

**Springfield Park District**  
**Walk / Event Application**



Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Park Requested: \_\_\_\_\_

Specific Area Requested: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Cell Number for Contact Person for day of the event: \_\_\_\_\_

Please provide a detailed description of Walk/Event. Be sure to include any Special Features you would like to include such as: tents, live music, food truck, etc. as they will require additional consideration.

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Anticipated number of participants: \_\_\_\_\_

**\*Applicant will be required to supply a Certificate of Insurance naming the Springfield Park District as an additional insured in the amount of \$1 million at least 10 days prior to event.\***

**Please Note:**

- Alcohol is strictly prohibited in the parks and picnic shelter areas.
- Bounce Houses & water features such as Slip 'n Slides are strictly prohibited at Springfield Park District Parks.

Do you request Barricades (Washington Park only):    ☐ yes    ☐ no

## CONCESSIONS

Will you be serving Concessions?    ☐ yes    ☐ no

## VENDOR PLACARD FOR CONCESSIONS

\* If "yes" number of vendors will need to be reported and placards issued for all vendors selling food and or merchandise.

1 Vendor .....	\$ 50.00
2-4 Vendors .....	\$ 75.00
5-8 Vendors .....	\$150.00
Over 8 Vendors .....	\$250.00

## FEES

Event Fee .....	\$ 150.00/Resident	\$ 180.00/Non-Resident
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Number of additional trash cans requested: \_\_\_\_\_ x \$ 3.00 each for first 10  
x \$ 4.00 each for each additional over 10

Number of additional picnic tables requested: \_\_\_\_\_ x \$ 10.00 each for first 5  
x \$ 13.00 each for each additional over 5

Other expenses \_\_\_\_\_ Shelter, indoor Facility Rental Fee, etc.  
Vendor Placard Fee

Total Non-Refundable Fee..... \$

Please submit application to: [jrussow@springfieldparks.org](mailto:jrussow@springfieldparks.org)

Or by mail to: Springfield Park District  
Attn: Event/Walk Application  
2500 South 11<sup>th</sup> Street  
Springfield, IL 62703