

SPECIAL EVENTS FAQ

What type of events require a Special Event Permit?

Any event that takes place within Edwardsville Township Community Park that has greater than 75 participants will require a Special Event Permit. These events require a Special Event Permit regardless of the park facilities used. These permits must be submitted at least **90 days** prior to the requested event date and are subject to Township Board approval.

What happens after I submit my application for a Special Event Permit?

Special Event Permits will be considered by the Board of Trustees of Edwardsville Township at their next monthly meeting. Applicants are invited to attend the meeting at which their application will be considered, but attendance is not required. You will be notified via mail regarding the approval status of your application.

What fees are associated with a Special Event Permit?

Special Event Permits require a separate \$50.00 fee, which will be returned in the case that the application is denied. In the event that you wish to reserve specific park facilities (pavilion, sport court, etc.), separate reservation forms and applicable fees will also be required.

Is Proof of Insurance required to obtain a Special Event Permit?

Yes, all organizations hosting a Special Event in Edwardsville Township Community Park must submit a certificate of insurance naming Edwardsville Township as additionally insured along with the Special Event Permit application in order to be considered. Any third-party contractors engaged for your event (timing company, caterer, etc.) must also submit a certificate of insurance naming Edwardsville Township as additionally insured. Individuals/families must only submit proof of insurance for third-party contractors.

What do I need to submit with my application?

In addition to your application, please submit a letter detailing the nature of the event, including any maps, third-party contractor/vendor information, etc. If your event requires participants to sign a hold harmless waiver, please include Edwardsville Township on this waiver and submit a blank copy along with your application.

Are there discounts available for facility reservation fees? (pavilion, court, etc.)

Applications for Facility Reservation Fee Waivers are available and must be submitted with the Special Event Permit application and/or facility reservation to be considered. This fee waiver applies to any facility (pavilion, court, etc.) reservation fees, but the \$50 Special Event fee is **not eligible**. If this waiver is approved, Edwardsville Township requests to be acknowledged as an event sponsor.

How do I apply for Edwardsville Township Sponsorship?

Applications for Reservation Fee waivers are available for consideration. These waivers must be submitted at least **ninety days** prior to the requested event date. If this application is approved, Edwardsville Township requests to be acknowledged as an event sponsor.