

PEKIN PARK DISTRICT SPECIAL USE APPLICATION

Name of Event: _____

Date Submitted

Date Approved

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

Requested Location(s): _____

Please read the following terms carefully before signing and submitting your request for approval. Your request must be received a minimum of one month prior to the event date.

- 1. Park hours are 6:00am-10:00pm.
2. Alcohol is prohibited in parks and facilities. Smoking is not allowed in facilities.
3. Food, drink and any type of merchandise are not allowed to be sold, solicited, or given by donation in any park or facility.
4. Any supplies or equipment necessary for your event being brought into a park or facility must be submitted for approval, (include in K below).
5. Any banners or signage necessary for your event being brought into a park or facility must be submitted for approval, and include location & dates of posting, (include in K below).
6. Printed advertising materials or solicitation are not allowed.
7. Time and location of use of amplification must be pre-approved, (include in K below).
8. Vehicles are not allowed to be driven on or parked on grass or on Pekin Park Trail.
9. 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. Garbage must be contained in receptacles.

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. Has the sponsoring group established non-for-profit status by obtaining a 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.

- a.
b.
c.
d.
e.
f.
g.

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

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

G. Is electricity necessary? ____ Yes ____ No

If yes, please explain _____

H. Are water hook-ups necessary? ____ Yes ____ No

If yes, please explain _____

I. Is seating necessary? ____ Yes ____ No

If yes, please explain _____

