



For Office Use Only	
Rental #	_____
Deposit Returned:	_____

SPECIAL EVENT APPLICATION

Completed forms may be dropped off or mailed to the Fort Hill Activity Center, 20 Fort Hill Dr. Naperville, IL 60540
or emailed to Ashley Rowden at arowden@napervilleparks.org

EVENT ORGANIZER INFORMATION

Organization Applying for Permit

Organization/Event Organizer: _____ 501 C 3 #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Website: _____

Organization Contact:

Name: _____ Email: _____

Primary Phone: _____ Cell Phone: _____

EVENT INFORMATION

Name of Event: _____

Type of event: _____ Parade _____ Walk/Run _____ Festival _____ Film Production _____ Other _____

Anticipated Attendance (per day): _____ Last year's attendance, if returning: _____

Event Location(s): _____

Will the event take place at more than one Park/Facility location? _____ YES _____ NO

If yes, a multiple location form will be provided to the Event Organizer for completion.

Event 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 the Event:

EVENT LOGISTICS

1. Does your event include the use of a tent larger than 10'x10'? YES NO

If yes, Event Organizer must submit a Tent Permit Application prior to the event with the City of Naperville. To obtain a copy of the application and information on the permitting process, please visit www.naperville.il.us, or contact the City of Naperville Special Events Coordinator. Event Organizer must submit a **Certificate of Insurance** from the vendor naming the Naperville Park District as an additional insured. Event Organizer must contact 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. All tent locations must be approved by the Park District prior to setup. The Event Organizer is responsible for any repairs to parking lots or asphalt surfaces resulting from tent placement in those locations.

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

2. Will there be inflatable devices at the event? YES NO

If yes, Event Organizer must submit a **Certificate of Insurance** from the vendor naming the Naperville Park District as an additional insured. Event Organizer must contact J.U.L.I.E. at 811 to locate any utility lines prior to staking any inflatable device. Events must also supply the Park District with a detailed site map for any item that will need to be staked.

3. Will you be using speakers and/or sound equipment for amplification at your event? YES NO

If yes, Event Organizer may need to submit an Amplifier Permit Application prior to the event with the City of Naperville. To obtain a copy of the application and information on the permitting process, please visit www.naperville.il.us, or contact the City of Naperville Special Events Coordinator. Amplified sound may not be plainly audible at 200 feet of the originating property's lot lines. Due to the proximity of some park locations to nearby homes, amplification may be limited further.

4. Are you holding a raffle at your event? YES NO

If yes, Event Organizer must submit a Raffle Permit Application prior to the event with the City of Naperville. To obtain a copy of the application and information on the permitting process, please visit www.naperville.il.us, or contact the City of Naperville Special Events Coordinator.

5. Are you planning to display signs to promote your event? YES NO

If yes, Event Organizer must obtain a Sign Permit from the City of Naperville and provide a detailed signage plan, including the proposed sign details/designs and locations. There may be fees associated with temporary signage in accordance with City of Naperville Municipal Code. Promotional signs may be placed on Park District property only on the dates of the permitted Event. Additional promotional opportunities are available through use of the Park District's Community Event Sign. For additional information, or to apply for use of the sign, visit www.napervilleparks.org. Only directional signs are permitted to be placed on the Naperville Riverwalk. No other signs may be placed prior to or during the event.

6. Will you serve alcohol at your event? YES NO

If yes, Event Organizer must submit additional insurance (see Insurance requirements at the end of this application) and arrange for security to be present when alcohol is being served. Insurance is available through Park District Risk Management Association. If you intend to sell alcohol at the event, please visit the City of Naperville website for information on liquor license requirements and application procedures.

7. Will you sell food, beverages or merchandise at your event? YES NO

If yes, Event Organizer must submit a Park District Commercial Use License Application and obtain a County Health Department Permit from the County where food and beverage sales will occur. A Commercial Use License Application and a copy of the Health Department Permit must be submitted to the District a minimum of 21 days prior to the event. The Health Department Permit is only required for food and beverage sales.

8. Will you be providing a dumpster(s) for the event? YES NO

If yes - Number: _____ Location: _____ Delivery Date: _____ Pickup Date: _____

9. Will you be providing portable toilets for the event? YES NO

If yes - Number: _____ Location: _____ Delivery Date: _____ Pickup Date: _____

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

If yes, a route map must be submitted prior to approval of a permit.

11. Does your event require the use of City sidewalks? YES NO

If yes, please contact the City of Naperville Special Events Coordinator in addition to completing this application.

12. Are you requesting the use of any Non-Park District, City-owned property (i.e. parking lots, streets, etc.)?
 YES NO

If yes, please contact the City of Naperville Special Events Coordinator in addition to completing this application.

13. Are you requesting the closure of any City streets? YES NO

If yes, please contact the City of Naperville Special Events Coordinator in addition to completing this application.

Additional Notes:

Is the type of event a Film Production? YES NO

**** FOR FILM PRODUCTION EVENTS ONLY ****

Type of production: _____

Park/Facility Location requested for the production: _____

Area within Park/Facility requested for the production: _____

Will the production require closure of the Park/Facility to the general public? YES NO

If yes, how long is the closure requested? _____ -

Number of production staff onsite for filming: _____

Length of production: _____

Span of hours needed for production each day: _____

Will the Park/Facility be altered or will props/scenery be set up at the location? YES NO

If yes, please describe the alterations and/or props/scenery that will be made/used: _____

Number of vehicles onsite for filming: _____

Types of vehicles onsite for filming: _____

What is the parking plan for the production vehicles? _____



EVENT LABOR FEE
ESTIMATES

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.
- Crossing city streets may require City of Naperville Police, which needs to be coordinated with the City.
- The District will determine the number of officers and time needed to support the Event.

Assistance Needed	Number of Officers	Time Needed	Estimated Fees

Total Estimated Fees: _____

Will you require the use of Naperville Park District Park Maintenance or Programming staff? _____ YES _____ NO

- Event Organizers are responsible for reimbursing the costs for Park Maintenance or Program staff needed to support the event (including set up, during event, and takedown). Tasks may include, but are not limited to, placement of additional trash cans, field and/or park utility markings, installation of fencing, additional restroom maintenance, etc.
- Event Organizers should indicate below any anticipated assistance needed from Park Maintenance or Program staff.
- Park Maintenance and Program staff fees are \$45/hour per employee.
- Event Organizers shall reimburse the District for the direct costs for all materials and supplies used for the event (i.e. paint, fencing, turf mat, etc.).
- Event Organizers shall reimburse the District for the costs for labor and materials needed to repair damage from the event, beyond reasonable wear and tear.
- The District will determine the number of employees and time needed to support the Event based on the assistance requested.

Assistance Needed	Number of Employees	Estimated Hours	Estimated Fees

Total Estimated Fees: _____

Important Information and Requirements: Please Read Carefully

1. The Naperville Park District reserves the right to approve or deny applications based on capacity, scheduling priorities, and any other factors that are deemed in the best interest of the Park District. Submittal of a completed Special Event Application does not constitute approval.
2. Event Organizer must have an approved Naperville Park District Special Event Permit prior to using a park/facility.
3. The Event may only occur during the dates and times specified in the approved permit, including set up and takedown times. Event set up and takedown, including but not limited to delivery and pickup of dumpsters, tents, port-o-lets, use of equipment, etc., shall not occur between the hours of 10:00 p.m. and 7:30 a.m. without prior written approval from the Park District. Applicant may not use parks/facilities that have been closed by the District.
4. Event Organizer shall inspect the park/facility(s) prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the area is safe and appropriate for any contemplated activity. Event Organizer shall promptly advise the Park District of any perceived dangerous or unsafe condition.
5. Park/facility amenities shall be used in accordance with its intended purpose. Any damage caused as a result of misuse will be charged to the Event Organizer.
6. The Event Organizer may not bring equipment to park/facility(s) that could damage the park/facility, its amenities, or pose a hazard to the general public.
7. Where the Event Organizer is permitted to use amplification equipment, the Event Organizer shall nevertheless not use amplification so as to cause a nuisance.
8. Event Organizer shall leave the permitted area in as good a condition as existed prior to commencement of the use. The Event Organizer shall be responsible for all costs incurred by the Park District to repair damage to the park/facility or its amenities that are caused by the event.
9. Event Organizer may not store equipment within any park/facility without prior written approval from the District.
10. Motor vehicles/equipment may be operated only on roadways and in parking areas. Vehicles/equipment are not allowed on grass areas or park interiors. An approved permit does not exempt the Event Organizer from this policy.
11. If merchandise, food or beverage is sold as part of the event, the Event Organizer or Vendors must request and receive an approved Park District Commercial Use License and obtain a County Health Department Permit from the County where food and beverage sales will occur. A Commercial Use License Application and a copy of the Health Department Permit must be submitted to the District a minimum of 21 days prior to the event. (*Health Department permit required for food and beverage sales only.*)
12. Event Organizer/Vendors approved to serve an event may only serve the event that the Vendor was hired to support.
13. Event Organizer is responsible for cleanup of any trash or debris generated by the operation.
14. Sale of products in glass containers is prohibited.
15. Event Organizer must obtain insurance for the limits outlined below. A certificate of insurance verifying coverage and naming the Naperville Park District as additional insured must be submitted to the District prior to issuance of an approved permit.
16. Event Organizer will adhere to all Federal, State, County, City and Park District rules, regulations, and ordinances. Event Organizer shall be responsible for the event's employees, agents, customers, and/or clients use of the park/facility pursuant to the permit issued and shall advise same of the applicable rules, regulations, and ordinances. All users must adhere to Executive Orders and activity guidelines issued by the Governor's office. Failure to adhere to all rules, regulations and ordinances may result in the cancellation of the permit and removal of the user from the park/facility.
17. Approved Event Organizers will be required to pay the appropriate Special Event fee and reimburse the Park District for all labor and materials used in support of the event.
18. The refund of Special Event fees is subject to the Cancellation/Rainout Policy outlined below.

Indemnification and Hold Harmless: Event Organizer agrees to protect, indemnify, save, defend and hold harmless the Park District, its officers, 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 Requirements: Event Organizers shall secure and maintain throughout the period of use general liability and property damage, to include Products/Completed Operations insurance, with policy limits of not less than \$1,000,000 per occurrence. The Naperville Park District shall be named as additional insured by endorsement. The types and limits of insurance may be changed from time to time as determined by the Naperville Park District. If applicable, business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. If applicable, Event Organizer shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Alcohol: If alcoholic beverages are being sold, served or consumed, the Event Organizer must provide proof of Liquor Liability insurance and a copy of the Event Organizer's Liquor License. The insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to 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. 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 or event.

Approval Process: All Special Event Applications must be submitted to the Park District via the online application form no less than 90 days prior to the event. Events with attendance of 1,000+ that occurred in the current year and are in good standing are eligible to submit a [Special Event Application](#) for use of the same park/facility on the corresponding date(s) for the following calendar year after the conclusion of the current year's event. Returning events with less than 1,000 attendees that are fundraisers may also submit for the following calendar year after the conclusion of the current year's event. A completed application and deposit must be received prior to approval of a permit. Event approval may not be issued by the Park District prior to January 1st. The Park District reserves the right to change the event date or location for the following calendar year based on park/facility availability. Returning events with less than 1,000 attendees and new event requests, including existing events with attendance of 1,000+ that are requesting a new date(s) or location, must submit a [Special Event Application](#). The Naperville Park District will evaluate requests for new special events beginning in January for that calendar year. The review of applications may occur earlier for events proposed to take place during the months of January through May, or for events that require considerable planning, and/or are subject to the City of Naperville Special Event permit process. Event organizers for approved events will be contacted by the Park District. No Special Event Applications for the current calendar year will be accepted after February 1st for events with estimated attendance of 250+. Event organizers for approved events will be contacted by the District. The District reserves the right to take additional time to review any application. The District reserves the right to terminate the permit at any time based on the interest of public safety without refund of any fees. The District reserves the right to amend the rules and regulations as needed to serve the best interests of the District. The District reserves the right to relocate any event based on unforeseen circumstances. The 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 Event Organizer's use. Event Organizer may not enter the park/facility prior to the agreed upon event time period. Event Organizer must leave park/facility in the same condition in which it was found. The cost associated with damage or cleanup caused by the Event Organizer's use of a park/facility is the responsibility of the Event Organizer. The District reserves the right to pursue any and all legal options against the Event Organizer for expenses incurred by the District as a result of the Event Organizer's use of a park/facility.

Equipment, Tents and Amplification: Event Organizers may not bring to a District park/facility any equipment (other than equipment identified on the Special Event Permit Application), without the written approval of the District and then only upon such conditions as the District may impose. This prohibition includes, but is not limited to, constructing, building, erecting, or otherwise placing any building, tent, stand, scaffold, platform or other structure of whatever kind, and constructing, running, stringing, or otherwise placing any electrical wire, conduit or pipe, or any public service or private utility, into, upon, above, or across or beneath District Property.

Cancellation/Inclement Weather:

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

The Naperville Park District is not responsible for weather conditions and no refunds will be issued due to weather. If an event is cancelled due to inclement weather, the Event Organizer may call the Park District within 72 hours to reschedule, if rescheduling is deemed possible.

INITIAL _____

By signing below I have read and fully understand the above Important Information and Requirements. If completing this application online, my online signature will be substituted for and have the same legal effect as an original hard copy signature.

Signature of Event Organizer as an Authorized Representative: _____

Print Name: _____ **Date:** _____