



Permit # _____

ELMHURST PARK DISTRICT 2017 Special Use Permit Application

Please Note: An Elmhurst Park District Special Use Permit Application and Security Deposit must be completed and filed with the Executive Director or his designee ***no less than 30 business days prior*** to the event. ***A Special Use Permit will not be issued until all requirements and payments noted within this application have been fulfilled.*** The application and supporting documents may be faxed to (630) 993-8929, mailed or dropped off to: Elmhurst Park District, Wagner Community Center, 615 N. West Avenue, Elmhurst, IL 60126 or Elmhurst Park District, Administrative Offices, 375 W. First Street, Elmhurst, IL 60126.

Organization / Applicant Information

Name of Event: _____

Organization Name: _____

Org. Address: _____ City: _____ Zip Code: _____

Applicant Name: _____ Email: _____

App. Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Fax: _____

Secondary Contact Name: _____ Email: _____

Home Phone: _____ Cell Phone: _____ Fax: _____

Event Information

Type of Event:

Picnic/Event with 100 or more participants

Commercial Use

Parking Lot Use

Political Activity

Run/Walk

Other: i.e., meeting, rally, etc.

Description: _____

Location/Park: _____

Specific Area: _____

Event Date(s): _____ Projected Attendance: _____ # of Volunteers: _____

Event Time: _____ to _____ Set-up Time: _____ Breakdown Time: _____

Entrance Fee: Yes \$ _____ No

The Park District does not grant refunds due to weather conditions or cancellations.

Will you proceed with the event if it rains? Yes No

Event Plans

Please supply details on those items checked "Yes".

| | | | |
|---|------------------------------|-----------------------------|--|
| Are you bringing grills? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Gas <input type="checkbox"/> Charcoal <i>How many?</i> <i>Size?</i> |
| Do you have a plan for Garbage/Recycling? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <i>Plan for trash removal:</i> |
| Are you catering food? <i>*Attach Certificate(s) of Insurance</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Catering Company: |
| Will food be available for purchase from Vendors? <i>*Attach Certificate(s) of Insurance</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <i>Food vendor(s): Attach additional sheet if necessary.</i> |
| Will there be other vendors? <i>*Attach Certificate(s) of Insurance</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <i>Vendor(s) and item(s) to be sold: Attach additional sheet if necessary.</i> |
| Do you have a parking plan? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Where will attendees park? Handicap parking? Emergency vehicle access? |
| Will a generator be present? <i>*Attach certificate of insurance</i> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <i>Size?</i> <i>For what purpose?</i> <i>Company:</i> |

Event Plans (continued)

| | | | |
|--|-------------------------------------|------------------------------------|---|
| <p>Will there be portable toilets?</p> <p><i>*Attach Certificate of Insurance</i></p> | <p><input type="checkbox"/> YES</p> | <p><input type="checkbox"/> NO</p> | <p># Toilets ____ #ADA Approved Toilets ____ # Hand Washing Sinks ____</p> <p>Set-up Date: _____ Pick-up Date: _____</p> <p>Company:</p> <p><i>Please request that company call 630-993-8901 and ask to be connected with the EPD Division Manager – Facilities to make arrangements for approved placement of units.</i></p> |
| <p>Will there be tents, canopies or other structures (i.e. stage, bleachers, scaffolding, etc.)?</p> <p><i>*Attach Certificate(s) of Insurance</i></p> | <p><input type="checkbox"/> YES</p> | <p><input type="checkbox"/> NO</p> | <p>What? Attach additional sheet if necessary.</p> <p>How Many? Size(s)?</p> <p>Company:</p> |
| <p>Will there be moon jumps/inflatables, dunk tanks etc.?</p> <p><i>*Attach Certificate of Insurance</i></p> | <p><input type="checkbox"/> YES</p> | <p><input type="checkbox"/> NO</p> | <p>What? How many?</p> <p>Company:</p> |
| <p>Are you planning to notifying residents, businesses, churches, schools?</p> | <p><input type="checkbox"/> YES</p> | <p><input type="checkbox"/> NO</p> | <p>How?</p> |
| <p>Any Other Plans?</p> <p><i>Please address any other relevant plans for the event.</i></p> | <p><input type="checkbox"/> YES</p> | <p><input type="checkbox"/> NO</p> | |
| <p>Have you attached a detailed layout/site plan and event flyer/brochure?</p> | <p><input type="checkbox"/> YES</p> | <p><input type="checkbox"/> NO</p> | <p><i>Indicate where portable toilets will be placed, specify tent locations and how they will be supported, identify vendor locations, show start/finish lines for walks/races, etc.</i></p> |

Security Deposit and Usage Fees

Security Deposit - A refundable security deposit is required from all groups requesting a Special Use Permit. Sponsor/Organization/Applicant agree that within forty-eight (48) hours of the conclusion of the event, they will (at their own expense) provide for the cleanup, repair, replacement or restoration of any damaged, lost or stolen portions of the subject property including but not limited to landscaping, turf, buildings, and/or pavement.

| | |
|------------------|------------------|
| \$375.00 | under 100 people |
| \$575.00 | 100-500 people |
| To be determined | over 500 people |
| To be determined | commercial use |

The Security Deposit must accompany the Special Use Application at least 30 business days prior to event.

Usage Fee - A non-refundable usage fee will be charged per priority use. The fee is charged at the discretion of the Executive Director or designee and the Park District reserves the right to increase the fee based on the nature of the activity. Priority usage and associated fees:

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|---|------------------|
| Resident Community/Non-Profit Organizations | \$ 125.00 |
| Resident Private Groups/Individuals | \$ 285.00 |
| Non-Resident Community/Non-Profit Organizations | \$ 360.00 |
| Non-Resident Private Groups/Individuals | \$ 435.00 |
| Business/For Profit Organizations | \$ 785.00 |
| Other | To be determined |

Costs incurred promoting and marketing events prior to the issuance of an approved Elmhurst Park District Special Use Permit, and changes/modifications relative to the event from the Elmhurst Park District, are at the sole expense and risk of the event organizer.

The Usage Fee must be received no later than 21 business days prior to the event.

Rental Fee Structure Classification

RESIDENT COMMUNITY/NON-PROFIT ORGANIZATIONS: Non-Profit groups, civic organizations or governmental units whose place of business or operation is within the Elmhurst Park District jurisdictional boundaries. (Tax-exempt charitable, educational or service organizations whose purpose is to raise and use funds to serve a public good and not to realize a monetary gain or return for the owners and shareholders thereof.)

RESIDENT PRIVATE GROUPS/INDIVIDUALS: A resident is one who pays Elmhurst Park District taxes. If you are unsure, please check your tax bill. Proof of residency will be required.

NON-RESIDENT COMMUNITY/NON-PROFIT ORGANIZATIONS: Non-profit group, organization or governmental unit whose place of business is outside of the Elmhurst Park District jurisdictional boundaries. (Tax-exempt charitable, educational or service organizations whose purpose is to raise and use funds to serve a public good and not to realize a monetary gain or return for the owners and shareholders thereof.)

NON-RESIDENT PRIVATE GROUPS/INDIVIDUALS: A non-resident is one who does not pay Elmhurst Park District taxes.

BUSINESS/FOR PROFIT ORGANIZATIONS: A legally recognized company, enterprise or firm designed to provide goods and/or services to consumers and whose primary purpose is to realize a monetary gain or return for the owners or shareholders thereof.

OTHER: The Park District reserves the right to assess additional fees for special requests, size considerations, and unusual activities. Additional charges may be levied if the Park District incurs expenses preparing special requests for a rental.

Insurance Requirements For Special Use Permits

The Elmhurst Park District requires submission of a sponsor/organization Certificate of Insurance and Endorsement prior to review by the Executive Director for all special events.

Additional Certificates of Insurance are required for:

| | |
|------------------------------|---------------------|
| Tents larger than 10'x10' | Catered food |
| Stages/bleachers/scaffolding | Port-a-Potties |
| Inflatables/moonwalks, etc. | Vendors |
| Demonstrations | Other as determined |

1. The Certificate(s) of Insurance must include the following **minimum** limits of insurance coverage required for special events on Park District property - **\$1,000,000 per occurrence; \$2,000,000** aggregate coverage for general liability and MUST provide 30 days' notice of cancellation, except 10 days' notice for non-payment of premium.
2. The Elmhurst Park District must be named on the Certificate(s) of Insurance as the **Certificate Holder**.
3. The Certificate(s) of Insurance description area must list the Elmhurst Park District as a **primary, non-contributory additional insured** under the general liability policy for the event along with the **special event name, date, time and location**.
4. The **Endorsement** issued under the General Liability policy of insurance for the event must reflect that the **Elmhurst Park District is an additional insured** for the event.
5. The Elmhurst Park District reserves the right to request a copy of the policy represented by the Certificate(s) of Insurance.
6. **All** required Certificates of Insurance and Endorsements must be received **21 business days prior** to the event.

Non-issuance/revocation of the permit may occur for failure to provide acceptable insurance coverage.

Rules And Regulations

1. The applicant submitting a request must be a minimum of 21 years of age. Adults are responsible for the conduct of the members of their group.
2. Cancellation of rental reservations must be done within 10 business days in advance of the scheduled rental time by notification to the Elmhurst Park District. Failure to do so will result in forfeiture of the deposit fee.
3. The Park District does not grant refunds due to weather conditions or cancellations.
4. Permit holders have priority over non-permitted groups. If the area is occupied, please show your permit to the other party. Contact the Park Ambassador at (630) 675-4491 or the police at 9-1-1 if a problem occurs.
5. Parking/driving is permitted only on designated roadways and parking areas. **Do not drive onto park grounds**.
6. Alcoholic beverages and illegal drugs are prohibited.
7. Fires are permitted only in picnic grills provided by the District or in portable grills provided by the user. To prevent fires and damage to property, charcoal grills are permitted only in locations with charcoal disposal rings for deposit of extinguished coals. Wood fires and fire pits are prohibited on District property. Grills are not allowed on tables. Fires must be completely extinguished before leaving the site. Barrel grills and grills with 20 pounds or larger tanks are prohibited on all District property unless approved by the Executive Director prior to the event.
8. Park code does not allow for amplified sound or other equipment to be brought into a park without specific written permission. A Park District staff member or police officer who determines that noise from your event is at an unreasonable level or is offensive to others may require the event organizer(s) to lower or discontinue the noise.
9. Smoking or the use of any tobacco product is prohibited within 20 feet of park facilities.
10. Park District staff or police may order entertainment or any portion of event activities to end if it incites or has the potential for unruly or risky behavior.

Rules And Regulations (continued)

11. Photos and videos are periodically taken of people participating in Park District programs and activities. All persons registering for Park District programs/activities, or using Park District property thereby agrees that any photograph or videotape taken by the Park District may be used by the Park District for promotional purposes including its promotional videotapes, brochures, flyers and other publications without additional, prior notice or permission and without compensation to the participant.
12. Any and all rules/regulations/laws/ordinances of federal, state, local and/or Elmhurst Park District will be followed.
13. The permit holder is responsible for seeing that areas are left in a clean and orderly condition. Remove all trash from Park District property and/or place trash into the appropriate receptacles. Recycle bins are also provided. Patrons are responsible for removing any signs, streamers, banners, balloons, etc. Security deposit or portion thereof will be returned after inspection and determination by a Park District representative that the permitted area is in the same condition as it was prior to rental.
14. Parks close at dusk.
15. A Special Use Permit will not be issued until all of the Elmhurst Park District's requirements have been fulfilled including **receipt of all documents and full payment at least 21 business days prior to the event.**

Hold Harmless Agreement

The Special Use Permit applicant or designee and/or the sponsoring organization (hereafter called "permittee") agree to reimburse the Elmhurst Park District (hereafter called the "Park District") for all loss incurred by it in repairing or replacing damage to Park District property proximately caused by the permittee, its officers, employees, agents, monitors or any other persons attending or forming the special event who were or should have been under the permittee's control.

The permittee further agrees to defend without costs, indemnify and hold harmless the Park District, its officers, agents, and employees from any liability to any persons, damages, losses or injuries arising out of or alleged to arise out of the permitted event which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors or any other persons attending or joining in the event who were or reasonably should have been under the control of the permittee.

Authorized Signatures

I declare that the information contained in this proposal is true and correct to the best of my knowledge. I hereby attest that I am at least 21 and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought to the terms of this agreement. I agree to reimburse the Elmhurst Park District for any and all loss incurred by it in repairing or replacing damage to Park District property.

I have read and understand all special use regulations/requirements/agreements. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Elmhurst Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed special event.

Printed Name of Applicant

Applicant Signature

Date

Printed Name of Sponsor/Organization Official

Signature of Sponsor/Organization Official

Date

Official's Title