

Special Event & Run/Walk Request

Complete this form and return to
 In Person: any Park District Facility
 Email: reservations@oswegolandpd.org



The Oswegoland Park District provides outdoor venues ideal for a variety of special events. The Prairie Point Trail and Fox River Trail serve as scenic routes for hosting 5K runs, walk-a-thons, bike races and more. Groups are welcome to reserve any of our parks for gatherings of all sizes.

A Special Event Request Application is required if any of the following conditions are met:

- If 100 or more people will be participating
 - The event is a fundraiser
 - Multiple facilities/locations are requested
 - The scope of the event is determined by the Park District to have a greater impact on Park District property than a regular reservation
- Special events include but are not limited to: walk-a-thons, triathlons, parades, festivals, concerts, group parties/events.

The Oswegoland Park District reserves the right to deny any request based on the general safety and well-being of the public and/or the impact this use may have on the facility/park requested. Each request will be considered on an individual basis. All paperwork is due to Oswegoland Park District a minimum of four weeks prior to the reservation date. This request does not give you exclusive use of the park.

Applicant Information

Name (Individual/Contact Person)

Date of Birth

Address (No box numbers, please)

City

State

Zip code

Phone Number

E-mail Address

Status: Individual Community Group* Other * A copy of 501(c)(3) must be provided

Event Information

Organization

Event Name

Event Type (Walk/Run, Festival/Vendors, Concert)

Estimated Attendance

Description of Activity

Date	Arrival Time	Departure Time	Park(s)/Trail(s) Requested

Additional Details

Is this a returning event? YES NO

If yes: Last Year's Attendance Was _____

In case of inclement weather, will you reschedule the event? YES NO

If yes: Preferred Rain Date _____

Will there be a charge for attendance to this event? YES NO

Will fundraising be taking place? YES NO

Are you publicly promoting this event? YES NO

If yes, how will your event be promoted? Radio Television Newspaper
 Posters/flyers Facebook Other _____

Will you be distributing any marketing materials (approval required)? YES NO

List website if applicable _____

Permit # _____

Office Use	
Date	
Time	
CSR	

Event Activities & Special Use Requests

Event Activities

- | | |
|--|---|
| <input type="checkbox"/> Grills | <input type="checkbox"/> Catering/Food Truck* |
| <input type="checkbox"/> Coolers | <input type="checkbox"/> Portable Toilets+ |
| <input type="checkbox"/> Vendors* | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Live Music/DJ or Amplified Sound* | <input type="checkbox"/> Generator |
| <input type="checkbox"/> Mechanical/Inflatable Amusement Device* | <input type="checkbox"/> Water Access |
| <input type="checkbox"/> Open Fire | <input type="checkbox"/> Other_____ |

* A Certificate of Insurance will be required.

+ Portable toilets are not available at all of our parks. The Park District may arrange to have a portable toilet rented or additional portable toilet service(s) ordered at your expense for your event based on crowd size.

Insurance Requirements for Special Event Requests

The Oswegoland Park District requires submission of a sponsor/organization Certificate of Insurance prior to review by the Executive Director for Special Event Requests. The use of any outside vendor or apparatus may require a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Oswegoland Park District as an additional insured.

Section 5.02 Insurance and Hold Harmless Agreement. (a) Except as provided in subsection 5.02(a)(1), every applicant shall acquire general liability insurance to protect himself and the Oswegoland Park District from liability resulting from his use of Oswegoland Park District property and provide proof of such insurance to Oswegoland Park District before Oswegoland Park District will issue approval to an otherwise valid applicant.

Oswegoland Park District must be named on the Certificate of Insurance as primary, non-contributory additional insured under the general liability policy for the event.

The Certificate of Insurance must include the name of the special event as well as the date, time, and location of the event. Oswegoland Park District reserves the right to request a copy of the policy represented by the Certificate of Insurance.

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

Once all of Oswegoland Park District's requirements have been fulfilled, including receipt of all documents, and full payment, approval will be granted. Costs incurred promoting and marketing events prior to approval by Oswegoland Park District, and changes/modifications relative to the event by Oswegoland Park District are at the sole expense and risk of the event organizer.

Tent/Pole Requirements

Tents or poles that go into the ground will require the organizer to contact JULIE at 800.892.0123. Oswegoland Park District requests a copy of the Dig #. Renters may not bring any equipment onto Oswegoland Park District property without the permission of the Park District. A detailed site map that includes such tents and/or any item that will need to be staked must be provided.

For Office Use Only

- | | | |
|---|---|--------------------------------|
| <input type="checkbox"/> Copy to Operations | <input type="checkbox"/> Damage Deposit Held (\$300)? | Approved By: _____ |
| <input type="checkbox"/> Insurance Received | Date Returned: _____ | Date Entered: _____ |
| <input type="checkbox"/> Excel/Word Documents Updated | <input type="checkbox"/> Charge for Damage Incurred? | Amount Due Per Rental \$ _____ |
| JULIE Dig #: _____ | Damage Amount \$ _____ | Amount Paid \$ _____ |
| RENTAL # _____ | | |

Fees

Event Fee	Resident	Non-Resident
Individual	\$125	\$250
Community Group	\$100	\$200

Shelter Rental Fee*	Resident	Non-Resident
Prairie Point Park Grande Park	\$125	\$150
Jaycee Park Violet Patch Park Waa Kee Sha Park	\$75	\$100

*Prices listed are per four hour time block. Fees may vary depending on date, location, and event.

Rental Fees Due	Amount	Notes
Special Event Fee	\$	
Shelter Fee	\$	
Additional Fees	\$	
TOTAL Fees Due:	\$	

Payment Circle type     **CASH** **CHECK:** _____
Please provide driver's license number if paying by check

_____ _____ _____
Card number Expiration Date CVV

_____ _____
Name on card Authorized Signature

WAIVER AND HOLD HARMLESS AGREEMENT

I understand that, though I have reserved the shelter, Oswegoland Park District cannot guarantee that the shelter will be unoccupied when I arrive. On behalf of my group/organization, I will take a copy of the confirmed reservation, and I will make every effort to resolve a conflict through appropriate communication. Furthermore, I understand that Oswegoland Park District will not be responsible for any property left unattended in the park, and that I am responsible for reporting incidents of vandalism or illegal activity in the park by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Oswegoland Park District for any and all loss incurred by it in repairing or replacing damage to Oswegoland Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Oswegoland 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 event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

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 Oswegoland Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed special event. In the event that information provided on this form changes or your event is cancelled, please inform Oswegoland Park District in writing at least 14 (fourteen) days prior to the event to reschedule.

Applicant Signature

Date

SPECIAL EVENT REQUEST GUIDELINES

- A Special Event Request Application must be completed in its entirety to be considered for approval.
- **Site map** and walk/run route (if applicable) **must accompany** the application.
- **Certificate of Insurance must be provided** a minimum of seven days prior to the event date.
- Permission must be granted by the Oswegoland Park District prior to hanging any banners, signs, etc. on Park District property. Should permission be granted to display such items, the approved items can only be displayed during your event (not before or after).
- Renter is responsible for contacting all other public entities, and acquiring required permits and permissions from such entities, when using others property or facilities in addition to those of the Oswegoland Park District.
- No glass containers permitted
- Vehicles are only permitted on designated roads and/or parking lots; no parking on the grass. Posted speed limits must be observed.
- Our parks are public property, open for others to use and enjoy.
- Renter is responsible to see that all activities are properly controlled and supervised.
 - The renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the event.
 - No person under the age of 21 will be permitted to complete a Special Event Application Request.
 - Adequate adult chaperones must be provided for guests less than 18 years of age; **one chaperone per every ten minors.**
- Please keep noise to a minimum.
- Dogs must be kept on a leash; owners must clean up after them.
- Fireworks, guns, and weapons are not allowed on Park District property.
- Fires are only allowed in grills and fire pits, must be attended at all times, and extinguished before leaving.
- Persons using or under the influence of illegal substances are not allowed on Park District property. Although consuming alcoholic beverages is permissible; persons under the influence are not allowed to remain in the park.
- Litter must be put in trash cans. Groups generating more trash than the containers can hold are responsible for removing the excess trash.
- Water balloons and confetti are not permitted.
- No one shall threaten the safety or well-being of another person. Illinois disorderly conduct laws are enforced in the parks.
- The parks are open from dawn to dusk unless posted otherwise or special arrangements are made.
- There is a fine and penalty of \$25 - \$200 for the violation of each ordinance. These rules are a summary of Park Code Ordinance #041028-1, amended March 2005. The complete ordinance is available upon request or on the Park District website.
- Animals, birds, and their homes must be left alone. Trees, shrubs, and flowers must be left alone. Fences, signs, structures, and other Park District property are provided for use, not abuse, and should not be damaged in any way.
- Park/shelter area must be returned to the same condition in which it was found at the beginning of the event.
- The use of any type of spray paint for markings on any part of the Park District trails is strictly prohibited. Please chalk or use signage to mark mileage or directions.

PARK/SHELTER FAQs

Damage Deposit

The Oswegoland Park District requires a **damage deposit** of \$300 at time of reservation and will return deposits within 30 days after the event. Full refunds will be issued if no damage beyond reasonable wear and tear has been incurred, nor were any additional expenses incurred as a result of the renter's event.

Cancellations/Refunds

Once a Special Event Request has been approved, refunds will not be issued. In the event the Park District cancels your reservation, you may reserve another date/time, if available, or receive a full refund, if applicable.

Why would the Park District cancel my request?

Your request may be cancelled by Park District staff to ensure the safety of our guests. Examples may include, but are not limited to, inclement weather, maintenance issues, or unsafe conditions. The Park District does reserve the right to cancel or relocate a rental to another location due to scheduled Park District functions/programs.

Excessive Clean-Up Costs

Excessive clean-up costs will be deducted from the deposit at the discretion of the Oswegoland Park District. Excessive damage includes, but is not limited to, damage to any Park District structure, turf damage, and/or excessive garbage. If the costs and expenses for the clean-up and restoration exceed the amount of the deposit, the Park District reserves the right to pursue any and all legal options.

Tickets, Concession Sales, Admission, Fees

Renters may not engage in any activity for financial gain or for which any charge is made or any sale or distribution of goods or services such as ticket sales for admission to the scheduled rental.

How do I make a change to my application?

Changes to the application must be submitted in writing to the Park District by the person who signed the contract, at least 14 (seven) days prior to the event. Additional fee(s) may apply.