



1231 Bonansinga Dr. - Quincy, Illinois 62301-5213
Telephone 217-223-7703 – Fax 217-228-9209
Email info@quincyparkdistrict.com
www.quincyparkdistrict.com

Re: **Quincy Park District Special Park Use/Event Application**

To Whom It May Concern:

The Quincy Park District would like to take this opportunity to thank you for considering one of Quincy's finest parks to host your organization's event. To assure a successful event and a positive experience for everyone, plan ahead and please submit your application several months ahead of your event.

The attached application must be completed in its entirety. If any information provided in the application changes, any time after submitting the application for approval, you must notify the park district immediately.

Do not publicize your event before receiving approval from the Park District!

If you need additional copies of the application, for any reason, you can find it on our web site.

If you have any questions regarding hosting your event in relation to the park or completing the application, please feel free to contact us. We hope your event is a success!

Cordially,
Quincy Park District Business Office
1231 Bonansinga Dr.
Quincy, IL 62301-5213
217-223-7703
217-228-9209 fax

Coordination Meeting:

A coordination meeting with Quincy Park District representatives will be scheduled for 2 to 3 weeks in advance of your event. At that meeting, the locations of any tents and equipment can be coordinated along with any other issues that pertain to your event.

The Quincy Park District is committed to helping you have a successful and safe event. Please let us know your requirements and we will do our best to meet your needs.

**Quincy Park District
1231 Bonansinga Drive
Quincy, Illinois 62301**

Quincy Park District Phone Numbers:

Emergency:	911
Ranger:	316-4557
Business Office:	223-7703
Batting Cage	228-1261
Indian Mounds Pool	228-9219
Art Keller Marina	228-9227
Westview Clubhouse	223-7499
Recreation Hotline	223-9625



Quincy Park District

Special Event Information:

Thank you for holding your special event in the Quincy Park District. This pamphlet provides information that will help you in your planning. Please read it carefully.

Reflect setup and cleanup time in your request. You may not have equipment in a reserved facility before or after your reserved times.

Plan for adequate toilets. The District requires at least 1 toilet for every 200 attendees. 10% must be handicapped accessible (minimum of one).

Quincy Park District must approve any signs placed in Parks. Signs may not be put up before the approved date (ordinarily no more than one week prior to the event) and all signs must be removed by the end of your reservation period.

Do not use alcohol to promote your event. Quincy Park District policy prohibits using alcohol in advertising for the event. Listing someone as a sponsor is allowed, but featuring the price or amount of alcohol is prohibited.

Complete an Alcohol Sales Plan. If you will sell alcohol, complete the Alcohol Sales Plan in your special events application packet and get Quincy Park District approval.

Driving or parking on the grass is prohibited unless you have permission. Permission forms are available at the Quincy Park District office located at 1231 Bonansinga Dr. Permission to drive on the grass to load and unload is not permission to park on the grass; this must be specifically requested and approved.

All parks close at 11:00 PM. A written request must be submitted and approved if you will be in the park after hours.

Overnight stay is prohibited.

Plan carefully to avoid damage. You will be charged for any damage to the park caused by your event. If spilled, chemicals from portable toilets will damage the grass. Heat from cooking surfaces will also damage grass. Cooking surfaces are required to be a minimum of 6 inches off the ground.

Do not dig or drive stakes without approval. The location of tents, temporary fencing etc. must be coordinated with the Quincy Park District. Water, sprinkler, and electrical lines run under many park locations. Digging or driving stakes in unapproved locations could be dangerous and cause damage for which the event organizer will be required to pay.

Plan your electrical use. District electrical outlets are 110v, 20 Amps. Exceeding the 20 amp limits will cause the circuit breaker to trip and is unsafe. Check on participant/vendor electrical usage and plan vendor locations so that the 20 AMP limit is not exceeded. Any changes to Quincy Park District electrical service must be approved by the Quincy Park District and be performed by a licensed electrician. Several event organizers have contracted for a large capacity portable generator to meet their needs.

Complete a site plan. Complete the site plan included in your application packet.

Safety: Make safety a part of your event planning process. Appoint a safety coordinator or committee and consider safety issues as you plan your event. Some common safety considerations are:

Trip/Fall Hazards. Plan the routes of cords and the location of tent stakes and ropes to provide a clear path of travel. Any hazards that cannot be eliminated should be clearly marked.

Severe Weather (Lightning/Wind): Designate someone to monitor the weather before and during your event. Plan ahead when you should cancel or suspend your event. Remember, if you can see or hear lightning you are in danger of being struck. If you have fenced the park to control entry – make certain you have a plan to empty it quickly. If necessary, consider designating teams to open additional exits.

Fencing: Do not leave “bare” fence poles in the park. Plan your work so that the fence is attached as the poles are put up. Bare poles are considered a hazard as park users may run into them, causing injury.



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Version Jan 2017

	Dir. of Program Services
	Dir. of Business Services
	Dir. of Parks
	Executive Director
	Business Services Office

**SPECIAL PARK USE PERMIT/
 MAJOR EVENT ACTIVITY APPLICATION**

Application MUST be submitted 30 days before your event.

Date of Event: _____ Park: _____ Name of Event: _____

SECTION 1- Application *must be completed in its entirety and approved by the Park District before your event is confirmed. Do not publicize your event before receiving approval from the Park District. Return completed application to address listed above.*

Name, Sponsoring Group/Organization: _____

Group/Organization Status (Check all that apply): Private Commercial
 Not-for-Profit (501c3) Not-for-Profit For-Profit Organization Incorporated

Group/Organization Address: _____ City: _____ State: _____ Zip: _____

Responsible Party/Contact Person: _____

Telephone Number(s): (H): _____ (W): _____ (Cell): _____

E-mail Address: _____

Park/Area Requested: _____

Dates/Time Requested (Include set-up and take down): _____

Purpose/Description of Event/Activity: _____

Projected Event/Activity Attendance: _____

Annual Event? Yes No If so, date of next years event: _____

Event/Activity Fees and Charges? Yes No

If "Yes" mark appropriate fees:

Admission Fee(s) \$ _____ Food/Beverage Concessions Sale of Alcoholic Beverages

Other Fee(s), explain: _____

Where will profits be distributed? _____

Required Additional Park District Services - \$15.00 Plus:

Picnic Tables _____ (\$5/\$10 ea.) Trash Receptacles _____ (\$5 ea.)
 Bleachers _____ (\$25 ea.) Other _____

FEES WILL BE CHARGED FOR EXTRA SERVICES

SECTION 2 - PARK DISTRICT EVENT/ACTIVITY REQUIREMENTS:

- Hold Harmless Agreement (Form Attached)
- Recycling/Collection Plan (Form Attached)
- Event Impact Assessment (Form Attached)
- Entertainment/Vendor and Concessionaires list (Form Attached)
- ATV/Golf Cart Usage (Form Attached)
- Driving on the grass (Form Attached)
- Site Plan (Form Attached)
- Liability Insurance (Tort Immunity) naming Park District as additional insured.
Insured blanket liability minimum coverage limit of \$1,000,000

If Alcohol will be sold

- Alcohol Sales Plan (Form Attached)
- Security Plan (Form Attached)
- Dram Shop Insurance
- Alcoholic Beverage Sale License

Park District Event/Service Fees/Charges:

Event Fee:	\$ _____
Damage Deposit:	\$ _____
Shelter Fees: _____ Shelter(s) X \$ _____ per shelter:	\$ _____
Impact Fee:	\$ _____
Vendor Electrical Fee:	\$ _____
Additional Services:	\$ _____
Total Due:	\$ _____
	Date Paid: _____

I, _____, being the authorized representative of, _____ ,
(Responsible party) (Group/organization)

have read and fully understand that the sponsoring group/organization will be fully financially responsible for all damages to the event/activity grounds and facilities directly related to the conduct of the event/activity. Additionally, I understand that the sponsoring group/organization will be fully responsible for event/activity litter control, including disposal by private contract or through additional service agreement with the Park District. It is understood that the group/organization I represent will fully comply with all Park District statutes, policies, rules and regulations governing the use of public parks and properties.

NOTE: The Quincy Park District reserves the right to revoke this permit at any time.

Signed: _____ Date: _____
(Responsible party)

FINAL **CONDITIONAL** **APPROVAL BY QUINCY PARK DISTRICT:**

Signed: _____ Date: _____
(Executive Director)

If Conditional Approval the following must be provided to obtain final approval:

HOLD HARMLESS AGREEMENT

I, _____, shall implement appropriate safeguards to prevent
(Responsible Party)
accidents or injuries to persons or properties. To the fullest extent that is permitted by law,
_____, agrees to indemnify, defend and hold harmless
(Group/Organization)
the Quincy Park District, its Board of Commissioners, officials, agents, employees and volunteers
and all others connected with the Quincy Park District, from any and all actions, claims, demands,
suits, liabilities (statutory and workmen's compensation law), losses, damages or expenses
including attorney's fees, as well as all costs from death of, injuries to, theft of or damage to
properties or persons, including third parties; growing out of, directly or indirectly caused by any
service, operation or associated incidents from the actions or omissions undertaken by
_____ or any of its agents, volunteers, employees or
(Group/Organization)
subcontractors.

Description of event:

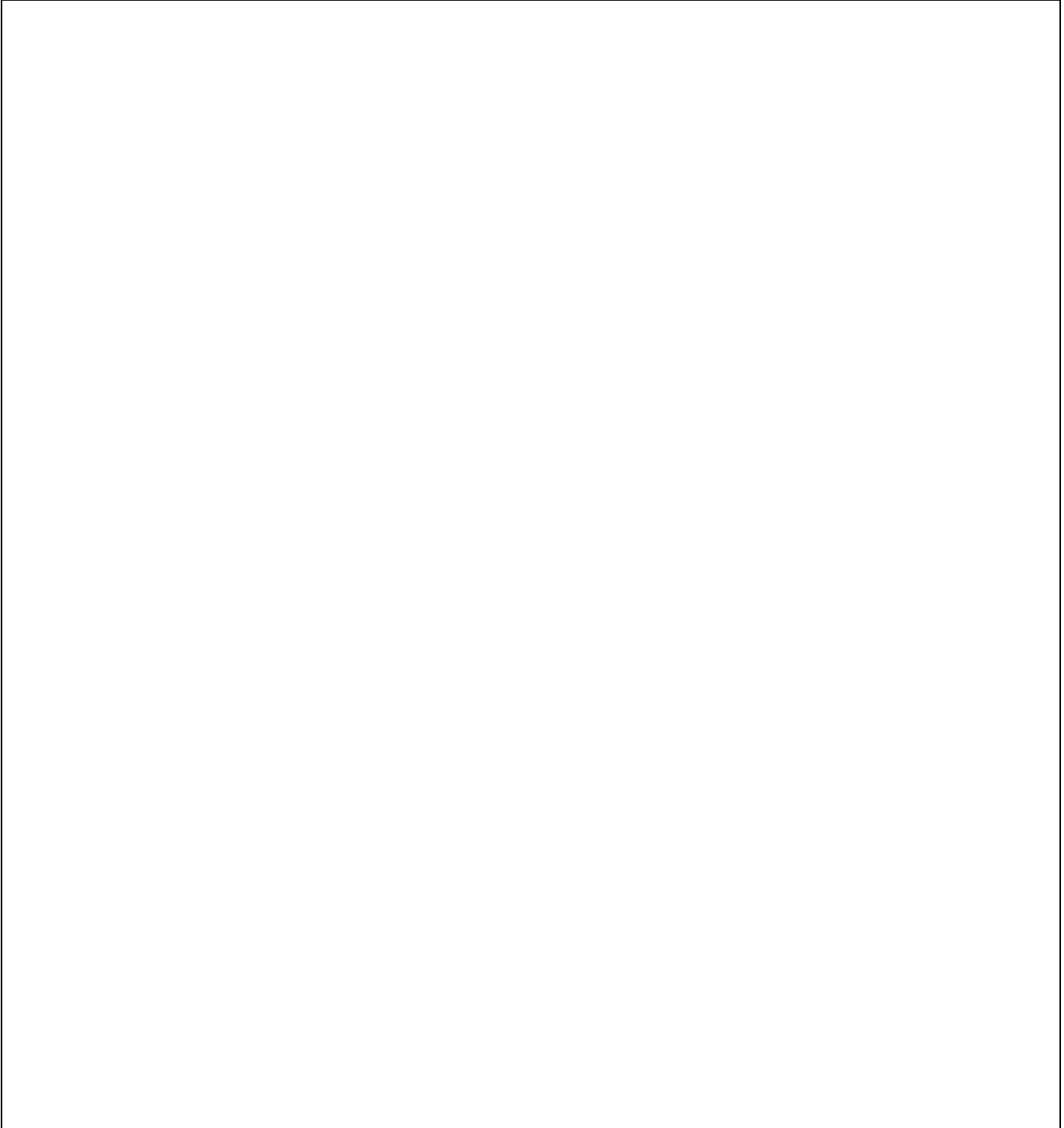
Print name of authorized Group/Organization Representative

Signature of authorized Group/Organization Representative

Date: _____

Site Plan

In the space below, complete a sketch of site. (Or attach a diagram)



-Record: Tents, toilets, vendors, bandstands, alcohol service, fencing, gates, rides and any other significant feature of the site.

-Indicate north and at least one bordering street for orientation.

-Use the back of the form for comments, if necessary.

Note: You must have 1 toilet for every 200 attendees, 10% must be handicap accessible (min. 1)

QUINCY PARK DISTRICT SPECIAL EVENT RECYCLING / COLLECTION PLAN

Beverages must be offered in aluminum, reusable plastic or recyclable plastic containers only. Due to the danger of broken glass in the parks, no food or beverages will be sold or otherwise provided to the public in glass containers unless permitted by the Executive Director based on demonstrated need.

As an Event Organizer you must properly manage waste generated by your event. Setting an example by reducing, reusing, and recycling, can have a highly beneficial impact on your event and the community. All events with 100 or more projected attendees must complete this recycling/collection plan form. Events with less than 100 projected attendees are encouraged to recycle. **If your event attendance is under 100, or no recyclables will be generated, check the box below and initial. No further planning is required; however you may complete the plan if you will be recycling at your event.**

Event size is under 100 or no recyclables will be generated. _____ Initial

Waste Stream Analysis/Collection Planning:

Event organizers should consider waste stream reduction methods and recycling when planning the event. Planning should consider eliminating waste, reducing waste and selecting the most recyclable items. Examples include using drinking fountains instead of bottled water or selecting aluminum containers instead of a non-recyclable container.

You should offer a clearly marked recycling container at each trash container location and designate staff to monitor recyclable waste. Recyclable containers contaminated with regular trash should be quickly removed and replaced. Mixing non-recyclables with recyclables may result in rejection of the recyclable load and your waste contractor may charge a fee to transport and dispose of the load in the landfill.

Acceptance standards for recyclables are set by the recycling center. Event organizers should coordinate with the recycling center to make certain recyclables are collected in an acceptable manner.

Recyclable Item: Clean paper, cardboard, plastic, aluminum, others	Container Location:	Number of Containers:
1.		
2.		
3.		
4.		
5.		

(Use a separate sheet if needed)

Recycling Plan: You should note recycling container locations on your special event site plan.

Disposal Plan (Select One):

- Recyclables will be collected and transported to the recycling center by event staff.
- Recyclables will be deposited in a designated dumpster/container and transported to the recycling center by a commercial hauler.
- Other – Explain: _____

By: _____ Date: _____
(Signature)

Event Impact Assessment

Name of Event: _____ Date of Event: _____

The impact your event has on the residences and businesses in the area is an important consideration in planning your event and will be considered in the approval process.

The event organizer must consider the impact of the crowd, parking, and traffic on the area near the event when planning the event.

When appropriate, event organizers should inform and coordinate with local businesses that may be adversely impacted by the event. For very large events, bus transportation from an appropriate and approved parking facility may be appropriate.

Event organizers should take steps to prevent event attendees from utilizing private parking unless the use has been approved by the owners.

Steps include:

- Show the approved parking area in the event advertising.
- Using event staff to guide cars away from private parking that may be likely to be used by event attendees.
- Coordinating with the private lot owner's to utilize the private lot.

Impact Assessment:

Based on the expected event traffic we expect: (Check One Box)

1. Nearly all traffic will be accommodated by the parking available in the park.
2. A large number of event attendees will be parking on off park site, but sufficient public parking is available.
3. Traffic will far exceed the capacity of the park and nearby public parking. Additional planning is required.

List the steps your event will take to reduce the impact on nearby businesses and residences.

Note: A significant adverse impact on park neighbors may result in disapproval of the event at that site in future years.

ENTERTAINMENT/VENDOR CONCESSIONAIRE LIST

Name of Event: _____ Date of Event: _____

List all entertainment that will be performing at your event:

Group Name	Type Entertainment	Address	Phone

List all vendors and concessionaires that will be attending your event:

Vendor Name	Type of Service	Electricity Yes/No	Address	Phone

Notes: A fee will be assessed based on vendors using electricity. The fee will be charged to the event organizer as part of the overall event fees. If there is a change in the number of vendors using electric, the event organizer must notify the Quincy Park District.

Electrical Service Changes - any additions or changes to the District’s electrical service must be approved by the District and will be at the event organizer’s expense.

ATV/Golf Cart

Will you be using a golf cart or ATV at your event? YES NO.

If yes; please read all of the guidelines and sign below.

Guidelines for ATV/golf cart use within the Quincy Park District

- 1) Only licensed drivers 16 years of age and older and listed in the special events package will be permitted to operate/drive ATV's/golf carts during any event held within and/or co-sponsored by the Quincy Park District. The event organizer will be responsible for the use of the equipment.
- 2) The speed of the golf cart/ ATV is to be limited to no more than 8 miles per hour while on Park District Property. Speed must be appropriate for the amount of pedestrian traffic in the area.
- 3) RECKLESS DRIVING AND/OR EXCESSIVE SPEED WILL NOT BE TOLERATED.
- 4) Operation of vehicle while under the influence of alcohol will not be tolerated. No open containers of alcohol are allowed.
- 5) Parking plan for golf carts/ATV's needs to be noted on event diagram.
- 6) Golf carts/ATV's are to be turned off and the keys immediately removed from the golf cart/ATV once it is parked with the breaks engaged to help prevent unauthorized movement/use.
- 7) Park on flat level ground and in such a manner that if the brake does become disengaged the cart/ATV WILL NOT ROLL on its own.
- 8) Refueling, if needed, is to be done on pavement only. Fuel is not to be stored on Park District grounds.
- 9) Number of riders is not to exceed the design limits of the ATV/golf cart.
- 10) If the event organizer wishes to use a vehicle other than a golf cart the vehicle must be approved by the Director of Parks.
- 11) Spot checks by park rangers and/or other park district personnel may be conducted during the event.
- 12) Failure to comply with these guidelines will result in the loss of the privilege of using golf carts/ ATV's at the event and any other future events held by your organization.

Responsible Party

Date

Driving on Grass Permit Request

If due to the nature of your event, you feel driving or parking on the grass is necessary for your event you must request a permit in writing below. This permit in no way limits the organizer's responsibility for damages of any kind, park terrain may be uneven with hazards.

ORDINANCE NO. 97-7

SECTION 29: PARKING LOTS AND ROADWAYS

No person shall drive any automobile, truck, motorcycle, or motorized vehicle within any of the parks of the District except upon the parking lots and roadways without permission of the Director.

Date of approved event: _____

Location of event: _____

Event organizer: _____

Organizer address/telephone number: _____

Responsible party signature: _____

Describe need/reason:

Questions or comments may be directed to Director of Parks.

Approved by:

Complete only if Alcohol will be sold at the event

Alcohol Sales Plan:

Dates and times alcohol will be sold: Date: _____ From: _____ To: _____
Date: _____ From: _____ To: _____
Date: _____ From: _____ To: _____

Number of alcohol sales outlets: _____

Describe the method to be used to determine the age of patrons and the method used to identify patrons of legal age to purchase alcohol **(some type of visible wristband, tag or stamp system is required):**

NOTE: Person consuming alcohol must be present when alcohol is purchased (i.e. Two drinks Sold = Two 21 year old patrons present).

