

Special Event Request

Contact Name: _____ Email: _____ Cell Phone: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Event Name: _____ Pavilion Name: _____

Date (s) of Event: _____ Est # of Guests: _____ Event Time Start: _____ End: _____

Pavilion Rental Fee: _____

ADDITIONAL SETUP FEES:

- Half Pavilion Setup (removal of tables and benches from half of the pavilion) - \$275
- Full Pavilion Setup (removal of tables and benches from the entire pavilion) - \$400
- Small Pavilion Setup (Only for "Small Parks") (removal of tables and benches from half or entire pavilion) - \$100
- Fairview Park Road Closure by DPD Staff - \$475

Total Rental Fees: _____

Will Fees be Charged? Yes No Fee? _____ Open to the Public? Yes No

Will Sales be Made? Yes No What Items will be sold? _____

Will Collections be Taken? Yes No Purpose of Collections? _____

Description of Activities:

Inflatable Bounce House? Yes No If Yes, See Approved Vendor List: **(No personal/homeowner owned inflatables)**

Amplification/Music? Yes No

Food Provided? Yes No Caterer/Food Vendor Name: _____
(Must provide Certificate of Insurance and Health Department Certificate at least 21 days in advance)

Alcohol served? Yes No Caterer/Food Vendor Name: _____
(Must be approved at least 21 days in advance of event. Must provide copy of catering liquor license and a certificate of insurance from vendor showing liquor liability and listing the Decatur Park District as an additional insured) Park Officer(s) may be required: \$30/hr fee will be charged.

Will you be setting up any tents larger than 10' X 10'? Yes No **(Must provide map of tent location.)**

Will you be providing portable toilets? Yes No

Location?

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 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, causes of action, costs and expenses arising solely by virtue of any negligent act or omission of the District.

INSURANCE

Renter shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Decatur Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG2011 or equivalent, 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 Dram Shop and/or Liquor Liability insurance. Vendors and renters must have automobile liability if they will have vehicles on District property, other than in designated parking lots and drives. Proof of Workers' Compensation Insurance is required for all vendors and renters who will be employing staff to work at the event. 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.

The Certificate of Insurance will be due by : _____ (21 days before the event)

The Decatur Park District reserves the right to cancel the event if it is determined to be in the best interest of the Decatur Park District.

I have read the Indemnification and Hold Harmless provision and understand that my signature is required in order to host this event. I understand and agree that the group I represent will abide by the policies stated on the back of this application.

I have the authority of the organization to execute and bind the organization to this agreement:

Renter Signature: _____

Date: _____

Print Name: _____

PARK DISTRICT USE ONLY

Applications Approved: Yes No

Inflatable Approved: Yes No

Insurance Approved: Yes No

Received By: _____

Date: _____

Approved By: _____

Date: _____

Approved for: Entire Facility