for improvement projects of the outer parks.
16. The permit holder shall be responsible for and will pay for any damages to the Park District, arising out of said use. Any approved supplies or equipment shall be removed by the specified ending time. Area used must be clean, all litter picked up and garbage taken with you.

A. How many people do you anticipate will be involved/ in attendance? _____

B. Please list any other companies, organizations or individuals organizing/sponsoring this event.

C. Is the other sponsoring group a not-for-profit 501(c)3 classification? _____ Yes _____ No

D. Please list all activities you plan to take place at the event. **Any activities not submitted on this request may not take place.**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

E. Will there be any fees charged for your event? _____ Yes _____ No If Yes, explain how funds will be used.

F. Are you requesting any fundraising prior to or during event? _____ Yes _____ No

G. What location(s) are you requesting for parking?

H. Please list any supplies or equipment you are requesting being brought in (ie: banners, porta potties, dumpsters, directional or other signage, amplification, tables, staging, chairs, tents, grills, etc.)

I. Your event must have insurance coverage listing your participants as insured. Additionally, the park requires a certificate of liability listing "Pekin Park District" as an additional insured in the amount of \$ 1,000,000. A hard copy of the certificate and fees must be received and approved a **minimum of 2 weeks** prior to the event date.

A business is bringing in porta potties, dumpsters, staging, etc. if checked then a certificate of liability from that business is also required listing "Pekin Park District" as additional insured in the amount of \$1,000,000.

A certificate of insurance is **not** required.

J. In case of emergency during the event, dial 911. Non-emergency phone numbers: Superintendent of Parks, at 241-0713, Superintendent of Recreation, at 241-0715.

K. Additional fees may apply for set-up and security. \$_____.

L. All statements in the application for use shall be considered as conditions of this agreement. The undersigned hereby agrees to the conditions set forth above, and states that he/she is duly authorized to make such agreement. All park rules must be adhered to even if they are not listed in this application.

Signed _____

Print Name _____

Title _____
(If applicable)

Address _____

City _____ Zip _____

Phone (Home) _____ (Work or Cell) _____ E-mail _____

Mail : 1701 Court, Pekin IL 61554
Fax: 309-347-3970 **Phone:** (309) 347-7275
Attn: Carrie Smith csmith@pekinparkdistrict.org
www.pekinparkdistrict.org

NOTES:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

_____ Approved _____ Denied Executive Director _____ Date

_____ Approved _____ Denied Superintendent of Parks _____ Date

_____ Approved _____ Denied Chief Park Police _____ Date

_____ Approved _____ Denied Superintendent of Recreation _____ Date

Copies: Supt. Parks Park Police Concessions Rockin' P Stables Pekin Tourism PAVBC File

Other _____