

PEKIN PARK DISTRICT SPECIAL USE APPLICATION

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_____
Day Date

: _____ 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 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 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. Your event may not be advertised unless/until a Special Use Permit is issued.
6. 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).
7. Printed advertising materials or solicitation are not allowed at the event.
8. Time and location of use of amplification must be pre-approved, (include in K).
9. Vehicles are not allowed to be driven on or parked on grass or on Pekin Park Trail.
10. 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 must be left clean, all litter picked up and garbage 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. 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.

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. 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 _____

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

K. Please list any supplies or equipment necessary with requested location for your event that you are requesting being brought in (ie: banners, porta potties, dumpsters, directional or other signage, amplification, tables, staging, chairs, tents, grills, etc.)

L. 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 must be received and approved a **minimum of two 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.

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

N. In case of emergency dial 911; Non-emergency; Superintendent of Parks, at 241-0713 or Superintendent of Recreation, at 241-0715.

O. 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) 201-4008
Attn: **Andrea Steffens** asteffens@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 _____