

# City of Danville Parking and Central Services Division

## Policies - Use of Downtown Pocket Parks and Property

Reservations taken at City Hall 17 W. Main Danville (217) 431-2382

### Temple Plaza/Stage 2019

Date(s) of Use \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Event \_\_\_\_\_

Number in Attendance \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

1. A non-refundable fee of \$25.00 Per Day (for Non-Profit organizations) \$300.00 Per Day (for Profit Organizations) is due in full at the time of Reservation.
2. Multiple Day Reservations allowed up to but not more than Three days.
3. Observe Temple Plaza Hours: 8:00 a.m. to 11:00 pm.
4. All vehicles must utilize paved designated parking areas/lots only.
5. NO UNAUTHORIZED VEHICLES OR EQUIPMENT IS ALLOWED ON GRASS AREA FOR ANY REASON UNLESS APPROVED IN ADVANCE.
6. Music is allowed between the hours of 9:00 am to 11:00 pm. A noise permit is required from City Clerk.
7. All organized events, which the public is invited to, must provide a one million dollar certificate of insurance which names the City of Danville as the additional insured for the date and place of your event. Proof of insurance is due 14 days prior to event.
8. All permits and insurance certificates must be received and recorded by Parks Department, 14 working days prior to the event date.
9. There are a set number of tables and chairs (check prior to renting) and all tables and chairs must remain in place. Additional picnic style tables can be supplied and/or moved to venue by Temple Plaza staff if requested 5 days in advance of event. You may provide your own extra tables and/or chairs if needed.
10. Chaperones must be present at all times with youth groups. There shall be a minimum of 2 adults and a ratio of 1 adult per 10 youth.
11. Staples or nails shall not be used on tables, walls or anywhere on the rental facility. Tent Pegs will require approval from the Temple Plaza Staff Department along with an authorized Julie Dig Number five days in advance of the venue.
12. No alcoholic beverages are permitted on Temple Plaza Property without a City issued liquor license and dram shop insurance. No Glass Bottles or containers are allowed at any time.
13. Upon leaving, please straighten up tables and chairs, place trash in containers and pick up ALL litter. If a dumpster has been placed off sight for the benefit of your venue, Please ensure that all trash / litter is placed inside the dumpster. No items should be left overnight. Groups who leave the area in unfavorable conditions will not be allowed to rent the facility in the future.

14. Disorderly conduct will not be tolerated. This includes using loud and abusive language, climbing on building structures, breaking limbs of trees, damaging property or signs, removing furnishing items or exhibit displays.
15. Cancellations will be given a credit to be used within one year from the initial event date.
16. No sale of food items is permitted without: (1) an event permit from the City of Danville and (2) a permit/license from the Vermilion County Health Department.
17. Groups with the intention of renting the facility for bake sales, fundraisers, etc., must have a 5013C non profit license. Licenses, insurance and permits must be received 14 working days prior to event.
18. Any group or individual within a group which violates any of the above rules and regulations will be asked to leave Temple Plaza. Any damages incurred to Park Property are the responsibility of the group. All provisions of the City of Danville Ordinances governing the Public Park and surrounding grounds shall apply.
19. Limited electricity is available at Temple Plaza. Please check prior to reservation.

In signing this request, I assume all responsibilities for abiding to the rules and regulations, which have been explained to me, that govern the use and rental of Temple Plaza property, and assume full responsibility for the conduct and actions of those attending this activity, and for any damages incurred as a result of our use.

Signed: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
(Temple Plaza Staff)

Office Hours: City Hall located at 17 W. Main Street. Danville, IL 61832  
Monday thru Friday 8am to Noon & 1pm to 4pm  
**431-2382 Office or 474-4211 Weekend/After Hours**