



City of Streator

204 South Bloomington Street
Streator, Illinois 61364
Phone: (815) 672-2517
Fax: (815) 672-7566

Park Use Permit Application

Reference: Streator Municipal Code Chapter 12.32

Applicant's Name: _____ Phone: _____

Address/City/State/Zip: _____

Group/Organization Name: _____ # of Persons Attending: _____

Type of Event: _____

For which facility/park are you applying? ***Groups of 100 or more persons must provide proof of Insurance**

***Park Hours are from Sunrise to Sunset (Except during City park events)**

- Anderson Field Golf Course Central Park Heritage Park Marilla Park
- Oakland Park Spring Lake Park Twister Hill Park James St. Field(s): A B C
- City Park—**NO PARKING ALLOWED IN PARK.** Unloading is allowed in parking area.
- Plumb Pavilion—**All events require liability insurance**

NOTE: If decorations will be used on/around the Plumb Pavilion (as stated in attached Plumb Pavilion Policy) please describe: _____

Date Requested: _____ Start Time: _____ End Time: _____

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Will there be live or recorded music? Yes No

If YES Music must end by 10:00 PM

Will alcohol be used in park? Yes No **If YES who will supply the alcohol?** _____
(Beer & Wine ONLY allowed by special permit at Anderson, Marilla, Oakland & City Park)

If alcohol is other than BYOB has copy of Dram Shop Insurance policy been provided? Yes No

Copy of Photo ID of Applicant Required.

Signature of Applicant: _____ Date: _____

(OVER)

LIQUOR COMMISSIONER ACTION (Only if alcoholic beverages will be present.)

- Application Approved
- Application disapproved & reasons are attached.

Liquor Commissioner Signature: _____ Date: _____

CITY CLERK OR DESIGNEE ACTION

- Approved & Issued by this Document.
- Permit Not Issued & Applicant Informed.

City Clerk or Designee Signature: _____ Date: _____

TOURISM CHAIRMAN ACTION (Plumb Pavilion Only)

- Insurance Certificate attached.
- Application Approved
- Application disapproved & reasons are attached.

Tourism Chairman Signature: _____ Date: _____

STREATOR PLUMB PAVILION USE POLICY

1. PRIORITY USAGE AND PUBLIC USE

The Plumb Pavilion shall be used primarily for performing arts programs and special events. Generally, there shall be no fee charged to attend any event. However, the City Council may approve proposals for restricting access to the Plumb Pavilion and charging admission fees where the Council has determined that such a proposal is in the best interests of the city, will aid tourism and can be safely accommodated at City Park. The Plumb Pavilion will be reserved on a first come, first served basis. The Plumb Pavilion Concert Series and other events sponsored by the Streator Tourism Committee or the City of Streator shall have priority in scheduling.

2. EVENTS/ACTIVITIES PERMITTED

The Plumb Pavilion may only be used for events approved by the City of Streator or the Streator Tourism Committee. General event usage may include picnics, weddings or other celebrations, organization performances or events. Applications and information are available at Streator City Hall, 204 S. Bloomington St. (call 815-672-2517 for information). An event date is **not** reserved until the application is approved by the City of Streator or the Streator Tourism Committee and a Certificate of Insurance and any other required documents are submitted to the City.

3. RENTAL FEES/INSURANCE

- No fee will be charged for use of the Plumb Pavilion by Streator residents.
- Non-residents may be required to pay a fee for Plumb Pavilion use depending on the intensity of the use.
- The Plumb Pavilion User must provide the City with a Certificate of Insurance for use of the Plumb Pavilion in an amount acceptable to the City determined by the City Manager and naming The City as a Certificate Holder. The amount of insurance to be provided shall be stated in the approved application and the Plumb Pavilion User shall provide a Certificate of Insurance within five (5) business days of receiving an approved application.

4. SCOPE OF USAGE: Use of the Plumb Pavilion includes the following

- The Plumb Pavilion generally is available for use during the hours of 8:00 am to 10:00 pm
- Exclusive use of the Plumb Pavilion facility including the stage and loading dock area.
- General use of exterior bathrooms which must remain available to the general public during the event.
- General use of the approach to the Plumb Pavilion for gathering space in which chairs may be used.
- Vehicles **must** be moved out of the park after unloading equipment.

5. APPLICATIONS AND CONCESSIONS

- Applications will be approved on a space available basis and must be made for the full intended time the Plumb Pavilion is to be in use. **Usage time includes setup and takedown.**
- The applicant must be at least 21 years old.
- If the Plumb Pavilion User is an organization or group, the person signing the application agrees to be personally responsible for any damages to the Plumb Pavilion or other City property damaged during a reserved event.
- The City reserves the right to deny an application if the intended use is deemed not feasible for existing City resources.
- The application form must be submitted to the City of Streator or the Streator Tourism Committee at City Hall no later than 14 days prior to the desired date.
- If an approved date must be changed or cancelled, the Streator Tourism Committee must be contacted at 815-672-2517.

6. PROPERTY DAMAGE

The Plumb Pavilion User is liable for all damages that occur during the reserved event and is also liable for costs incurred by the City as a result of the User's failure to clean the Plumb Pavilion after an event as required by this Policy. The Plumb Pavilion User shall be billed for all damages or cleanup costs. Where the size or nature of an event warrants, the City may require a security deposit against possible cleaning or repair costs. Unused portions of a security deposit will be refunded to the User.

7. RENTAL EQUIPMENT

The City is **NOT** responsible for rental items. The Plumb Pavilion User is responsible for setup and removal of all equipment and supplies used in the event.

8. DECORATIONS

- No decorations may be attached to the Plumb Pavilion. This includes, but is not limited to, the use of nails, tacks, staples, putty substances and tape of any kind.
- No throwing of confetti, rice, birdseed or like material is permitted.
- All decorations must be removed at the conclusion of the reserved event.
- All decorations must be described in the Application and approved by the City of Streator or Streator Tourism Committee.

9. MUSIC AND DANCING

- Dancing on the Plumb Pavilion stage floor is allowed by performers, but is not allowed by the general public. The stage may be used for dance performances by performing arts, dance and theatre groups only. Dancing may occur on the Plumb Pavilion approach or on the grounds.
- Electricity is provided on the Plumb Pavilion. All City Code requirements for the operation and use of outdoor music must be followed.
- DJ's must provide a complete sound system.

10. SECURITY

The City reserves the right to determine necessary police support for larger events. The cost for police will be billed on an hourly basis for the projected time period of an event. The estimated security fee is due ten (10) business days before the event. If the officers are on duty longer than the estimated time period, the City will bill the Plumb Pavilion User for the balance due.

11. CLEANUP

- The Plumb Pavilion User is responsible for removal of everything brought to the Plumb Pavilion and for cleaning up the facility and the grounds after a program or event.
- The Plumb Pavilion User may be required to supply additional trash receptacles including dumpsters.
- The Plumb Pavilion User may be required to supply additional portable toilets which will be arranged by the City at a per-unit cost payable prior to the event day.

12. WEATHER

Weather conditions, such as heavy rains, can permanently damage equipment or turf and can be dangerous to attendees as well. In the event that lightning, heavy rains or severe weather warnings are present, the event may be postponed or cancelled by City staff. The Plumb Pavilion User may also cancel the event on site due to severe weather conditions.

13. EVENTS FOR MINORS

Events for a minor, such as teen parties, graduation, etc., must have adult supervision. A ratio of 1 adult per 10 minors is required. A minor is a person under the age of 18.

14. CITY POLICIES AND REGULATIONS AT THE PLUMB PAVILION

- Smoking is not permitted.
- Alcohol and drugs are not permitted. Such use will result in immediate ejection from the park.
- No glass bottles are allowed at the Plumb Pavilion.
- The City is not responsible for lost or stolen articles.
- The Plumb Pavilion User agrees and understands that the use of City property is conditioned upon compliance with all of the terms and regulations set forth in this Policy, the City’s policies prohibiting sexual harassment, firearms, unlawful discrimination and smoking, as well as all other reasonable City rules and policies regulating the behavior of persons on City Property.
- Plumb Pavilion use permits will be issued only after only after applicants acknowledge in writing that they have read and understood the rules.

15. LIABILITY WAIVER AND INDEMNIFICATION

The City of Streator or the Streator Tourism Committee will not be liable for any claims for injury or damages resulting from or arising out of the use of the Plumb Pavilion and the Plumb Pavilion User agrees to indemnify the City and hold it harmless against any and all such claims, damages, losses or expenses.

16. AMENDMENT

This policy may be changed by the City without notice.

I have read and understand the Streator Plumb Pavilion Use Policy and agree to be bound by the Policy.

APPLICANT

DATE