

Fox Valley Park District Special Event & Run/Walk Application Form

For office use only

RECEIVED BY _____ DATE _____

CONTRACT NUMBER _____

Any request requiring Fox Valley Park District approvals, services, assistance and/or other support for a special event must provide the following information. Submittal of application does not constitute approval.

Applicant Information

INDIVIDUAL RESERVING/NAME OF ORGANIZATION _____

MAIN CONTACT _____

STREET ADDRESS _____ CITY _____

CELL PHONE NUMBER _____ HOME NUMBER _____

BUSINESS NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

Event Description

NAME OF EVENT _____

DATE OF EVENT _____

PURPOSE OF EVENT _____

DESCRIPTION OF EVENT _____

STATUS (CHECK ONE THAT APPLIES): 501(c)(3) Individual Other _____

Event Logistics

SITE FOR EVENT (CHECK ONE) Gilman Trail Waubonsie Lake Other Approved Site _____

TYPE OF EVENT (CHECK ONE) Run Walk Other _____

CHARGE FOR THIS EVENT \$ _____

EVENT HOURS _____

SET UP HOURS _____

TAKE DOWN HOURS _____

STARTING POINT LOCATION _____

FINISH POINT LOCATION _____

PROJECTED ATTENDANCE _____ PAST ATTENDANCE _____ NUMBER OF YEARS EVENT HAS RUN _____

Entertainment

EVENT WILL OFFER THE FOLLOWING (CHECK THOSE THAT APPLY)

Moon Jump DJ Food Vendor Portable Restroom Tent Clown/Face Painter

DESCRIBE ENTERTAINMENT/ACTIVITIES PLANNED _____

Promotions

Are you publicly promoting the event? Yes No If yes, how will your event be promoted? _____

Radio Television Newspaper Posters/fliers Facebook Other Website _____

Will there be any charge for attendance or will donations be accepted for this event? Yes No

Fees & Services

Run/Walk Basic Fees

Group Type	Resident	Non-Resident	Refundable Deposit	Total Cost
Individual / Organization	\$120	\$300	\$100	
Non-profit	\$90	\$225	Deposit waived with 501(c)(3) form	

Special Event Basic Fees

Group Type	Resident	Non-Resident	Refundable Deposit	Total Cost
Individual / Organization	\$120	\$500	\$100	
Non-profit	\$90	\$300	Deposit waived with 501(c)(3) form	

Required Services

Description	Cost	Total Cost
All events:		
Security provided by Fox Valley Park District Police 200 to 299 attendees = 1 officer minimum per hour for duration of event 300+ attendees = To be determined by Fox Valley Park District	\$35 per hour per officer	
Gilman Trail:		
Pre- and post-race event area, Blackberry Farm parking lot, after-hours staffing	\$35 per hour	
Portable restroom units placed on FVPD property by Service Sanitation.	Call 630-820-5660	
Waubonsie Lake Trail:		
Pre- and post-race event area at shelter, restroom and parking	\$60(R) / \$90(N)	
Non-profit group with 501(c)(3) form: Pre- and post-race event area at shelter, restroom and parking	\$40(R) / \$60(N)	

Additional Services

Description	Cost	Total Cost
Picnic tables placed at site (away from trail system)	\$15 each	
Sweeping of trail the day before the event	\$125	

Shelter rental, restroom and parking (available depending on park)

Description	Resident	Non-Resident	Total Cost
Rental rate	\$60	\$90	
Public agency, school or not-for-profit agency	\$40	\$60	

Acknowledgement of Application Policy

_____ I acknowledge the Fox Valley Park District will review this request and determine approval.

_____ I acknowledge other fees may apply to the reservation, such as Fox Valley Police Officers required to be present during the event.

SIGNATURE _____ **DATE** _____

PRINT NAME _____

APPROVED BY _____ **DATE** _____