



# **SPECIAL EVENT PERMIT**

Edwardsville Township Community Park  
6368 Center Grove Road, Edwardsville, IL 62025

Edwardsville Township offers pavilions and facilities located in Edwardsville Township Community Park for the use of the general public. Reservations must be made in advance at the Township Office, located at 300 W Park Street, Edwardsville (Monday-Friday 8:30 AM - 4:30 PM)

A special event permit will be required for any activity with more than 75 guests in attendance regardless of the facilities used **and** must be submitted to Edwardsville Township **ninety (90) days prior**. The review and approval of the special event permit is completed by the Edwardsville Township Board of Trustees at the monthly Board meeting. Individuals/organizations are invited to attend the meeting at which their application will be considered. Special event permit applications are considered on a first come, first serve basis, with Township sponsored events taking priority.

A separate facility reservation form is required to reserve needed facilities (pavilions, fields, rink, and tennis courts). Applications for fee waivers are available for facility reservation fees and must be submitted with those applications to be considered.

**A \$50.00 Special Event Permit Fee is required to be paid by a separate check with application.**  
**FEES ARE NON-REFUNDABLE.**

**If this application is denied, the check will be returned.**

## **Permit Application Process**

Applicants must complete and return the following application, a detailed letter explaining the nature of the event including route maps (where participants will be following a course), site maps (including relative locations of the following: tents/canopies with sizes; stages, promotional vehicles, portable toilets, dumpsters, fences/barricades; and proposed driving paths for all equipment and supply vehicles) **and** required fees at least **ninety (90) days** prior to requested event date. Edwardsville Township reserves the right to require additional information or documentation regarding the applicant, applicant's company/organization, event sponsors, event activities, event vendors or the event itself. Failure to submit requested information or documentation in a timely manner may cause for denial of a special event permit.

Organizations/businesses whose event generates income (such as registration fees) are required to make a 15% donation of gross profits to the Airplane Overhaul Fund.

Applicants must be at least 18 years or older.

Once all the requirements have been fulfilled, including receipt of all documents and payment, the special event permit will be considered by the Edwardsville Township Board of Trustees. Once approved, a special event permit will be issued. A copy of the special event permit must be present on-site for inspection during event.

Applicants are required to inform the Township, in writing, of any and all amendments to the original application prior to the event day. Permits are non-transferable.

Edwardsville Township reserves the right to deny any application if, in our sole judgment, such application is not consistent with the location or equipment available, the granting of a permit would cause damage to persons or property within the park, or such use is not consistent with the park area requested.

Edwardsville Township does not discriminate on the basis of race, color, religion, sex, national origin, marital, veteran or handicapped status in its services, programs, or policies.

## **Insurance**

Organizations/businesses are also required to provide a certificate of general liability insurance coverage naming Edwardsville Township as additional insured for the event.

## **Waiver**

If the 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.

## **Alcohol**

Alcohol is not permitted in Edwardsville Township Community Park

## **Amenities**

- Edwardsville Township does NOT provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents/canopies, fencing or other equipment.
- Amenities and event features are provided at the sole expense and risk of the Event Organizer.
- Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the Township, are the sole expense and risk of the Event Organizer.

## **Amplified Sound**

Amplified sound is not permitted in Edwardsville Township Community Park

## **Bounce Houses/Inflatables**

Bounce houses and other inflatables are not permitted in Edwardsville Township Community Park.

## **Cancellation/Weather**

Edwardsville Township reserves the right to cancel or relocate an event due to poor weather conditions prior to or on the day of the event that may cause excessive damage to Edwardsville Township property. Refunds will not be granted for inclement weather.

## **Event Hours**

Events are restricted to the public hours of the park. If access to the park is necessary for set-up or tear-down either before or after public hours, then the applicant may be charged a fee to cover all costs associated with the request, if approved.

## **Non-Profit 501 (C) 3**

Non-profit organizations will be charged full fees. Fee waivers are available for facility reservation fees, but not for permit fees. Applications for fee waivers are available and must be submitted with the facility reservation applications to be considered.

## **Garbage/Trash Clean-up**

Multiple trash cans and one dumpster are available onsite. Additional dumpsters must be placed on a hard surface such as asphalt, concrete, or a surface approved by the Township Supervisor and will be the sole expense of the Event Organizer.

Individuals and/or organizations are responsible for the condition of the area being used. Permit holders will be held financially responsible for damage or abuse to pavilions, tables, or other equipment that appear to be beyond normal wear. Please report any damage, vandalism or dangerous conditions to the Township immediately.

## **Portable Toilets**

Portable toilets must be located on a hardened surface, which may include asphalt, concrete, or plywood. All portable toilets are at the sole expense of the Event Organizer and must be clearly identified on the Site Map.

## **Prohibited Activities**

- Solicitation or sale of items is not permitted.
- No bonfires or open flames except in provided grills.
- No parking and/or driving vehicles on grass, athletic fields, and pathways.
- Signage/Decoration: Permanently fastening or attaching (staples, tacks, nails, screws) any rope, sign, banner, flyer or other object to any tree shrub or park feature on Township property is strictly prohibited. All signage/decorations must be temporarily secured (tape, string, ribbon) and completely removed after the event.
- General park rules are posted on signs throughout the park. Violation of these rules will cause denial of future use.
- No animals of any kind (including dogs) are permitted. Service animals with proper identification are always welcome.

## **Tent/Canopies**

Tents and/or canopies must be clearly identified on the site map including the quantity of tents/canopies, along with the sizes of each. Tents must be surface anchored.

Special Event Check List

Yes  No Special Event Permit Application  
 Yes  No Certificate of Insurance  
 Yes  No Portable Toilets: \_\_\_\_\_ Number  
 Yes  No Tents: Number \_\_\_\_\_ Size(s) \_\_\_\_\_  
 Yes  No Stage: Number \_\_\_\_\_ Size(s) \_\_\_\_\_  
 Yes  No Facility Reservations: Pavilion \_\_\_\_\_ Court \_\_\_\_\_ Rink \_\_\_\_\_ Field \_\_\_\_\_

Office Use Only

Special Event Permit Fee Paid; Date \_\_\_\_\_; Cash  Check # \_\_\_\_\_ Received by: \_\_\_\_\_

Facility Reservation Forms Received/Paid

Approved; Date: \_\_\_\_\_; Confirmation Mailed by: \_\_\_\_\_

Post-Event Inspection By: \_\_\_\_\_

Results:  Acceptable  Unacceptable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SPECIAL EVENT PERMIT

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6368 Center Grove Road, Edwardsville, IL 62025

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

IL Driver's License # \_\_\_\_\_ (must include copy of driver's license)

Organization/Business Name\*: \_\_\_\_\_ IRS 501(c) Tax Exempt # \_\_\_\_\_

Organization Address: \_\_\_\_\_

Event: \_\_\_\_\_ Date Requested for Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Actual Event Time: \_\_\_\_:\_\_\_\_ am/pm TO \_\_\_\_:\_\_\_\_ am/pm Expected # of attendees: \_\_\_\_\_

Time in Park (including set up and tear down): \_\_\_\_:\_\_\_\_ am/pm TO \_\_\_\_:\_\_\_\_ am/pm

**\*Please note: No Alcohol or Amplified Sound is Permitted in the Park**

## **HOLD HARMLESS AGREEMENT**

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUP MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood that participants unconditionally release and waive any and all claims, liabilities, and causes of action and agree to defend, indemnify, and hold harmless Edwardsville Township, and its employees, Board of Trustees, and agents from all claims, demands, losses, expenses (including attorney's fees), damages, liabilities and actions arising out of or resulting from use of this facility.
2. Applicants willful misrepresentation of any fact contained in the application shall constitute grounds for the Township to, without prior notice or inquiry of any kind, immediately deny any permit sought by applicant or, without any prior notice or inquiry of any kind, cancel, revoke, or rescind any permit that may have been approved and granted to applicant hereunder.
3. The undersigned has read the foregoing application and has completed the same to the best of his or her information and belief, and the undersigned has full and complete authority to so do and to execute the same in his or her represented capacity.
4. Each group shall be fully responsible for leaving the facility in the same physical condition in which the facility was found. The expenses resulting from any damage or undue maintenance to the facility shall be charged to the applicant. Failure to meet any monetary obligations beyond the reservation fee within thirty (30) days of billing will be cause for cancellation of future privileges and for legal action, including all costs incurred by Edwardsville Township for collection.
5. Each group shall be fully responsible for any and all repairs and/or damages made to Edwardsville Township Community Park equipment and grounds arising out of or resulting from use of this facility and for the replacement of stolen equipment.
6. Alcohol is prohibited on all park property.
7. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by Edwardsville Township
8. I agree to be responsible for the conduct of the group in and about the facilities in use, for the control and containment of noise, litter and damage beyond ordinary wear and tear, which may occur while using the premises.
9. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

\_\_\_\_\_ I am over 18 years of age.

\_\_\_\_\_ I agree to adhere to all policies set forth by Edwardsville Township.

\_\_\_\_\_ I acknowledge that all information, to the best of my knowledge, provided on this form is truthful.

\*\*Applicant must initial all statements above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only**

\_\_\_\_ Special Event Permit Fee Paid; Date \_\_\_\_\_ Card \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

\_\_\_\_ Facility Reservation Forms Received/Paid (if needed); Received by: \_\_\_\_\_

\_\_\_\_ Approved; Date: \_\_\_\_\_; Confirmation Mailed by: \_\_\_\_\_