



## 2026 Special Event Permit Application

Thank you for choosing the Elmhurst Park District to host your Special Event! We look forward to working with you! Please complete this application in its entirety prior to submitting. The application will not be accepted if the event date is less than **30 days** from submitting. The District shall have at least five business days after receiving a permit request to review the application. The District reserves the right to take additional time to review any application. 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 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 or emailed to [Imetzler@epd.org](mailto:Imetzler@epd.org).

- ☐ Applicant understands that the submission of an application does not guarantee the event will be approved.
- ☐ Applicant shall not publicize or promote the event until the application has been approved.

### A: Applicant / Organization Information

Organization Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### B: Event Information

Name of Event: \_\_\_\_\_

Requested Location: \_\_\_\_\_

Type of Event:

☐ Parking Lot Use      ☐ Charity Walk/Fun Run\*      ☐ Organization Event      ☐ Political Activity

☐ Other: \_\_\_\_\_

#### Event Dates and Times:

Reservation Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set-up Start Time: \_\_\_\_\_ Breakdown End Time: \_\_\_\_\_

#### Description of Event:

\* All Charity Walk/Fun Runs along the Illinois Prairie Path will require a permit from DuPage County.

\* Color runs are prohibited on District Property.

## C: Event Plans:

Projected Attendance: \_\_\_\_\_ Entrance Fee: ☐ Yes ☐ No Amount: \$ \_\_\_\_\_

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

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

## D: Event Features/Special Equipment (check all that apply)

All features require a Certificate of Insurance from the company providing the service or rental.

- |   |  |
|---|--|
| <input type="checkbox"/> Catering Food                                  | <input type="checkbox"/> Food Vendors      |
| <input type="checkbox"/> Outside Vendors                                | <input type="checkbox"/> Banner or Signage |
| <input type="checkbox"/> Tents  | <input type="checkbox"/> Generator         |
| <input type="checkbox"/> Amplified Sound *must complete additional form | <input type="checkbox"/> Grill(s)          |
| <input type="checkbox"/> Other (Please explain)                         |  |

## E: 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.

Under 100 People	\$400.00
100-500 People	\$600.00
Over 500 People	To be determined
Commercial Use	To be determined

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

## F: Usage Fee and Fee Classification Structure

**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. The Park District reserves the right to increase the fee based on the nature of the activity. 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.

Priority usage and associated fees:

Resident Community/Non-Profit Organizations	\$250
Resident Private Groups/Individuals	\$400
Non-Resident Community/Non-Profit Organizations	\$550
Non-Resident Private Groups/Individuals	\$650
Business/For Profit Organizations	\$1,000
Other	To be determined

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

## Fee Classification Structure:

**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.

## **G: Insurance Requirements for Special Event 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'	Stages/bleachers/scaffolding
Demonstrations	Catered food
Port-a-Potties	Vendors
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.**

## H: Rules and Regulations

All rules, regulations and directions of the park district park ambassador or his/her representative must be followed. Permit holders are responsible for planning and supervising the event in accordance with park district ordinances. Failure to do so may result in withholding of deposit. The Park Ambassador/District staff has the authority to implement and enforce rules that are more stringent or supplement those listed here:

1. The applicant submitting a request must be a minimum of 21 years of age. Permit holder is responsible for the conduct of the members of their group.
2. The Park District does not grant refunds due to weather conditions or cancellations.
3. Permit holders have priority over non-permitted groups. If a problem occurs, contact the Wagner Community Center at (630)-993-8900 or the Park Ambassador at (630) 675-4491.
4. Motorized vehicles are not allowed to drive into the park. This includes unloading of supplies and any event setup that is required.
5. **Food trucks are not permitted in the parks.**
6. **All bounce houses and inflatables are not permitted in the parks.**
7. Alcohol, tobacco use, and controlled substances are prohibited in all district parks.
8. To prevent fires and damage to property, wood fires (campfires) and fire pits are prohibited on district property.
9. Portable grills are permitted in the parks. Charcoal grills must be 22.5 inches or less in diameter and are only permitted in locations with coal bins. Coals must be completely extinguished and placed in the coal bins provided by the district. Gas grills must have a tank less than 20 pounds. Do not place grills onto picnic tables.
10. Park code does not allow for amplified sound or other equipment to be brought into a park without specific written permission. If a Park District staff member determines the volume is at an unreasonable level or is offensive to others, event organizer(s) will be required to lower or discontinue the noise.
11. Park District staff may order entertainment or any portion of event activities to end if it incites or has the potential for unruly or risky behavior.
12. 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.
13. Any and all rules/regulations/laws/ordinances of federal, state, local and/or Elmhurst Park District will be followed.
14. 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.
15. Parks close at dusk.
16. 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.

## I: 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.

## J: 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.

_____ <i>Printed Name of Applicant</i>	_____ <i>Applicant Signature</i>	_____ <i>Date</i>
_____ <i>Printed Name of Sponsor/Organization Official</i>	_____ <i>Signature of Sponsor/Organization Official</i>	_____ <i>Date</i>
_____ <i>Official's Title</i>	_____	_____