



PARK WEDDING PERMIT APPLICATION

APPLICANT INFORMATION

Name of Applicant: _____

Fiancè's Name: _____

Address: _____

Apt/Ste: _____

City: _____

State: _____

Zip: _____

Email: _____

Phone: _____

Event Day On-Site Contact: _____

Cell: _____

EVENT INFORMATION

LOCATION/FACILITY REQUESTED (Check all that apply)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Schwiebert Riverfront Park | <input type="checkbox"/> Sunset Park | <input type="checkbox"/> Lincoln Park | <input type="checkbox"/> Martin Luther King Jr. Park |
| <input type="checkbox"/> Main Stage & Great Lawn | | <input type="checkbox"/> Band Shell | <input type="checkbox"/> Terry Brooks |
| <input type="checkbox"/> Observation Shelter | <input type="checkbox"/> Longview Park | <input type="checkbox"/> & Shelter | <input type="checkbox"/> Performance Stage |
| <input type="checkbox"/> Triangle Lawn | | <input type="checkbox"/> Gazebo | <input type="checkbox"/> & Shelter |
| | | <input type="checkbox"/> Wedding Plaza | |

DAY & DATE(S)

Date: _____ option 1 _____ option 2

Event Times (include set-up and tear-down):

Arrival/Set-up: _____ : _____ Ceremony Time: _____ : _____ Departure Time: _____ : _____

ESTIMATED NUMBER OF ATTENDEES/PARTICIPANTS: _____

EVENT DESCRIPTION:

- Wedding Ceremony Wedding Reception Wedding Ceremony & Reception

EVENT FEATURES

Check all information appropriate to your event. Some event feature **may require additional permits & fees** from the Rock Island Park Board and/or the City of Rock Island.

AMPLIFIED SOUND (Additional fees may apply)

Are you requesting permission to have amplified sound? NO YES (Please continue)

Hours of Amplified Sound: _____ to _____

Description (Please describe purpose and plans for amplified sound)

Will music/sound be monitored for language content? NO YES

Are you planning to provide live entertainment as a feature of your event? NO YES (Please continue)

Description: _____

Will you provide sound equipment or rent from Rock Island Parks & Recreation? (Renting only available to Schwiebert Park)

Provide Rent Includes 2 speakers, 2 microphones with stands, and adaptor for CD player, MP3 Player or IPOD (players not included). System is designated for speaking and solo artists; not suitable for band amplification.

How will you be using the System? _____

FOOD & NON-ALCOHOLIC BEVERAGES

Are you requesting permission to **serve** food and/or beverages?

Yes (Event Participants only) Yes (to the General Public) No

Are you requesting permission to **sell** food and/or beverages?

Yes (Event Participants only) Yes (to the General Public) No

IF FOOD IS DISTRIBUTED OR SOLD, THE CITY HEALTH INSPECTOR MUST BE CONTACTED AT 309-732-2915.

If vendors/caterers are known please list: _____

ALCOHOL

Alcohol for Special Events is only allowed on park property when a permit has been issued and the alcohol being provided is by a company that has appropriate licenses from the State of Illinois Liquor Commission, and has been approved by the Rock Island Park Board and given a license from the City of Rock Island. Request must be given to the Park Board eight-weeks in advance. Requests must be given to the City of Rock Island at least 30 days in advance. Approved copy of the appropriate licenses must be submitted to the Park Board within 30 days of the event. Please plan accordingly by **submitting all appropriate paperwork at least eight week prior to your event date** to allow the Park Board and City of Rock Island time to make recommendations to ensure participant and public safety.

Are you requesting permission to have beer or wine at your event? NO YES (Please continue)

Serve Sell Please attach a detailed plan for serving alcohol and preventing underage drinking.

Proof of dram show insurance coverage will be required.

Who will be selling/serving the alcohol? _____

Additional charges may apply with Serving/Selling Alcohol.

RENTAL OF EQUIPMENT

Rental of Chairs, Tables, Stanchions & Fences are **ONLY** available at Schwiebert Riverfront Park.

Are you requesting rental of any of the following from RI Parks & Rec? NO YES (Please continue)

Chairs: _____ # Tables: _____ # Stanchions: _____ # of Fence Sections: _____
(90 Available/\$4 Each) (10 Available/\$10 Each) (20 Available/\$7.50 Pair) (60 Available/\$7.50 Each)
(Each 8' wide x 4' high)
(Required if serving alcohol - \$400 for Lawn)

EVENT ADDITIONS

Will your event require the use of **TENTS OR CANOPIES?** NO YES (Please continue)

Permit required for tents over 1,000 square feet. Additional fees may also apply.

Number of Tents: _____ Size: _____ x _____

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VEHICLES

The Park Board may consider granting permission for the delivery of equipment and supplies for event set-up and tear-down. Additional Fees apply.

Driving and/or Parking vehicles on grass/athletic fields is STRICTLY PROHIBITED.

Are you requesting permission to operate staff/supply vehicles on Park Board service roads for delivery of equipment and supplies?

NO

YES (Please continue)

Cars: _____ # Trailers: _____ # Buses: _____ # Semi Trucks: _____

Golf Carts: _____ # Other: _____ Describe: _____

POLICIES

- Alcohol is not allowed in the park without proper documentation and fees.
- No set-up or decorating may take place until RI Parks & Rec staff is present.
- Refundable damage deposit of \$100 is required for special event along with a valid credit card on file.
- Applicant is responsible for set-up and tear-down of all chairs, tables, equipment and decoration, as well as clean-up and taking trash to dumpster. Failure to do so will result in additional fees.
- Parks Staff will set up sound system (if rented) and applicant will appoint person to operate system.
- Prohibited: confetti, bird seed, rice, silk petals, or any other material that may cause litter.
- In case of inclement weather, equipment rental fees will be refunded. Park rental fee is non-refundable.
- Stakes may not be used in lawn due to irrigation system.
- Failure to clean up park after use may result in additional clean-up fees.
- Glass bottles are not allowed in the park for safety reasons.
- Cancellation policy: with at least 15 day notice applicant will receive a refund, less a \$50 cancellation fee. Within 15 days notice will forfeit entire fees & deposit.

SIGNATURE

Approval of this application will reserve for the applicant the requested event date/place, providing all requirements outlined by the Special Event Policy in writing to the applicant are met.

GENERAL CONDITIONS

Applicant agrees: to bear all costs of policing; cleaning and restoring park property used pursuant to the permit, to reimburse the Park Board of all such costs incurred by the Park Board; to pay by credit card on file if damage cost are greater than the \$100 refundable deposit; to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from damage or injury occurring in connection with the permitted event proximity caused by the action of the applicant, its officers, employees, or agents or any person under applicant's contract; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines or result in revocation of the permit. The undersigned agrees by the execution hereof to indemnify and hold harmless the Rock Island Park Board against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I acknowledge that I have received, read and agree to the terms of the event and facility rules and the Rock Island Park Board Code of Ordinances and I agree to abide by them. The Undersigned has full authority to represent the sponsoring organization:

Printed Name: _____

Signature: _____

Date: _____

PAYMENT

Refundable damage deposit and valid credit card is required to secure requested date(s). All applicable rental fees are due no later than 30 days prior to event date. Failure to submit fees may result in denial of rental. ***Cancellation Policy - All cancellations must be made **in writing** not less than 72 Hours in Advance. With proper notice, applicant will receive a refund minus a \$50 cancellation fee. Failure to provide 72 Hours notice will result in a loss of 50% of the rental fee along with damage

REQUIRED CREDIT CARD INFORMATION

Type of Card: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Card Number: _____

Exp Date: _____

Security Code: _____

Name on Card: _____

REFUNDABLE DAMAGE DEPOSIT REFUND TO:

Name/Organization: _____

Address: _____

City: _____

ST: _____

Zip: _____

If a refund is applicable and Park Board clears applicant after event, a refund will be processed within 30 days of event.

RETURN COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:

RIFAC • Attn: Dan Gleason • 4303 24th Street • Rock Island, IL • 61201

FOR QUESTIONS PLEASE CALL ROCK ISLAND PARKS AT 309-732-7275 OR EMAIL GLEASON.DANIEL@RIGOV.ORG

OFFICE USE

Refundable Damage Deposit: \$

Cash Check #: _____ CC Date: _____

Rental Fees: \$

Total Due: \$

Cash Check #: _____ CC Date: _____

Special Events Manager Approval _____

Date _____

Division Manager Approval _____

Date _____

Director/Park Board Approval _____

Date _____

Approved Denied
 Deposit
 Alcohol
 Alcohol Paperwork
 Approval Letter Sent
 Insurance Paperwork Received
 Total Fees Received
 Permit Sent