



TRI TOWNSHIP PARK DISTRICT

410 Wickliffe St.
Troy, Illinois 62294

Phone: 618.667.6887
Fax: 618.667.7355

Event Application

1. Event Organizer Details

Organization: _____

Address: _____

Contact Person: _____

Phone: _____

After Hours: _____

E-Mail: _____

2. Event Details

Event name: _____

Event Date(s): From: _____ To: _____

Number of days: _____

Event Times: Start: _____ am/pm Finish: _____ am/pm

Estimated daily attendance: _____ Overall attendance: _____

Proposed Venue: _____

Venue address: _____

Venue/Site preparation start date: _____ Venue/Site preparation vacated date: _____

4. Insurance

Do the event organizers have public liability and professional indemnity insurance (\$ 2 million) to cover the event? Yes _____ No _____

Please provide a copy of the Certificate of Liability.

5. Stall holders

Are there any organizations apart from the event organizer, participating in this event? If yes, please list:

*A stall holders Certificate of Liability insurance and all licenses must be attached to this application for each participant.

6. Noise

Will your event include amplified music or speeches, etc.? _____

If YES, please provide details including what will be amplified, volume and times.

*Note it may be necessary to obtain a permit from the EPA for excessive noise.

7. Road closures, restrictions and traffic control

Will it be necessary to close any roads for the event? _____

Name of road/street _____ Date: _____ Time of closure: _____ am/pm
Re-opening: _____ Date: _____ Time: _____ am/pm

Name of road/street _____ Date: _____ Time of closure: _____ am/pm
Re-opening: _____ Date: _____ Time: _____ am/pm

Name of road/street _____ Date: _____ Time of closure: _____ am/pm
 Re-opening: _____ Date: _____ Time: _____ am/pm

8. Alcohol and licensing

Will alcohol be provided? _____
 If YES, has an application for a liquor license been made and on what date? _____
 Has the Liquor License been approved and issued? _____ (Please provide a copy)
 You will need to attach a copy of DRAM shop insurance to application if you are selling alcohol on the premises.

9. Food Service

Will food be served at your event? _____

Type of Food	Facilities Required	Supplier/Caterer	Contact Details
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:

10. Toilets and Ablutions Facilities

Number of facilities:

Toilets/Urinals: _____

Hand Basins: _____

Number of ADA compliant facilities including hand basins: _____

Ref: Disability Discrimination Act Commonwealth 1992

11. Waste Management

Will your event require assistance with waste management? _____

If YES, please provide details, Park may be able to assist:

12. Emergency Services

Have emergency services been notified of the event details and consulted as to their recommendations/requirements? _____

Police: Date of notification _____

Branch name: _____

Branch location: _____

Contact Officer: _____

Requirements:

Fulfilled: _____ Yes _____ No

Fire Authority: Date of notification _____

Branch name: _____

Branch location: _____

Contact Officer: _____

Requirements:

Fulfilled: _____ Yes _____ No

Ambulance Service: Date of notification _____

Branch name: _____

Branch location: _____

Contact Officer: _____

Requirements:

Fulfilled: _____ Yes _____ No

Local Hospital/Health Service: Date of notification _____

Branch name: _____

Branch location: _____

Contact Officer: _____

Requirements:

Fulfilled: _____ Yes _____ No

13. First Aid Facilities

Will first aid services be available at your event? _____

If NO, please give details as to why First Aid is not needed at your event.

If Yes, who will be providing this service? _____

14. Animals

Does the event involve animals? _____

If YES, what arrangements will be necessary for their management, care and well-being?

Will the public handle the animals? _____

If YES, what provisions will be made to minimize transmission of zoonotic (animal to human) disease?

What provisions will be made for the collection, storage and removal of animal waste, (e.g. bedding, manure, and wash down areas)?

15. Amusement Structures

Will there be any amusement structures operating at the event? _____

If YES, please provide details:

Proprietor	Structure Type	Registration Number

*Copy of Workplace Services Certificate of Amusement Structure Registration for each structure and Public liability insurance certificate needs to be provided.

16. Fireworks and Pyrotechnics

Will there be any fireworks or other pyrotechnics at the event? _____

If YES, please provide details:

Name of Company managing/undertaking fireworks program: _____

Technician: _____ Permit number: _____

Phone number: _____

Copy of Technicians current pyrotechnics licenses and Workplace services permit to be Supplied.

Identify areas patrons are restricted from entering (public exclusion zones) on the site Plan. Detail how public exclusion zones will be managed:

17. Security Personnel

Will there be qualified security personnel in attendance? _____

If NO, please give details as to why Security is not needed at your event.

If YES, please provide company details:

Name of Company: _____

License details: _____

Responsible for: _____

Contact person at event: _____

Phone number: _____

Number of security personnel at event: _____

Event security will commence on: _____ and conclude at: _____

18. Building and Structure Requirements

Will the event include any of the following temporary structures?

Stages or platforms _____

Break away stage skirts _____

Seating stands _____

Marques/tents _____

Pre-fabricated buildings _____

Other _____

*Please note- if development approval is required assessment for both Planning and Building may take up to 16 weeks.

Have approvals been obtained from Park Board for temporary structures or changes to Existing facilities? _____

19. Volunteers

Will volunteers be used at the event? _____

If YES, please provide details of volunteer roles, insurance, management procedures, Training, induction and compliance with the Volunteer Protection Act of 1997.

20. Signs and Advertising

Will your event require temporary signage? _____

What signage, including those required under the provision of the Liquor Licensing Act, Will need to be developed?

<input type="checkbox"/>	Ambulance Locations	<input type="checkbox"/>	Promo./Sponsor	<input type="checkbox"/>
<input type="checkbox"/>	Camping areas	<input type="checkbox"/>	Public transport	<input type="checkbox"/>
<input type="checkbox"/>	Drinking water	<input type="checkbox"/>	Shaded areas	<input type="checkbox"/>
<input type="checkbox"/>	First Aid posts	<input type="checkbox"/>	Telephones	<input type="checkbox"/>
<input type="checkbox"/>	Fire fighting posts	<input type="checkbox"/>	Toilets and ablutions	<input type="checkbox"/>
<input type="checkbox"/>	Food outlets	<input type="checkbox"/>	Others	<input type="checkbox"/>
<input type="checkbox"/>	Information Center	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Liquor licensing	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Lost and Found	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Lost Children	<input type="checkbox"/>		<input type="checkbox"/>

Will any sign be larger than 2x2? _____

If YES, approval is required from Park Board

Has this approval been obtained? _____

21. Risk Assessment and Response

Have all possible risks been identified and ranked? _____

Have control measures been established for each risk? _____

Have control measures been implemented for each risk? _____

23. General Conditions

1. The event organizer agrees to indemnify and to keep indemnified the Park Board, it's servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The event organizer shall take out and keep current a Public Risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of Two Million Dollars against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The event organizer or any other participant, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorized by the issuing of this permit.
4. The permit is non-transferable.
5. The event organizer shall comply with and give all notices required by any Act, Ordinance, Regulation or By-law relating to the activity.
6. No food or drink, other than those nominated at Sections 8&9 of this application, will be offered for sale by the permit holder.
7. No music system or amplified sound, other than those specified at Section 6 of this application, is to be used by the permit holder without the prior approval of the Park Board.
8. Stalls and exhibitor sites will be allocated by the Event Coordinator and sites can only be altered by liaison with the Coordinator.
9. The permit holder shall ensure that site/s covered by this permit are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
10. The use of power by permit holders shall not exceed that agreed to and approved by the Park Board.
11. The permit is liable to be revoked by the Park Board if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance. The decision of the Park Board will be final.
12. Permission is liable to be revoked by Park Board if the event organizer fails to comply with any condition or in any other justifiable circumstance. The decision of the Park Board with be final.
13. Permission to commence event will not come into operation until proof of all required documentation has been provided to the council with a permit, authorized by the Park Board, has been returned to you.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

This Hold Harmless and Indemnification Agreement is made this _____ day of _____, 20____, by and between Tri-Township Park District whose address is 410 Wickliffe Street, Troy, Illinois 62294 and (Vendor) _____ whose address is _____

RECITALS:

Is hosting an event at 410 Wickliffe Street, Troy, Illinois 62294 from _____20__ to _____20__;

Vendor desires access to the Event Premises and entrance into the event to set up a booth and conduct _____ activities out of the vendor booth at the event;

Tri-Township Park District is willing to permit Vendor access to the Event Premises, entrance into the event and permission to participate in the event for the desired activities upon the terms and conditions hereinafter set forth, and Vendor agrees to same.

NOW, THEREFORE, the parties hereby agree as follows: _____, in consideration of the fee in the amount of \$_____ paid by Vendor, hereby grants Vendor access to the event premises, entrance into the event and permission to participate in the event for the desired activities. Tri-Township Park District is not making any representations or warranties whatsoever regarding the event premises or Vendor's ability to conduct the desired activities at same. Vendor may not use any portion of the event premises for any unlawful purpose or in violation of any local, state or federal law or regulations. Vendor shall hold harmless Tri-Township Park District, together with its employees, volunteers, employers, principals, agents, insurers, attorneys, officers, directors, predecessors, subsidiaries, affiliates, successors and assigns, from any and all losses, expenses, liability, claims, demands, charges, complaints, controversies, actions, causes of action, and suits at law or in equity, of any kind or nature whatsoever, including without limitation claims of bodily injury (including death), injury to any person, damage or alleged damage to property, any claim under any local, state or federal statute, and any claim under any other statutory, administrative, constitutional, contractual, tort, common law or other legal or equitable theory whatsoever, related to, directly or indirectly, or in any manner incidental to Vendor's use of the event premises and/or desired activities. Such indemnification shall include without limitation any and all attorney fees, court costs and any and all other costs and expenses. Vendor shall keep in effect general public liability insurance with limits of Two Million Dollars for claims for bodily injury, death or property damage occurring on, in or about the event premises and shall name Tri-Township Park District as an additional insured. Tri-Township Park District does not have any obligation to, and shall not, obtain insurance on the event premises, any of Vendor's property located at, on, or about the event premises, Vendor's Desired

Activities, or any work performed by Vendor at, on, or about the Event Premises. Vendor acknowledges and agrees that Tri-Township Park District may deny Vendor use of and access to the Event Premises Should Vendor use the Event Premises for any purpose other than the Desired Activities. Vendor will at all times keep its booth and surrounding area in a neat, clean and sanitary condition and will return it to Tri-Township Park District in the same condition as it was prior to Vendor's use. Unenforceability of any provision of this agreement shall not limit or impair the operation or validity of any other provisions of hereof. This agreement represents the entire agreement between the parties hereto, and there exists no other agreement, whether written or oral, with respect to the subject matter of this agreement. Any other oral or written agreements are deemed to be merged into this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed as of the day and year first above written.

Vendor:

(Name of Entity)
By: _____
Name: _____
Its: _____

Tri-Township Park District
By: _____
Name: _____
Its: _____