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Dir. of Program Services
Dir. of Business Services
Dir. of Parks
Marketing Coordinator
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: _____
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**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. This application must be completed and approved prior to application for City of Quincy permits.**

Name, Sponsoring Group/Organization: \_\_\_\_\_

Group/Organization Status (Check all that apply):  Private - For-Profit Organization  Commercial  
 Not-for-Profit -  IRS (501c3)  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: \_\_\_\_\_ **If over 250 must also complete City of Quincy event application.**

Annual Event?  Yes  No If so, date of next year's 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 - \$30.00 Plus:**

Picnic Tables \_\_\_\_\_ (\$10/\$15 ea.)      Trash Receptacles \_\_\_\_\_ (\$5 ea.)

Bleachers \_\_\_\_\_ (\$25 ea.)      Other \_\_\_\_\_

**FEEES WILL BE CHARGED FOR EXTRA SERVICES**

<b>--Office Use Only--</b>	
Deposit Amount	\$ _____
Billable Amount	\$ _____
Net Refund Amount	\$ _____
Authorization _____	Date _____

**SECTION 2 - PARK DISTRICT EVENT/ACTIVITY REQUIREMENTS:**

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 provide liability insurance and fully comply with all State, Federal, and 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)

**Official Use by the Quincy Park District**

**Check List:**

- Hold Harmless Agreement (Form Attached)
- Waiver (Form Attached)
- Site Plan with Comments (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)
- Liability Insurance (Tort Immunity) naming the Quincy Park District as an additional insured. Insured blanket liability minimum coverage limit of \$1,000,000/occurrence and \$2,000,000 aggregate (*\$1,000,000 per occurrence and \$3,000,000 annual aggregate if attendance is expected to exceed 1,000 or alcohol is going to be served*)

**If Alcohol will be sold**

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

**Event/Service Fees/Charges:**

Event Fee (\$55 Per Event):	\$ _____
Damage Deposit:	\$ <u>250.00</u>
Shelter Fees: _____ Shelter(s) X \$ _____ per shelter:	\$ _____
Impact Fee:	\$ _____
Vendor Electrical Fee:	\$ _____
Additional Services:	\$ _____

**Total Due:** \$ \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**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: \_\_\_\_\_

WAIVER, RELEASE, ASSUMPTION OF RISK,  
AND AGREEMENT FOR FACILITY USE BY OTHERS

I, \_\_\_\_\_, [individually or on behalf of \_\_\_\_\_ group], am applying for use of Quincy Park District property for the purpose of \_\_\_\_\_ [name of event, activity]. If I have already entered into a facility use agreement and this waiver, release, and assumption of risk is an agreed upon addendum to that agreement.

I certify that my use of the aforementioned area/property is permitted under the Illinois Governor's Executive Order at the time this document is signed and that I will comply with the Illinois Department of Commerce & Economic Opportunity published guidelines for conducting the specific event/activity.

I further agree to obtain signed Parental/Legal Guardian Consent, Waiver, Release and Assumption of Risk documents for all Minor's in attendance at the event/activity and signed Waiver, Release, and Assumption of Risk documents for all adults in attendance at the event/activity and provide these documents to the Quincy Park District prior to the start of the event/activity. These documents have been provided by the Quincy Park District for my use. I understand and agree that failure to provide these documents and/or noncompliance with the Illinois Department of Commerce & Economic Opportunity published guidelines for the activity/event and/or noncompliance with any Quincy Park District rules and regulations by myself, individuals acting on behalf of the organization/club and participants may result in cancellation of the activity/event and forfeiture of all rental fees paid.

I understand and acknowledge that the use of the area/property and those participating in the same is wholly voluntary and that there are physical risks and hazards connected with the event/activity and participation in the same, including, but not limited to the risk of communicable disease such as COVID-19. I understand, acknowledge, and agree that the Quincy Park District is not responsible for and does not assume the costs of any medical testing, care, or treatment associated with the event/activity or anyone's participation in the same, including, but not limited to, any medical testing, care, and treatment of anyone participating in the event/activity, or anyone with whom participants in the event/activity may have contact with during or after participation in the event/activity.

With regards to the risks posed by COVID-19 I acknowledge, understand, agree, and will communicate the following to all participants:

- a. That COVID-19 is extremely contagious and there are risks, known and unknown, associated with participation in the activity/event;
- b. That other participants, volunteers, coaches, organizers, and group leaders may be infected before and/or during the activity/event and could transmit COVID-19 without displaying any symptoms;
- c. It is the responsibility of the participants in the activity/event to manage the risks to themselves and others they may come into contact with which are associated with COVID-19;
- d. That participants may pose a risk to those that are most impacted or at greatest risk of infection from COVID-19;
- e. That the Quincy Park District cannot guarantee that participants or others with whom they come into contact with during and after participation in the activity/event will not become infected with COVID-19.

I understand and agree that if any organizer, employee, volunteer, participant or anyone they have had direct recent contact with exhibits symptoms of COVID-19, as set out by the U.S. Centers for Disease Control on the day of or within 14 days prior to the activity/event, they will not be allowed to participate in the activity/event. I understand and agree that if any organizer, employee, volunteer, participant exhibits

symptoms of COVID-19, as set out by the U.S. Centers for Disease Control during the activity/event they will be required to leave the activity/event immediately and notification must be given to the Quincy Park District. If any organizer, employee, volunteer, participant or anyone they have had direct recent contact with exhibits symptoms of COVID-19, as set out by the U.S. Centers for Disease Control within 14 days after the activity/event, I will immediately provide notice of the same to the Quincy Park District.

The undersigned shall obtain and maintain liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate (*\$1,000,000 per occurrence and \$2,000,000 annual aggregate if attendance is expected to exceed 1,000 or alcohol is going to be served*), and shall name the Quincy Park District as an additional insured on the policy at the above amounts prior to the date of the activity/event and provide written confirmation of the policy from the Insurance Broker, Insurance Agent, or Insurance Company. The liability policy obtained by undersigned must indicate that that this coverage will be primary to cover any and all injuries, illness, or death to any person as a result of participation in the activity/event for which the Quincy Park District property is being used.

The undersigned, individually and/or on behalf of \_\_\_\_\_ [name of organization/club] hereby agrees to indemnify, hold harmless, and defend the Quincy Park District from and against any and all claims, suits, judgments, including reasonable attorney's fees and litigation expenses based upon or arising out of any personal injury, disability, death, illness, damages, loss, or damage to personal property occurring during or as a result of the activity/event. This provision applies to the actual or alleged actions or omissions of the undersigned, its employees, members, or volunteers, Quincy Park District employees, officers, Board members, officials, agents, volunteers, or staff, and any participant in the event/activity. The undersigned further agrees to pay the Quincy Park District all costs of suit and all attorney's fees should litigation be required to the Quincy Park District to enforce any provision of this agreement or recover any amounts owed by the undersigned pursuant to the terms of this agreement. I affirmatively state that I have been authorized to execute this document on behalf of \_\_\_\_\_ [name of organization, business, club] and bind them to the terms of this agreement. If such authority is found not to exist, I agree to be personally bound to the terms of this agreement.

I hereby acknowledge that I have read this Waiver, Release, and Assumption of the Risk and Agreement For Facility Use By Others, I understand the same, and I have voluntarily signed it below.

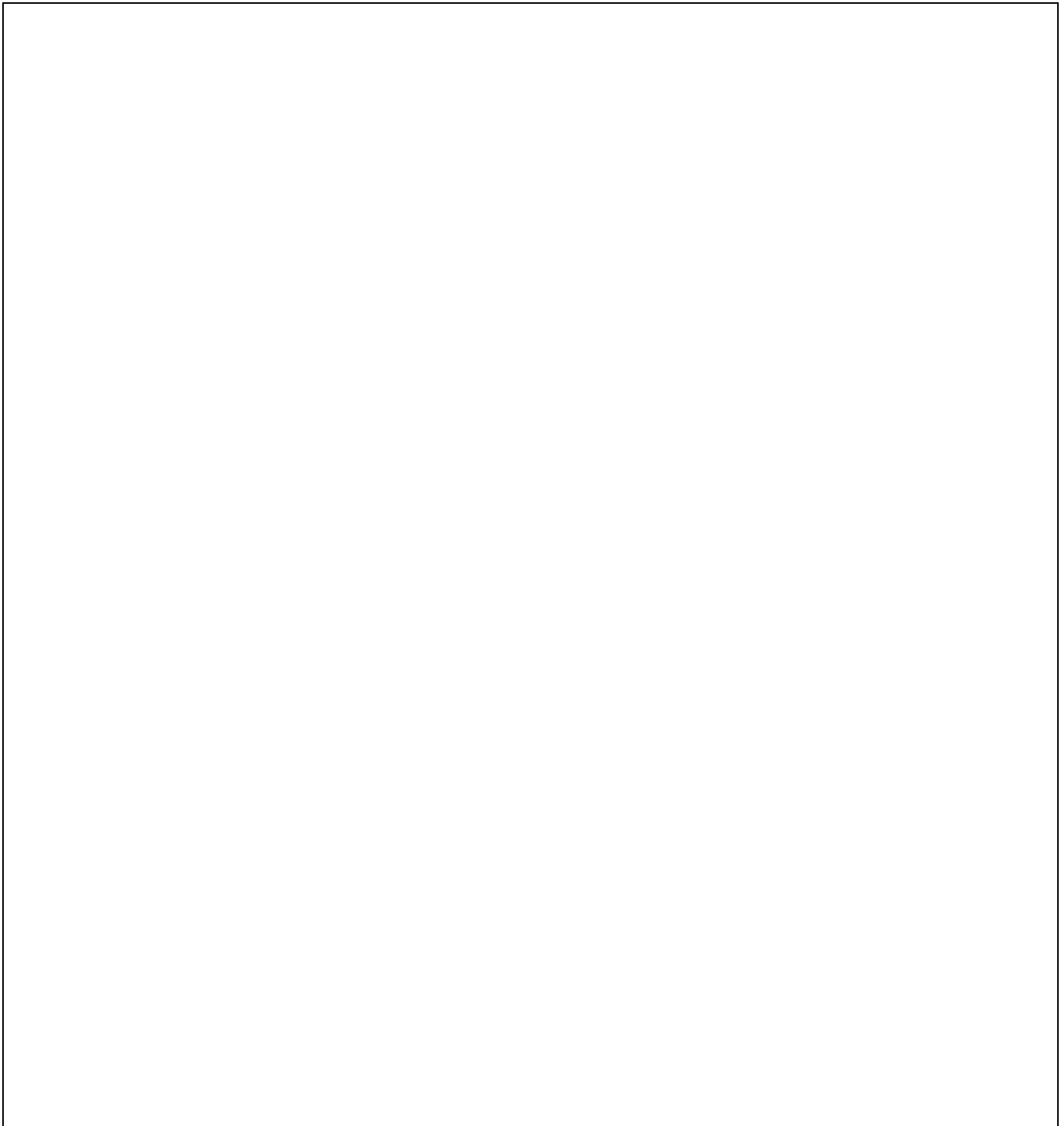
Signed this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## Site Plan

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



- Record: Tents, toilets, vendors, bandstands, alcohol serving area, 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 TRASH / 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. All events with 100 or more projected attendees must complete this trash/collection plan form. **If your event attendance is under 100, or no trash will be generated, check the box below and initial. No further planning is required; however you may complete the plan if you will need trash receptacles at your event.**

Event size is under 100 or no trash 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.

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.

Container Location:	Number of Containers:

(Use a separate sheet if needed)

**Trash Collection Plan: You should note trash container locations on your special event site plan.**

**Depending on event type, you may be required to provide trash receptacles.**

Disposal Plan (Select One):

- Trash will be collected and disposed of by event staff.
- Trash will be deposited in a designated dumpster/container and disposed of 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.

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**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.

**Vendors must have proper City of Quincy permit(s) and/or Adams County Health Dept license.**

Animal Vendors: No petting zoos or exotic animals allowed unless permitted by the City of Quincy and subject to District approval. No horses, ponies, or pony rides allowed on the grass without District approval. Proper shelter and water must be provided pursuant to IL Humane Care for Animals Act (510ILCS 70/3, Ch. 8, Par. 703, Sec. 3).

## 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.

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Responsible Party

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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:

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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**):

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

**Complete only if Alcohol will be sold**

**Security Plan**

Security Personnel: # of Police Auxiliary: \_\_\_\_\_ # of Sworn Officers: \_\_\_\_\_ # of Other: \_\_\_\_\_

**NOTE:** One sworn officer is required if alcohol will be sold. Two sworn officers are required if attendance is over 500.

**Describe security measures that will be used during this event:**

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