



Special Event Request Form
 Department of Parks and Planning
 8 North Avenue; St. Charles, IL 60174
 (630) 584-1885 Phone, (630) 584-7413 Fax, stcparks.org

Return all special event requests to the Department of Parks and Planning

Contact Information

Name of Organization: _____ Application Date: _____

Type of Organization: Associate Group For Profit Non-Profit Individual Political Public Agency

Organizer Name: _____ Position: _____

Organization Address: _____ City: _____ Zip Code: _____

Primary Phone: _____ Alternate Phone: _____ Email Address: _____

Event Information

Event Name: _____

Purpose: _____

Preferred Date for Event: _____ Preferred Location: _____

Event Setup Time: _____ Event Takedown Time: _____ Actual Start Time for Event: _____

Estimated Number of Participants: _____ Participants _____ Volunteers _____ Visitors

Park and Facility Details

Is the event open to the public? Yes No

Extra Garbage/Recycle Containers: _____

Is this a new event in St. Charles Parks? Yes No

Other Park Permit Requests (add detail and list vendors):

Facility/Park Requests (add detail):

- Pavilion(s): _____
- Open Space: _____
- Indoor Space: _____
- Athletic Court(s): _____
- Use of Park Trails/Paths: _____
- Access to Power: _____
- Access to Water: _____
- Early Access to Park: _____

- Posting Signage in Park: _____
- Amplified Music/Sound: _____
- Entertainment: _____
- Bouncehouse/Amusements: _____
- Catering/Food Service: _____
- Tent/Temporary Structure(s): _____
- Other Vendors: _____
- Vehicle Access to Park for Vendors: _____
- Generator(s): _____

Other event requests: _____

Event Request Checklist

- Completed Special Event Request Form
- Valid certificate of insurance(s) listing the St. Charles Park District as additionally insured from requestor and all vendors
- Site map, layout, drawings and/or aerials that detail walking/running routes, placement of vendors, tents, etc.
- Permit fees for your event
- Supporting documentation (may include detailed letter of request or add page to this document if more space is needed)

Event Guidelines

1. Event organizers, hosting organizations, vendors, participants, supporters and volunteers are expected to **comply with all established park ordinances**. In addition, at its discretion, the park district may reschedule, relocate, and/or cancel events in the interest of public safety, in response to severe weather, emergency facility maintenance, misrepresentation of event purpose and activities, and/or other circumstances. **Permit fees are nonrefundable for outdoor rentals.**
2. **Special events must be approved by the Park Board in advance** of the event, and preferred dates are not guaranteed until the event is approved by the board, a permit has been generated, and permit fees are paid.
3. Event activities, site layout, and vendors **must be approved in advance** and included on your permit.
4. You are **free to choose your vendors** (music, tent rental, catering, etc.) and each will need to be added to the event permit.
5. The **park district will only provide permits for park areas**. If your event crosses agency boundaries, you may need to contact the other agency directly. Depending on the complexity of your event, this may include the City of St. Charles and Kane County Forest Preserve District. For events running along the Fox River Trail, this may also include any of the local agencies along the Fox River from Aurora to Elgin. The Fox River Trail Coordinator must also be notified when your event takes place on the Fox River Trail.
6. **Park areas, pavilions, gazebos, parking lots, athletic fields, and/or trails must be restored to the condition in which they were found.** This includes placing trash and recycling in the park containers, removal of all promotional signage and all decorations, removal of all equipment and fixtures, removal of all walking/running ground markers, and/or removal of all contracted services (tents, port-o-lets, etc).
7. **Trails, paths, parking lots, roads, park areas, pavilions, and other park amenities must not be permanently** marked or changed. Use materials that are easy to clean up, friendly to park settings, and free of residue.
8. **Organizations may be billed** for excessive clean up, property damage, or unscheduled staff labor.
9. **Certificates of insurance will be required** from the hosting organization, event partners, and vendors. Certificates must list the St. Charles Park District as additionally insured, and received no later than 10 business days before the event.
10. **Be specific in your request regarding any fundraising** that your organization is conducting. If you have a fundraising component to the event, include the purpose and whom it will benefit, how and when the fundraising will be conducted, whether the event be open to the public, and if there are any admission or entry fees to view or participate the event.
11. The **park district maintains the authority** to require qualified private security or sworn police officer(s) for the event.
12. **Parks always remain open to the general public.** Park paths, trails and roads must always remain clear.
13. **Personal vehicles are not permitted to drive inside any park.** Approved vendors may drive into park areas provided they are included on the event permit, observe all park ordinances, and have submitted a valid certificate of insurance.
14. Questions regarding available dates, ordinances, event guidelines, fees, and park amenities can be directed to the Parks Department.

Acknowledgement and Signature

As an authorized representative, I maintain that all the information submitted is accurate and complete to the best of my knowledge. It is understood that we must comply with all park ordinances, report any changes to our approved activities, and follow the event guidelines provided on this page.

Signature: _____ Title : _____ Date: _____

Park District Use Only

Board Meeting: _____

Approved: _____

Denied: _____

Special Notes: _____