

SCHWIEBERT RIVERFRONT PARK WEDDING APPLICATION

APPLICANT	
Name: _____	Fiancé's Name: _____
Address: _____	Email: _____
City: _____	Phone: _____
State: _____ Zip: _____	
Day-Of Contact: _____	
Event	
Event Type: <input type="radio"/> Wedding Ceremony <input type="radio"/> Reception <input type="radio"/> Wedding & Reception	
Location: <input type="radio"/> Main Stage & Great Lawn <input type="radio"/> 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) <input type="radio"/> NO <input type="radio"/> YES	
Will you rent the RI Parks & Rec Dept Sound system or provide your own?	
<input type="radio"/> 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.)	
<input type="radio"/> PROVIDE	
Requesting rental of the following from the Rock Island Parks & Rec. Dept.? <input type="radio"/> NO <input type="radio"/> 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? <input type="radio"/> NO <input type="radio"/> YES	
Caterer Name: _____	Phone: _____
Requesting permission to serve alcohol at your reception?	
YES NO	Additional Fee's and Documentation Needed. 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) <input type="radio"/> NO <input type="radio"/> YES	
# of Tents: _____	Size: _____ X _____
Requesting permission for special equipment/vehicles on Park Property? <input type="radio"/> NO <input type="radio"/> 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 15 day notice applicant will receive a refund, less a cancellation fee. Within 15 days notice will forfeit entire fees & deposit.

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