



NAPERVILLE PARK DISTRICT SPECIAL EVENT

Definition

A request for use of any Naperville Park District facility* will require a **Special Event** permit if any of the following conditions are met:

- More than 250 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 the facility than a regular rental

*A facility is defined as either an indoor space or a park.

By way of example, special events include but are not limited to: walk-a-thons, triathlons, parades, marches, rallies, assemblies, festivals, concerts, bicycle events and group parties.

Process

Events that occurred in the current year and are in good standing will receive the first right to reserve the corresponding date for the following year. The deposit and application must be received before an event can be confirmed. The park district reserves the right to change the event date for the following year based on facility availability.

New requests for special events must be presented to the park district in writing. Requests can be dropped off or mailed to 20 Fort Hill Drive, Naperville 60540 or emailed to jlawdensky@napervilleparks.org. The request must include a description of the event, size, preferred dates and site, or sites, and your contact information. Requests need to be received by February 1st in order to be considered for that calendar year.

Naperville Park District staff will evaluate requests for new events beginning in January for that year. Organizers of approved requests will be contacted to begin the process of permitting the event. If there are no dates or alternative sites available for the year, you will be contacted and given the option of being placed on a waitlist for the next year.

Requirements for Approved Events

- Completed application and \$300 deposit due at time of application
- Fees paid in full 30 days prior to your event. Fees listed are per day.
 - \$300 for events up to 250 participants
 - \$600 for events over 250 and up to a maximum of 1000 participants
 - \$1200 for events over 1000 and up to a maximum of 2500 participants
 - \$3000 for entire sports complex
 - \$5000 for triathlon Beach fees and \$450 for additional park fees
 - Additional Park Police fees if applicable
 - Additional fees may be applied
- Certificate of Insurance due 21 days prior to your event
- Any additional permits such as tent or vendor permits are due 21 days prior to your event
- Site map and walk route (if applicable)
- Meeting with NPD staff to discuss event

SPECIAL EVENT GENERAL INFORMATION

Deposit:

NPD 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.

Refunds:

Cancellations made at least 21 days before the event will receive a refund of fees paid but will forfeit the \$300 deposit. Cancellations made less than 21 days before the event will forfeit all fees.

Insurance:

Renter shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Naperville Park District as an additional insured, accompanied by a properly executed additional insured endorsement and specifying the date(s), location(s) and nature of the event no later than 21 days prior to the event.

Food:

Food may be served at your event. A Naperville Park District Commercial Use License Application and a DuPage or Will County Health Certificate may be required.

Alcohol:

If alcoholic beverages are being served or consumed, the renter must provide liquor liability insurance and arrange for and pay the accompanying fees for the presence of Naperville Park District police.

Trash Removal:

Renter is responsible for securing additional receptacles if park containers will not accommodate the needs of the event. Bagged trash (additional bags available in bottom of trash cans) may be placed next to the can and will be removed by NPD staff. Dumpsters are required for some events with 250 or more participants or if your event generates a large amount of trash; size and location to be approved by NPD. Excessive clean-up costs may be charged at the discretion of the Naperville Park District.

Portable Toilets:

Renter is responsible for securing the appropriate number of portable toilets for the event (1 per 250 attendees). Portable toilets should be delivered at the latest date and time possible to the approved NPD location and removed no more than 24 hours after your event. Deposits will not be returned until all portable toilets have been removed. Grand Pavilion rentals with less than 1500 participants will not need to supply additional units.

Tents:

Any tents larger than 10' X 10' require a permit from the City of Naperville. Renter is responsible for contacting J.U.L.I.E. at 811 to locate any utility lines prior to staking any tents or posts. Events must also supply the Park District with a detailed site map for tents or any other item that will need to be staked.

Pets:

Pets on leash are allowed on District Property in accordance with Section 2.05 of Naperville Park District Ordinance 641. The presence of any other animals must be approved by NPD.

Vendors:

Merchandise may be sold at special events providing all proceeds are donated to the charitable event. Commercial Use License Application is required.

Amplification:

Amplification is allowed in our parks between the hours of 7:30 a.m. and 10:00 p.m. Use of amplification outside of these hours requires an Amplification Permit which is obtained from the City of Naperville.

FOR OFFICE USE ONLY

Rental # _____

Deposit Returned: _____

SPECIAL EVENT APPLICATION

Return applications to 20 Fort Hill Dr., Naperville, 60540 or email to jlawdensky@napervilleparks.org

CONTACT INFORMATION

Organization Applying for Permit

Organization: _____ 501 C 3#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Website: _____

Organization Contact:

Name: _____ Email: _____

Primary Phone: _____ Other Phone: _____

EVENT INFORMATION

Name of Event: _____

Type of Event: _____ Walk/Run _____ Concert _____ Cultural _____ Festival _____ Other _____

Anticipated Attendance: _____ If returning event, what was last year's attendance: _____

Requested Location(s) _____

Event Start Date(s): ____/____/____ to ____/____/____ Hours: _____ a.m. / p.m. to _____ a.m. / p.m.

Set Up Date: ____/____/____ Hours: _____ a.m. / p.m. to _____ a.m. / p.m.

Take Down Date: ____/____/____ Hours: _____ a.m. / p.m. to _____ a.m. / p.m.

Description of event:

Please Read Carefully

Indemnification and Hold Harmless: Renting Group/Individual (hereafter referred to as "Renter") agrees to protect, indemnify, save, defend and hold harmless the Park District, its officer, officials, volunteers, employees, and agents (hereafter collectively referred to as "District") from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's fees for which the District may become obligated by reason of any accident, injury or death of persons or loss of or damage to property arising indirectly or directly in connection with or under or as a result of this agreement, whether such loss damage injury or liability is contributed to by the negligence of the Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except for claims, damages, penalties, caused of action, costs and expenses arising solely by virtue of any negligent act or omission of the District.

Insurance(Alcohol/Vendors): The use of any outside vendor or apparatus may require the Renter to provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Naperville Park District as an additional insured and specifying the date(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, the Renter also must provide proof of Liquor Liability insurance. The insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. This insurance requirement may be modified upon written approval by the Park District. Security provided by or approved by Park District Police is required at any time that alcoholic beverages are being served or consumed. One security officer is required for every 70 people. Any person consuming or in the possession of alcohol must have a valid picture ID with them. The serving of alcohol must cease one hour prior to the end of the rental.

Liquor Liability insurance is waived when Renter uses a Naperville Park District Preferred Caterer. Security for an indoor facility rental may also be waived when the Renter uses a Preferred Caterer.

Rental Approval, Payment and Deposits: The District shall have at least one business day after receiving a permit request to review the application to approve or deny. The Naperville Park District reserves the right to terminate the permit at any time based on the interest of public safety without refund of rental fees / deposit. The Park District reserves the right to amend the rental rules as needed to serve the best interests of the Park District. The Park District reserves the right to relocate any meeting/event based on unforeseen circumstances. The Park District does not assume any liability for lost or stolen property on the park district premises, or for personal injuries sustained on the premises during Renter's use. Renters must leave facility in the same condition in which it was found. Groups may not enter the facility prior to the agreed upon rental periods.

Excessive clean-up costs will be deducted from the deposit at the discretion of the Naperville Park District. Excessive damage includes but is not limited to; floor scrapes, appliance damage, and significant amounts of food or stains found on floors or counters. If the costs and expenses for the clean-up and restoration exceed the amount of the deposit, the District reserves the right to pursue any and all legal options. Indoor rentals will end at 12a.m., any added time will be billed at two times the hourly rate.

Rental Security: The Park District reserves the right to have a designated employee visit the event site or require Park Police Security to enforce the terms of this rental agreement and/or for compliance of Park District ordinances. Based upon the nature of the event, additional security staff may be required based upon review and/or recommendation of the Park District Chief of Police. The renter is responsible for all security staffing fees. If sufficient security is not on site, the permit is subject to revocation without refund of rental fees and deposit.

Tickets and Concession Sales: 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.

Equipment, Tents and Amplification: Renters may not bring any equipment to a park district building without the permission of the Naperville Park District. No person shall construct, build, erect, or otherwise place any building, tent, stand, scaffold, platform or other structure of whatever kind, whether stationary or moveable and whether permanent or temporary in character, or construct, run, string, or otherwise place any electrical wire, conduit or pipe, or any public service or private utility, into, upon, above, or across or beneath District Property, unless a permit, license, or contract therefore has first been obtained from the District.

Cancellation/Rainout:

Cancellations requested 21 days or more prior to the event will receive a refund of fees paid less the deposit. Cancellations requested less than 21 days prior to the event will receive a refund of fees paid less the deposit plus any unrecoverable costs.

The Naperville Park District is not responsible for weather conditions and no refunds will be issued due to weather. If an event is rained out, the renter may call within 72 hours to reschedule if possible. **INITIAL** _____

The Park District reserves the right to amend the rental rules as needed to serve the best interests of the Park District. The Park District reserves the right to relocate any meeting/event based on unforeseen circumstances. The Park District does not assume any liability for lost or stolen property on the park district premises, or for personal injuries sustained on the premises during Renter's use.

Signature of Event Organizer as an Authorized Representative: _____

Print Name: _____

Date: _____

EVENT LOGISTICS

Does your event include the use of tents larger than 10' X 10'? _____ YES _____ NO

If yes, you must submit a **TENT PERMIT APPLICATION**. Permits are obtained through the City of Naperville; please visit www.naperville.il.us

Contact J.U.L.I.E. at 811 to locate any utility lines prior to staking any tents or posts.

of tents: _____ @ size _____ # of tents: _____ @ size _____ # of tents: _____ @ size _____

_____ Copy of Tent Permit received by Naperville Park District

Will there be inflatable devices at the event? _____ YES _____ NO

If yes, you must submit a **CERTIFICATE OF INSURANCE** from the vendor (see insurance requirements document).

_____ Insurance Certificate received by Naperville Park District

Will you be using amplification? _____ YES _____ NO

If yes, you may need to submit an **AMPLIFIER PERMIT APPLICATION**. Permits are obtained through the City of Naperville; please visit www.naperville.il.us

_____ Copy of Amplifier Permit received by Naperville Park District

Are you holding a raffle at your event? _____ YES _____ NO

If yes, you must submit a **RAFFLE PERMIT APPLICATION**. Permits are obtained through the City of Naperville; please visit www.naperville.il.us

_____ Copy of Raffle Permit received by Naperville Park District

Will you serve food at your event? _____ YES _____ NO

If yes, you must submit a **NAPERVILLE PARK DISTRICT COMMERCIAL USE LICENSE APPLICATION** along with a **HEALTH DEPARTMENT PERMIT**.

_____ Vendor and Health Department Permit received by Naperville Park District

Will you be serving alcohol at your event? _____ YES _____ NO

If yes, you must submit **ALCOHOL LIABILITY INSURANCE** and arrange for security to be present when alcohol is being served. Insurance is available through Park District Risk Management Association.

_____ Alcohol Liability Insurance received by Naperville Park District

Do you plan to sell any merchandise? _____ YES _____ NO

If yes, all proceeds must be donated to the charity and a **NAPERVILLE PARK DISTRICT COMMERCIAL USE LICENSE APPLICATION** must be submitted.

_____ Vendor Permit received by Naperville Park District

Will you be posting signs? _____ YES _____ NO

All signs must be removed by the organization at the end of the event.

Will your event be crossing city streets? _____ YES _____ NO

If yes, please contact the Special Events Coordinator at the City of Naperville.

Will you be providing dumpsters? _____ YES _____ NO

If yes, how many: _____ Location: _____ Delivery Date: _____ Pick up date: _____

Will you be providing portable toilets? _____ YES _____ NO

If yes, toilet must be provided for every 250 anticipated attendees.

How many: _____ Location: _____ Delivery Date: _____ Pick up date: _____

Will you be using a walk/run route? _____ YES _____ NO

_____ Route received and approved by Naperville Park District

Additional Notes:

EVENT FEES

Will you require the use of Naperville Park District Police? _____ YES _____ NO

- Park Police are required if you are serving alcohol or your group will be crossing streets.
- Park Police are recommended if you are collecting money onsite.
- Park Police fees are \$45/hour per officer.
- Overnight Park Police fees are \$67.50/hour/per officer.
- Crossing city streets may require City of Naperville Police and need to be coordinated with the City.

Location of Officer	Number of Officers	Time Needed	Estimated Fees

Total Estimated Fees: _____

FEES

Deposit Due: _____	Paid Date: _____ K AX D MC V <i>(Keep copy of check for return)</i>
Event Fee: _____	Paid Date: _____ K AX D MC V
Park Police Fee: _____	Paid Date: _____ K AX D MC V
Total: _____	