

**City of Danville Parks Division**

**Policies – Use of Rental Pavilions/Shelters/Park Property**

Reservations taken at Public Works 1155 E. Voorhees Street Danville, IL 61832 (217) 431-3451

**Weekend/After Hours (217) 304-0849 / (217) 554-9003**

Carver Park, Douglas Park, Ellsworth Park & Lincoln Park

First day to reserve pavilions/shelters **January 02, 2020**

Rental Fee: Pavilions & Shelters are \$50.00. Lincoln Park Stage \$100.00 (Nonprofit \$50.00)

Facility to be used:

Carver Park: Shelter  Douglas Park: Pavilion  Shelter

Ellsworth Park Southside: Shelter  Lincoln Park: Pavilion  Stage

Date of Event: \_\_\_\_\_ Estimated # of Attendees: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Applicants Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

City Clerk Office

Proof of Insurance: \_\_\_\_\_ Permit/Licenses: \_\_\_\_\_

1. The **non-refundable** rental fee is due at the time of your booking. Reservations will not be held without payment. Cancellations made 30 days in advance of event will receive a credit to be use within one year of the original reservation date.
2. Park hours: 8:00 a.m. to 10:00 pm
3. Always use paved parking lots.
4. Vehicles and/or Equipment are NOT allowed on the grass for any reason.
5. Recreational fields adjacent to rental facilities are not included with park rentals.
6. No alcoholic beverages are permitted on Park Property.
7. Limited electricity is available at all locations. Please check prior to reservation.
8. Music is allowed between the hours of 9:00 am to 9:30 pm. An event permit is required from City Clerk.
9. All tables must remain under pavilion/shelters. Each pavilion/shelter has a set number of tables (check prior to renting). No additional tables will be supplied/moved by park staff. You must provide any additional tables if needed. **Tables are not allowed to be moved throughout the park.**
10. Staples, nails and tape are not to be used on tables, walls and post at rental facilities.
11. Open fires/ground fires are not allowed on Park Property. Fires are allowed in designated pits and grills only. No fire should be left unattended. Please extinguish all fires upon departure. You **must** bring a fire resistant bucket to dispose of used charcoals.
12. No food sales are permitted without: (1) permission from the Park Manager and (2) permit/license from the Vermilion County Health Department
13. Groups with the intention of renting a facility for rummage sales, bake sales, fundraisers, etc., must have a **501(c)(3)** non for profit license. **Licenses, Proof of insurance and permits must be received 7 days prior to event.**

14. Groups renting facilities for the use of rummage sales, bake sales, fundraisers, etc., must keep all activity/items under roof. All items/equipment must be hauled off of Park Property. Example: Rummage sale- no items are to be left on pavilion/shelter, nor are they to be put in trash cans. All leftover items are to be hauled off of Park Property by the group.
15. Any usage of inflatables/bounce houses will require **J.U.L.I.E.** Must contact **J.U.L.I.E.** at **811** AND the parks supervisor at **(217) 431-2273** at least **14 days** in advance to obtain approved locations.
16. Having inflatables/bounce houses require a copy of a one-million dollar certificate of insurance listing the City of Danville as additional insured for the date of the event and where the event will take place (see last page for details). **Proof of insurance is due 7 days prior to your event.**
17. Youth Group Events require a chaperone be present at all times. There shall be a minimum of 2 adults and a ratio of 1 adult per 10 youth.
18. Upon leaving, please clean up tables, place trash in containers and pick up litter. No items should be left overnight. Groups who leave the area in unfavorable conditions will **NOT** be allowed to rent City facilities in the future.
19. The contracting of amusement rides or equipment and horse/pony rides of any kind must be approved **IN ADVANCE**. Groups are required to provide a one-million-dollar certificate of insurance, which names the City of Danville as the insured for the date and place of your event(see last page for details). **Proof of insurance is due 7 days prior to your event.**
20. Any event in which the public is invited 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 (see last page or details). **Proof of insurance is due 7 days prior to your event.**
21. Any group or individual within a group which violates any of the above rules and regulations will be asked to leave the Park. 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.
22. Disorderly conduct will not be tolerated. This includes but is not limited to, using loud and abusive language, climbing on building structures, breaking limbs of trees, damaging property or removing furnished items. .
23. **Failure to provide the documents needed will forfeit your reservation and payment unless approved by supervisor of the parks department.**

***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 Park 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.***

APPLICANT SIGNATURE	DATE
CITY EMPLOYEE SIGNATURE	DATE

Office Hours: Public Works located at 1155 E. Voorhees Street Danville, IL 61832

Monday thru Friday 8am to Noon & 1pm to 4pm Office (217) 431-3451

**Weekend/After Hours (217) 304-0849 / (217) 554-9003**

**Parks That Can Be Reserved:**

Carver Park – 420 E Williams St.

Douglas Park – 520 S Bowman Ave.

Ellsworth Park – 100 Ellsworth Ave.

Lincoln Park – 900 W English St.

**Parks that we do not reserve, but may require an event permit and/or insurance for events that are open to the public, you will find listed below:**

Elmwood Park – 411 Elmwood Ave.

Garfield Park – 820 N Griffin St.

Meade Park – 20 S Oregon St.

Winter Park (AMBUCS Spray Park) – 900 E Winter Ave.