

Road Run/Walk Event Request

Contact Name:	Cell Phone:
Street Address:	City:
Email:	State: Zip:

Event Name:			
Dates(s) of Event:	Estimated Number of Guests:	Event Time Start:	End:
Describe type of Event (Run, Walk, Race, Bike Ride, etc.):			

LARGE SPECIAL EVENT-FULL PARK CLOSURE (250 or more runners/walkers)

- Full use of Fairview Pavilion #1, with roads throughout park closed by DPD staff-\$700
- Full Use of Fairview Pavilion #1, with roads closed by volunteers - \$375

LARGE SPECIAL EVENT-PARTIAL PARK CLOSURE (Less than 250 runners/walkers)

- Full use of Fairview Pavilion #1, with north road dosed to traffic from the restrooms to the rose garden. Walkers and runners must remain on the trail - \$350

SMALL SPECIAL EVENT - PARTIAL PARK CLOSURE (Less than 250 runners/walkers)

- Full use of Fairview Pavilion #2, with north road dosed to traffic from restrooms to the rose garden. Walkers and runners must remain on the trail - \$200

ADDITIONAL SETUP FEES

- Half Pavilion Setup (removal of tables and benches from half of the pavilion) - \$225
- Full Pavilion Setup (removal of tables and benches from the entire pavilion) - \$375

Will Fees Be Charged? Yes___ No___ Fee?	Open To The Public? Yes___ No___
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Will Sales be Made? Yes___ No___	What Items will be sold?
Will Collections be Taken? Yes___ No___	Purpose of Collection?

Description of Activities:

Inflatable Bounce House? Yes___ No___ If Yes, See Approved Vendor List: (No personal/homeowner owned inflatables)

Amplification/Music? Yes___ No___

Food Provided? Yes___ No___ Caterer/Food Vendor Name: Must provide Certificate of Insurance and Health Department Certificate

Alcohol Served? Yes___ No___ Caterer/Food Vendor Name: (Must be approved. Must provide copy of catering liquor license and a certificate of insurance from vendor showing liquor liability and listing the Decatur Park District as addition insured) Park Officer(s) may he required: \$30/hr fee will be charged

Will you be setting up any tents larger than 10'x10'? Yes___ No___ (Must provide map of tent location. Must be approved.)

Will you be providing portable toilets? Yes___ No___ Location?

INDEMNIFICATION AND HOLD HARMLESS
 Renting Group/Individual (hereafter referred to as "Renter") agrees to protect, indemnify, save, defend and hold harmless the Park District, its officer, officials, volunteers, employees, and agents (hereafter collectively referred to as "District") from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's fees for which the District may become obligated by reason of any accident, injury or death of persons or loss of or damage to property arising indirectly or directly in connection with or under or as a result of this agreement, whether such loss damage injury or liability is contributed to by the negligence of the Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except for claims, damages, penalties, caused of action, costs and expenses arising solely by virtue of any negligent act or omission of the District.

INSURANCE

Renter shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Decatur Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG2011 or equivalent, and specifying the dates(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, the Renter also must provide proof of Dram Shop and/or Liquor Liability insurance. Vendors and renters must have automobile liability if they will have vehicles on District property, other than in designated parking lots and drives. Proof of Workers' Compensation Insurance is required for all vendors and renters who will be employing staff to work at the event. The insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. This insurance requirement may be modified upon written approval by the Park District.

The Certificate of Insurance will be due by : _____ (21 days before the event)

The Decatur Park District reserves the right to cancel the event if it is determined to be in the nest interest of the Decatur Park District.

I have read the Indemnification and Hold Harmless provision and understand that my signature is required in order to host this event. I understand and agree that the group I represent will abide by the policies stated on the back of this application.

I have the authority of the organization to execute and bind the organization to this agreement:

Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

PARK DISTRICT USE ONLY

Applications Approved: Yes No

Inflatable Approved: Yes No

Insurance Approved: Yes No

Approved By: _____

Date: _____

Approved for: Entire Facility

Amount Paid: _____

(RULES/POLICIES ATTACHED)

Road Run/Walk Policies

Violation of any of the following will result in subject to loss of deposit:

- **No alcoholic beverages** X_____
- **No parking in grass** X_____
- **No grill under pavilion or on concrete** X_____
- **No criminal activity as determined by police** X_____
- **No moving tables, stapling, nailing, or use of glitter, confetti, push pins, or thumb tacks** X_____
- **Music must not be loud or offensive to the public and kept at a level to not interfere with other users of the park. No music after 8:00pm** X_____

These will be monitored by our police department.

All Road Run/Walks will be held in Fairview Park. Exceptions include the Staley Firecracker Road Run, Decatur Triathlon, and Shoreline Classic which are approved for Nelson Park. The Park District reserves the right to accept or refuse any event.

ROAD RUN/WALK RULES

- Full park closure at Fairview and Nelson will be approved on a case-by-case basis due to the limiting of access to park facilities (Beach house, Boat Docks, Fairview Tennis Center, Fairview Dog Park, etc.)
- Additional fees will be charged for closing roads, rearranging the pavilion, and providing security.
- For larger events, the event holder will be responsible for providing additional portable toilets, trash dumpsters, tents, tables, etc.
- All events must start by 8:00am to allow park road reopening by 10:30am.
- Due to staff constraints, the Park District cannot accommodate more than one road run/race on a given date.
- No walks or runs will be held in parks outside of Fairview or Nelson.
- Alcohol must be purchased and dispensed by a caterer with a valid catering liquor license. A copy of this license must be filed with the Decatur Park District Administration Office no later than 21 days prior to the event. Alcoholic beverages may only be served or consumed in Fairview #1 or Nelson #1. Permits for approval may be obtained at the Decatur Park District Administration Office.
- Renter shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Decatur Park District as an additional insured, accompanied by a properly executed additional insured endorsement and specifying the date(s), location(s), and nature of the event no later than 21 days prior to the event.
- Reoccurring runs/walks must make reservation for the following year's event before January 1 of each year to hold the same date.
- Renters may not charge admittance to events.
- Renters are only entitled to the area that they have rented. If you experience problems at any time during our reservation, please contact Park Police at 424-1311.
- The renter must be present during the entire duration of the event and have the Pavilion/Park Reservation Application with them.
- Restrooms will be unlocked by Park District Staff for paid reservations only. Restrooms will be unlocked no later than 10:30am and will be closed at 9:00pm. If restrooms aren't open by 10:30am for your paid reservation please contact Park Police at 424-1311 for assistance.
- Smoking is prohibited in pavilions and restrooms and within 15 feet of pavilions and restroom entrances.
- The Park District will make every effort to see that the pavilion is clean but it is an outside facility so there is no guarantee birds' nests, spider webs, bees, insects, etc. will be removed at the time of rental. Due to power outages and vandalism, electricity in the pavilion is not always a guarantee.
- Inflatable games/toys must be commercial grade from an approved vendor (has insurance provided). Electrical service is limited in pavilions and may require you to rent a generator for them inflatable company. The Park District is not responsible for providing power for inflatables or for tripped breakers.
- Hayrides, pony rides, and wagon/trailer rides are not allowed on Park District property.
- **A full refund will only be issued if the reservation is cancelled more than 1 month prior to the event. If the reservation is cancelled in less than 1 month but more than two weeks before the event, they will receive a 75% refund. If a reservation is cancelled less than two weeks from the date there will be no refund.** (This includes any reservation cancelled because of inclement weather conditions).