

Alcohol is allowed to be served in Rock Island Parks to guests 21 and older only with the proper permissions obtained and fees paid. All paperwork and fees must be received by Rock Island Parks & Recreation no later than 30 days prior to a scheduled event. Rock Island Parks and Recreation reserves the right to shut down any event that does not fully comply with these policies. Any event that has not met the conditions below may not serve alcohol under any circumstances. These policies have been drafted in accordance with Illinois State Law.

Will you hire a bar/caterer to serve or are you purchasing alcohol to serve yourselves at event?

Please follow appropriate guidelines below:

Process for hiring a bartender/caterer:

1. Submit **Special Event Application** to the Rock Island Parks & Recreation at 4303 24th Street, Rock Island, IL 61201 or email to gleason.daniel@rigov.org. (Form can be found at <http://www.rigov.org/414/Special-Events>)
2. Write a letter to the **Rock Island Park Board** at 4303 24th St. Rock Island, IL 61201 or email to gleason.daniel@rigov.org
 - A. Letter must include: Event Date, Location (Park Name), approximate number of people attending, bar/caterer you intend to hire, plan to control underage drinking, whether it will be a cash or open bar, and security plan (drinks must stay in designated area).
 - B. Submit letter by 2nd Monday of the Month to be included on Park Board Meeting Agenda (at least 45 days before event date is required with process).
3. Once approved by the Park Board, pay a **\$100 refundable damage deposit** and **\$50 alcohol fee** to the Rock Island Parks & Recreation as part of the approval and contract revisions. A **credit card must be on file** with the Rock Island Parks & Recreation Department in the case of \$100 damage deposit does not suffice, the credit card will be charged the remaining amount.
4. Hired caterer/bar **must be licensed by the City of Rock Island, IL.**
5. Hired caterer/bar must provide Rock Island Park & Recreation a copy of the **Special Use Event City AND State Liquor Licenses** to be able to serve onsite. Must be received at least 2 weeks prior to event. These are separate from being licensed bartenders/caterers and you will have to apply for a one-time permit for both local and state.
6. Hired caterer/bar must provide Rock Island Parks & Recreation a copy of the **Dram Shop Liquor Liability Insurance** to be able to serve onsite. Must be received at least 2 weeks prior to event. Document must list event date and location (Park Name). Must also list Rock Island Parks & Recreation as additionally insured for event at a combined single limit of \$1,000,000. Dram Shop Insurance can be purchased through your renters or home-owners insurance agencies or through a private company.
7. Guests at the event may not bring any outside alcohol into the park. Area must be demarcated where alcohol will be served and consumed, by renting Rock Island Parks & Recreation fence (additional cost) or other approved material. Guest must remove all recyclables (cans, bottles and boxes) or a \$25 removal fee will be deducted from the damage deposit.
8. Rock Island Parks & Recreation staff reserves the right to ask a guest to leave, call police, shut down the bar, or shut down the event if any patron's behavior is deemed inappropriate or is perceived as a threat to the safety and well being of the park.

Process for serving alcohol in park without licensed bartender/caterer — see next page

Process for serving alcohol at park without licensed bartender/caterer:

1. Submit **Special Event Application** to the Rock Island Parks & Recreation at 4303 24th Street, Rock Island, IL 61201 or email to gleason.daniel@rigov.org. (Form can be found at <http://www.rigov.org/414/Special-Events>)
2. Write a letter to the **Rock Island Park Board** at 4303 24th St. Rock Island, IL 61201 or email to gleason.daniel@rigov.org
 - A. Letter must include: Event Date, Location (Park Name), approximate number of people attending, bar/caterer you intend to hire, plan to control underage drinking, whether it will be a cash or open bar, and security plan (drinks must stay in designated area).
 - B. Submit letter by 2nd Monday of the Month to be included on Park Board Meeting Agenda (at least 45 days before event date is required with process).
3. Once approved by the Park Board, pay a **\$100 refundable damage deposit** and **\$50 alcohol fee** to the Rock Island Parks & Recreation as part of the approval and contract revisions. A **credit card must be on file** with the Rock Island Parks & Recreation Department in the case of \$100 damage deposit does not suffice, the credit card will be charged the remaining amount.
4. You must provide Rock Island Parks & Recreation a copy of the **Dram Shop Liquor Liability Insurance** to be able to serve onsite. Must be received at least 2 weeks prior to event. Document must list event date and location (Park Name). Must also list Rock Island Parks & Recreation as additionally insured for event at a combined single limit of \$1,000,000. Dram Shop Insurance can be purchased through your renters or home-owners insurance agencies or through a private company.
5. The total value of the alcohol you are serving at your event must be \$500 or less. You also may NOT CHARGE guests for any of the alcohol you are serving.
6. Guests at the event may not bring any outside alcohol into the park. Area must be demarcated where alcohol will be served and consumed, by renting Rock Island Parks & Recreation fence (additional cost) or other approved material. Guest must remove all recyclables (cans, bottles and boxes) or a \$50 removal fee will be deducted from the damage deposit.
7. Rock Island Parks & Recreation staff reserves the right to ask a guest to leave, call police, shut down the bar, or shut down the event if any patron's behavior is deemed inappropriate or is perceived as a threat to the safety and well being of the park.

Companies to contact for Dram Shop Insurance:

Illinois Casualty Company
225 20th Street
Rock Island, IL 61201
309-793-1700
www.ilcasco.com

Ben Farrar & Company
1712 18th Ave
Rock Island, IL 61201
309-786-4463

ID and Security Requirements: All applicable laws regarding the serving and consumption of alcohol must be followed. It is the renter's responsibility to ensure that there is no underage drinking and they must detail their ID plan in their letter to the Park Board (ex. No one attending is under 21, wristbands will be worn by drinkers after ID checked, etc.). Alcohol must remain inside the designated area at all times (with signs posted). Renter must make arrangements for security personnel to monitor guest activity during the event. It is acceptable to designate friends/family members to perform this task, unless the expected guest count exceeds 100 persons and the renter (not a licensed caterer/bartender) is serving their own alcohol, in which case, a professional, hired security guard is required. Rock Island Parks & Recreation reserves the right to ask a guest to leave, call police, shut down the bar or shut down the event if any patron's behavior is deemed inappropriate or is perceived as a threat to the safety and well being of the other guests and/or the facility. Renter must properly dispose of any bottles, cans, boxes, etc. left anywhere on the property.

For additional information:
Dan Gleason
Rock Island Parks & Recreation
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