

Applicant's Information *(person making request on behalf of self or business/organization)*

Name : _____

Address : _____

City : _____ State : _____ Zip : _____

E-Mail : _____ Phone : _____

Rules & Regulations

Please read the following terms carefully before signing and submitting your request for approval. Your request must be received at least 60 days prior to the event date.

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

1. Park hours are 6:00 am - 10:00 pm.
2. Alcohol is prohibited in parks and facilities. Smoking is not allowed in facilities.
3. Any Food, drink, or merchandise is not allowed to be sold, solicited, or given by donation in any park or facility without prior approval by the Pekin Park District. *(Include in P)*
4. Any supplies or equipment necessary for your event that will be brought into a park or facility must be submitted for approval. *(Include in P)*
5. Your event may not be advertised unless/until a Special Use Permit is issued.
6. Any banners or signage necessary for your event that are being brought into a park or facility must be submitted to the Pekin Park District for approval and include the location & dates of posting. *(Include in P)*
7. Printed advertising materials or solicitation are not allowed at the event.
8. The time and location of amplification use must be pre-approved by the Pekin Park District. *(Include in P)*
9. Vehicles are not allowed to be driven on or parked on grass or on the Pekin Park Bike Trail.
10. The permit holder shall be responsible for and pay for any damages to the Park District arising from said use. Any approved supplies or equipment shall be removed by the specified ending time. Area must be left clean, all litter picked up, and garbage contained in receptacles.
11. Difficult-to-clean-up particulate items are prohibited during your event, including but not limited to confetti, poppers, glitter, rice, faux snow, flower petals, and holi powder.

Event Details

(Continued on page 2)

- A. Name of Event: _____
- B. Requested Location(s): _____
- C. The applicant is a: Business/Company: ☐ Individual: ☐ Not for profit 501(c)3 organization: ☐
Please select one of three options
- D. # Persons Expected to Attend: _____
- E. Name of Company, Organization, or Person making request: _____
If applicable, what is your title within the Company/Organization: _____
- F. Date of Intended Use: _____ G. Start Time: _____ End Time: _____
(must include setup) (must include cleanup)
- H. Purpose of Event Use: _____
- I. Will there be any fees for your event?: ☐ Yes ☐ No

If yes, explain how funds will be used:

PEKIN PARK DISTRICT



**PEKIN PARK
DISTRICT**

Event Details

(Continued from page 1)

J. Are you requesting any fundraising prior to or during the event? ☐ Yes ☐ No

K. 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.

L. Is electricity necessary? ☐ Yes ☐ No
If yes, please explain:

M. Are water hook-ups necessary? ☐ Yes ☐ No
If yes, please explain:

N. Is seating necessary? ☐ Yes ☐ No
If yes, please explain:

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

P. Please list any supplies or equipment you are bringing in or setting up for the event. (ie: banners, porta-potties, dumpsters, directional or other signage, tables, staging, chairs, tents, grills, PA systems, etc.)

Any equipment not submitted on this request may not be allowed.

1.
2.
3.
4.
5.
6.

Q. In case of emergency, dial 911. For non-emergency, please contact the Pekin Park District Police dispatch at 309.346.3132.

R. 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 & regulations under Ordinance #16-5 must be adhered to, even if they are not listed in this application.

S. Your event may require insurance coverage listing your participants as insured. Additionally, the park requires a certificate of liability listing "Pekin Park District" as certificate holder and as additional insured with respect to general liability in the amount of \$1,000,000. Whether a COI is required or not will be indicated in the OFFICE USE portion of the application. A template or reference of what is needed can be provided. A hard copy of the certificate must be received and approved a minimum of two weeks prior to the event date.



Terms

Additional Contact Person For Rental: _____

Phone: _____

This person is a good contact for the Park District Staff on the day of special use, in addition to (or in the absence of) the applicant listed.

I acknowledge that I have asked the Pekin Park District ("Park District") for the use of the above-marked Locations(s) listed in Section B of the Event Details (the "Facility"). I hereby agree to assume the full risk of any damage or injury to person or property which may be sustained as a result of the use of the Facility and further agree to comply and cause all attendees to comply with the Rules and Regulations under Ordinance #16-5 as well as all directives of Park District personnel. I hereby waive and relinquish all claims that I now have or may subsequently have as a result of the use of the Facility. I do hereby fully release and discharge the Park District and its officers, employees, and agents from any claims that may arise from the use of the Facility. I further agree to indemnify, defend, and hold harmless the Park District and its officers, employees, and agents from any and all costs, losses, damages, and expenses whatsoever (including attorneys' fees and costs) that may arise from the use of the Facility.

Applicant Signature : _____

Date : _____

Additional notes to accompany this application request:

INSTRUCTIONS

Once approved and payment is received, a final copy of these 3 pages will be made available to you. Please keep a copy with you during your event.

Submit your completed special use application along with the required \$20 payment:

Email: rentals@pekinparkdistrict.org**Mail:** Pekin Park District, 1701 Court Street, Pekin, IL, 61554

Drop Off: Pekin Park District Admin. Building in Mineral Springs Park, 1715 Dragon Drive, Suite A, Pekin, IL 61554
(the old pool house North of Happy Tails Dog Park)

Fees may be paid in the following ways:

- In person or by mail with cash or a cashier's check payable to Pekin Park District.
- Over the phone with Visa, Mastercard, and Discover. (309.201.4008)

Office Use

(COI) Certificate of Insurance:

(A template or reference of what is needed can be provided). If required, a hard copy of the certificate must be received and approved a minimum of two weeks prior to the event date.

☐

If checked, this event must have participants sign a participation waiver. (A template will be provided)

☐

If checked, then a certificate of insurance, listing the Pekin Park District as additional insured for general liability in the amount of \$1,000,000, is also required. (A template can be provided upon request)

☐

A certificate of insurance and participation waivers are NOT required.

Additional fees may apply for set-up and security. If applicable, those fees will be discussed and agreed upon by both parties during the processing period and will be listed here by the Pekin Park Administration upon approval and issuance of your final copy of this completed special use permit. *Examples include: extra picnic tables, additional garbage cans, Park Police presence, etc.*

Notes about additional fees:

\$ _____

Approved: _____

Denied: _____

Superintendent of Rec.: _____

Date: _____

Approved: _____

Denied: _____

Superintendent of Parks: _____

Date: _____

Approved: _____

Denied: _____

Chief Park Police: _____

Date: _____

Approved: _____

Denied: _____

Executive Director: _____

Date: _____

COPIES:

Supt. Parks

Park Police

Concessions

Horse Stables

Pekin Tourism

PAVBC

File

Other: _____