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:	-
	Walk/Event. Be sure to include any Special Features you would food truck, etc. as they will require additional consideration.	
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		_
		_
Anticipated number of participants:		
	a Certificate of Insurance naming the Springfield Park	
District as an additional insured in th	e 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.

BARRICADES

Do you request Barricades (Washington Park only): [) yes [) no If barricades are requested, it is the renter's sole responsibility to set up and take down barricades (provided by park district) for event.

CONCESSIONS

Will you be serving Concessions? [) yes [) no

Please follow Guidelines and Permit Requirements of the Sangamon County Public Health Department, 2833 South Grand Ave E, Springfield, IL 62703 • {217} 535-3100 <u>www.scdph.org.</u>

VENDOR PLACARD FOR CONCESSIONS

Does lessee request permission to sell concessions? Yes [] No []

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

Vendor Add-On Fees will apply.

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

All vendors must display the appropriate placard issued by the Springfield Park District on the date(s) of the event. Failure to display SPD issued placard could be subject to park ordinance and fines. Vendor is defined as for-profit entity selling goods or merchandise.

FEES

Additional trash cans & picnic tables provided, if available, at an additional fee

Event Fee	<u>\$ 150.00/Resident</u>	<u>\$ 180.00/Non-Resident</u>
Number of additional trash cans requested:	x \$ 3.00 each x \$ 4.00 each	for first 10 for each additional over 10
Number of additional picnic tables requested:		ch for first 5 h for each additional over 5
Other expenses	Shelter, indoo Vendor Placa	or Facility Rental Fee, etc. rd Fee
Total Non-Refundable Fee\$		

Please submit application to: jrussow@springfieldparks.org

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

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