



City of Rock Falls, Illinois

Run Bike & Walk District Outdoor Ceremony

Agreement and Permit Application Packet

RB&W District Event Application Instructions

- Please read the RB&W District Policy & Procedures Manual before starting the application process.
- RB&W Riverfront Park \$150.00 application fee must be paid at the time the application is submitted, if for any reason the Rock Falls Tourism Committee does not approve your event, you will be refunded the \$150.00. A \$50.00 flat fee will be charge for electrical usage at the Amphitheater.
 - **DATE-HOLD DEPOSITS ARE REFUNDED LESS A \$50.00 BOOKING AND MAINTENANCE FEE.** Refunds are contingent upon the condition of the building following your event and/or additional cleaning. If these costs are greater than the DATE-HOLD DEPOSIT, you will be liable and billed for the balance with payment due no later than 30 days after the conclusion of the Event. Rentals forfeit all deposits if a disturbance of the peace is determined. Refunds will be processed within 14 business days of your rental. Please note that it can take up to 45 days for a check to arrive.
- Please make sure that the Contact Name on the application is a person that City personnel may contact with any question regarding your event.
- You will need to provide proof of insurance at the time the application is submitted, the Rock Falls Tourism Committee will not approve any event without the proper proof of insurance (Requirements are included in the Policy & Procedures Manual)

1. General Information

- 1.1. The Director of Tourism & Events shall be the contact person for the day to day operation of the RB&W District Parks.
- 1.2. The Permit Holder is responsible for all damage or breakage and agrees to pay for full replacement of any damage done while under rental.
- 1.3. The Permit Holder agrees to hold harmless the City of Rock Falls in any way for any items left unattended, misplaced or unclaimed during the rental.
- 1.4. The RB&W District area can be reserved for the use of any group(s) however, access to the area by the public must remain available at all times. It is unlawful to obstruct the free travel of any pedestrian with the exception of the reserved area.
- 1.5. **Road closures are prohibited.**
- 1.6. The RB&W District Parks cannot modify maintenance schedules (i.e., lawn mowing and maintenance) to accommodate events at RB&W District locations. Maintenance activities are normally scheduled Monday through Friday 7 a.m. through 3:30 p.m.
- 1.7. All open fires are prohibited.
- 1.8. Glass containers in the RB&W District Parks are prohibited.
- 1.9. All motor vehicles are restricted to roadways and designated parking areas. Vehicles are not permitted on lawns or riverfront walkways at any time (this includes loading and unloading).

2. Application Procedure for use of RB&W District Parks

- 2.1. Permits are required to hold any event. Permit application forms are available on the Rock Falls Tourism website, the City of Rock Falls website and at the Rock Falls Tourism office at Rock Falls City Hall.
- 2.2. Event Permit application forms must be submitted at least 60 days prior to an event date. A \$150 NON REFUNDABLE payment is required for the RB&W Riverfront Park
- 2.3. Applications for individual or group activities must be completed by an adult 21 years old or older.
- 2.4. Permits are issued on a first come, first serve basis, subject to approval by the Director of Tourism & Events.
- 2.5. The Director of Tourism & Events shall consider the safety, health and welfare of persons, and the security, preservation and orderly use of the RB&W District Parks and criteria for the granting of a permit. All applicable City ordinances and those rules established for the RB&W District locations will be in effect.

3. Alcohol

- 3.1. Consumption of alcohol by Permit Holders and their guests during outdoor ceremonies is strictly prohibited.

4. Animals

- 4.1. Animal presence must be in compliance with all City of Rock Falls ordinances. Permit Holder and guests must comply with said ordinances.
- 4.2. Dogs are permitted on a leash.

5. Balloons/Inflatable's/Miscellaneous Activities

- 5.1. Hot air, helium, blow-up, inflatable balloons, arches, advertising products or services are prohibited except by prior permission of the Director of Tourism & Events

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6. Electricity

- 7.2 All electrical components must be in compliance with OSHA standards and must be GFI protected.
7.3 No cords with exposed wiring will be allowed in the park. Cords that are patched with electrical tape are also not allowable. All cords will be whole and without faulty or loose plugs.

7. Waste Management

- 7.1. The Permit Holder shall be responsible for ALL CLEANUP after the event. Cleanup and proper disposal of any litter or debris generated by the activity is the responsibility of the Permit Holder.
7.2. Removal of tents and any erected structures, and clean up need to be completed within a minimum of 12 hours of the end of the event.
7.3. Any additional cleanup to the RB&W District Parks required by the City of Rock Falls, as determined by the Director of Tourism & Events, will be charged to the Permit Holder.

8. Insurance Requirements for RB&W District Parks Use

- 8.1. Individual Permit Holders using the RB&W Riverfront for private functions will need to provide proof of insurance. Groups of 25 or more must provide a copy of the policy with a minimum of \$100,000 liability. Certificates shall be delivered to the RB&W Riverfront Director of Tourism & Events prior to the issuance of any permit by the City of Rock Falls or the Director of Tourism & Events.
8.2. Certificates of Insurance shall state the following: The Contractor’s name and address, the Policy Data that a minimum of 30 days cancellation notice shall be provided to the Certificate Holder.
8.3. Special conditions regarding coverage and compliance to be addressed between Permit Holder and the Director of Tourism & Events.
8.4. Hold Harmless Disclaimer – Once the application is submitted, the organization/individual named on the application will assume full responsibility for the preservation of order on the site during the event and liability for any damage thereto or loss of property that may occur, and for the observation of all City of Rock Falls and RB&W Riverfront regulations governing the use of the RB& Riverfront location.

9. Setup

- 9.1. PERMIT HOLDER MAY NOT STAKE OR DIG ANYTHING INTO TURF.
9.2. Staging, platforms, tables, risers, etc. if permitted, shall not damage property, turf or shrubbery.
9.3. Items cannot inhibit public access.
9.4. Do not tie off anything (ropes, banners, signs, etc.) to trees, plants or shrubbery. To injure, destroy, cut or remove any tree, shrub, plant, wood, turf, grass, soil, or rock in or growing in the RB&W District Park areas are prohibited.
9.5. The City of Rock Falls does not provide any equipment for outdoor events. Electrical needs must be pre-arranged as a part of the permit process before the event. Cables must be properly covered and must not impede pedestrian or vehicle traffic at any time.

10. Weddings/Parties

- 10.1. No use of rice, confetti, glitter or birdseed.
10.2. Balloons and decorations are to be attached with materials that will leave no residue when removed. No use of double-sided tape and/or duct tape is to be used on banisters or anywhere on the stage or throughout the park.
10.3. All decorations are to be removed and trash deposited in dumpsters prior to responsible parties leaving the area.
10.4. All event coordinators will carry a call list to use for disseminating important information should severe weather pose a threat.

11. Revisions to RB&W District Event Permit Application Policy and Procedures Manual.

- 11.1. Changes will take place as necessary as determined by the Director of Tourism & Events, the Rock Falls Tourism Committee and approved by the Public Property Committee and the City of Rock Falls City Council. It is the applicant’s responsibility to review the current policies and procedures when application for permits are made.

Application must be completed and received by this office at least 60 calendar days prior to the event.

“I understand and agree by applying for this permit that I am responsible for the conduct of the attendees, and that any violation of the rules and condition of issuance of the permit by any attendee may result in the immediate cancellation of this permit, once issued, by any public officer or police officer of the City of Rock Falls. I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Rock Falls. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.”

Print Name Signature Date

Print Name Signature Date

APPLICATION DATE: _____

RB&W DISTRICT WEDDING CEREMONY EVENT PERMIT APPLICATION

APPROVED <small>OFFICE USE ONLY</small>	DATE(s) (include dates for rehearsal as necessary):	EXPECTED ATTENDANCE:
HALF DAY (DAY OR AFTERNOON) OR FULL DAY:		NAME OF CEREMONY:
NAMES OF APPLICANTS:		CONTACT NAME/WEDDING ORGANIZER:
ADDRESS:		CONTACT NUMBER: EMAIL:

DESCRIPTION	LENGTH OF TIME	RATE
Daytime:		\$150
<p>A \$50.00 flat fee will be charge for electrical usage.</p> <p>ADDITIONAL CLEAN UP & WATER SERVICES will be billed to you after the event.</p> <p>WILL YOUR CEREMONY CONTAIN LIVE MUSIC/AMPLIFIED SOUND: YES NO WHAT TIME WILL THE MUSIC/SOUND BEGIN & END? _____ An amplifiers license is required to maintain or operate any loudspeaker.</p> <p>FOOD VENDOR: YES NO Food service permits required for all catered events.</p> <p>WILL LIQUOR BE SOLD? YES NO IF SO, ADDITIONAL LICENSE & INSURANCE REQUIRED. Alcoholic beverages are not permitted in the RB&W District without a special event permit, city issued liquor license & insurance. Glass containers of any kind are prohibited in the RB&W District.</p> <p>ELECTRICAL SERVICES FOR RB&W PARK VENDOR PAD 1 2 3 4 5 6 (CIRCLE ALL THAT APPLY) A \$50.00 flat fee will be charged for electrical usage per vendor pads which require electricity, per half day and full day.</p> <p style="text-align: center;">ANY ADDITIONAL CLEAN UP REQUIRED WILL BE BILLED TO YOU AFTER THE EVENT.</p> <p>ACTIVITIES/ENTERTAINMENT What types of activities or entertainment are planned? Please submit an additional sheet or event flyer with the application. Be as detailed as possible so that we may help you.</p> <p>PLEASE NOTE: WE DO NOT FURNISH ANY EQUIPMENT, EXTENSION CORDS, MICROPHONES, STAGES, ETC. Please submit an additional sheet describing any type and amount of equipment to be used at your event (i.e. Tables, chairs, tents, cooking equipment, etc.) If is determined that there will be an adverse effect you will be notified.</p>		

“I understand and agree by submitting this application, I will abide by and comply with the terms and conditions of the City of Rock Falls relating to wedding ceremonies and receptions, a copy of which is attached hereto and incorporated herein by reference.”

Print Name Signature Date

RB&W DISTRICT WEDDING CEREMONY EVENT PERMIT APPLICATION

Application for the rental of Venue – Fees & Invoice

Event Name: _____
Event Date: _____
Event Contact Name: _____
Contact Phone Number: _____

Event Location: _____
Event Time: _____
Contact Address: _____
Contact Email: _____

All fees must be paid when you submit your application to secure your dates and location. Make checks payable to the CITY of ROCK FALLS.

FEES

RB&W Riverfront Park	\$150	
Electric (Amphitheater)	\$50	
		TOTAL

Applicants signature date

Tourism Dept. signature date