SCHWIEBERT RIVERFRONT PARK
WEDDING APPLICATION

APPLICANT

Name:	Fiancé's Name:
Address:	Email:
City:	Phone:
State: Zip:	
Day-Of Contact:	

Event

Event Type: ○ Wedding Ceremony   ○ Reception   ○ Wedding & Reception

Location: ○ Main Stage & Great Lawn   ○ Observation Shelter

Date: _____ option 1   _____ option 2

Event Times (include set-up and tear-down):
Arrival/Set-up: _____:_____   Ceremony Time: _____:_____   Departure Time: _____:_____

Estimated Number of Guests: _____

FEATURES

Requesting permission to have amplified sound? (Amplified Sound Application Fee)   ○ NO   ○ YES

Will you rent the RI Parks & Rec Dept Sound system or provide your own?

    ○ **RENT**   (Rental Fee - Parks sound system include 2 speakers, 2 microphones with stands, and adaptor for CD Player, MP3 or IPOD. Designed for speaking and solo artists; not suitable for band amplification.)

    ○ **PROVIDE**

Requesting rental of the following from the Rock Island Parks & Rec. Dept.?   ○ NO   ○ YES

    Chairs: # _____   Tables: # _____

    *90 White Resin Available   *10 White Resin Available

Set-up/tear-down fee if you would like Parks Staff to handle. You may handle on own without fee
*** *MIXING RI PARKS & REC CHAIRS/TABLES WITH RENTAL COMPANIES IS NOT ALLOWED* ***

Requesting to serve food at your reception?   ○ NO   ○ YES

Caterer Name: _____   Phone: _____

Requesting permission to serve alcohol at your reception?   Additional Fee's and Documentation Needed.

    YES   NO   Please Contact Parks Special Events Manager for requirements and fees.

Requesting permission to set up a tent? ($50 fee for tents over 1,000 square feet)   ○ NO   ○ YES

    # of Tents: _____   Size: _____ X _____

Requesting permission for special equipment/vehicles on Park Property?   ○ NO   ○ YES

    Contact Parks Special Event Manager.

POLICIES

- Alcohol is not allowed in the park without proper documentation and fees.
- No set-up or decorating may take place until RI Parks & Rec staff is present.
- A minimum refundable damage deposit is required for wedding reception along with a valid credit card on file.
- Applicant is responsible for set-up and tear-down of all chairs, tables, equipment and decoration, as well as clean-up and taking trash to dumpster. Failure to do so will result in additional fees.
- Parks Staff will set up sound system (if rented) and applicant will appoint person to operate system.
- Prohibited: confetti, bird seed, rice, silk petals, or any other material that may cause litter.
- In case of inclement weather, equipment rental fees will be refunded. Park rental fee is non-refundable.
- Stakes may not be used in lawn due to irrigation system.
- Failure to clean up park after use may result in additional clean-up fees.
- Glass bottles are not allowed in the park for safety reasons.
- Cancellation policy: With at least a 30-day notice, the applicant will receive a refund of fees, less a cancellation of a $50 fee.

With at least a 15-day notice, the applicant will receive a refund of fees, less a cancellation of a $100 fee.

Within a 15-day notice, no refunds will be issued.

Inclement Weather cancellations must be discussed with Parks Special Event Manager.

SIGNATURE

Applicant agrees: to bear all costs of policing; cleaning and restoring park property used pursuant to the permit, to reimburse the Park Board of all such costs incurred by the Park Board; to allow charge of credit card in case of damage exceeds damage deposit; to indemnify the Park Board and the City of Rock Island and hold the Park Board harmless from any liability to any person resulting from damage or injury occurring in connection with the permitted event proximity caused by the action of the applicant, its officers, employees, or agents or any person under applicant's control; to limit all activities conducted on Park Board property to the terms of the permit; and that failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, or result in revocation of the permit. The undersigned agrees by the execution hereof to indemnify and hold harmless the Rock Island Park Board and the City of Rock Island against all liabilities, costs, and expenses which may arise in consequence of the granting of this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have received, read and agree to the terms of the event and facility rules as well as the Rock Island Park Board Code of Ordinances and agree to abide by them.

Print: _____   Sign: _____

Date: _____

PROCESS & PAYMENT

Make Checks payable to RI Parks & Rec. Mail Completed contract, Check and Credit Card info to address below.

REQUIRED CREDIT CARD INFORMATION

Type of Card: VISA   MASTERCARD   DISCOVER   AMERICAN EXPRESS

Card Number: _____   Exp Date: _____

Security Code: _____   Name on Card: _____

Upon Receipt of contract and $100 deposit, providing all requirements outline by the Special Event Policy in writing to the applicant are met,

applicant will be contacted regarding status and applicable fees. Balance is due 30 days prior to the event date. Upon receipt of final payment,

a Park Permit will be issued.

OFFICE USE

Refundable Damage Deposit: $ _____   Cash   Check #:_____   CC   Date: _____

Rental Fees: $ _____

Total Due: $ _____   Cash   Check #:_____   CC   Date: _____

_____   _____
Special Events Manager Approval   Date

_____   _____
Division Manager Approval   Date

_____   _____
Director/Park Board Approval   Date

___ Approved _____ Denied
___ Deposit
___ Alcohol
___ Alcohol Paperwork
___ Approval Letter Sent
___ Insurance Paperwork Received
___ Total Fees Received
___ Permit Sent