

Malcolm W. Martin Memorial Park Special Events Permit Application/FAQ

Are you interested in holding/hosting an event at Malcolm W. Martin Memorial Park (MWMMP)? If so, please be aware that a Special Events Permit is required if 25 or more individuals are expected to attend the event or if the event (regardless of size, scope, or number of attendees) is expected to significantly disrupt normal park visitor use, as determined by Metro East Park and Recreation District. Also note, Special Events with more than 151 actual or expected attendees are not permitted at the Park.

A Special Events Permit application should be received by MEPRD no less than 30 days prior to the Special Event and no sooner than 12 months prior to the Special Event.

What types of Special Events are permitted at MWMMP? Small weddings and vigils, etc.

What types of Special Events are not permitted at MWMMP? Any event with 151 or more attendees, any event that significantly disrupts normal park visitor use, any event scheduled on the same day as an MEPRD event or during the preparation of a MEPRD event, any event where alcohol will be served or consumed, any event where food will be served or consumed, any event that is for-profit, any event that charges an admission fee, any event that utilizes concession vendors, any event that lasts longer than 4 hours, any event that has amplified music or amplified singing. Concerts, parties, wedding receptions, family reunions, car shows, festivals, etc. are also not permitted. Extremely important note: permitted events which expected less than 151 attendees but received more than 151 attendees shall be cancelled immediately and the approved Special Events Permit is immediately revoked; the event is no longer permitted at Malcolm W. Martin Memorial Park and therefore may not proceed.

Important notes: please note the park will remain open at all times, according to the posted daily schedule, regardless of an issuance of a Special Events Permit. Also, Special Events may not take place on the Mississippi River Overlook structure. Special events must take place in a pre-approved location on the grounds of MWMMP, utilizing a space no greater than 150' x 150'. Only one Special Event may take place at a time at MWMMP. Special Events Permits are non-transferable. Special Events, and hosts/attendees thereof, must also abide by the Malcolm W. Martin Memorial Park rules, which can be found here www.meprd.org/mmmp.html.

How much does a Special Events Permit cost? A \$200 Permit fee will be charged for Special Events of 25 to 150 attendees. Public governmental entities are exempt from this fee. No refunds will be granted, regardless of the actual number of attendees, a cancellation, inclement weather or a revoked permit. The fee should be paid no less than 10 days prior to the event. Payment must be in the form of a check or cashier's check listing the Metro East Park and Recreation District as payee. What do you get for the fee? A Special Events Permit allowing use of the pre-approved space. MEPRD does not provide any event services, support, materials, equipment, cleanup, or personnel. Also, MEPRD does not guarantee adequate parking or any utilities needed for a Special Event.

Commercial General Liability Insurance is required for any Special Event held at the Park, for an amount no less than \$1,000,000 per occurrence, naming Metro East Park and Recreation District as additional insured. The certificate of insurance is to be received by Metro East Park and Recreation District no less than 10 days in advance of the Special Event.

Anyone interested in hosting a Special Event at MWMMP shall fill out and submit the following Special Events Permit Application form, only after speaking with a representative from MEPRD about the proposed details of the special event. MEPRD staff can be reached at 618-346-4905.

Metro East Park and Recreation District
Special Events Permit Application
For Malcolm W. Martin Memorial Park

THIS AGREEMENT entered into this _____ day of _____, 20_____
by and between _____ (“Permittee”),
and Metro East Park and Recreation District (“MEPRD”).

APPLICANT INFORMATION

Organization: _____

Applicant Name and Title: _____

Phone number: _____ Cell number: _____

E-mail address: _____

Address: _____

City, State, Zip Code: _____

Event Coordinator Name and Title: _____

Event Coordinator Address: _____

City, State, Zip Code: _____

Phone number: _____ Cell number: _____

E-mail address: _____

Initial each of the following items. Each item must be initialed.

_____ Permittee assumes all responsibility for and hereby agrees to indemnify and hold harmless the Metro East Park and Recreation District, its Board of Directors, officers, agents and employees against any losses, damages, liabilities, and actions.

_____ Permittee is required to inform MEPRD, in writing, of any and all amendments to the original application prior to the event. Any amendment must be approved by MEPRD prior to the event.

_____ No rain dates will be issued unless advance arrangements are made with MEPRD. Refunds will not be granted for inclement weather.

_____ Permittee acknowledges that they, their agents, servants, employees, contractors, invitees, or guests enter the Park property at their own risk, accept the condition of the Park property “as-is” and release MEPRD, its Board of Directors, officers, agents and employees, from any injuries or claims arising out of their entry upon or use of any park property.

_____ MEPRD reserves the right to cancel or relocate an event due to weather conditions, lawn conditions, scheduling conflicts, or any other reason, prior to or on the day of the event. A refund will be issued in the amount of the Permit fee if MEPRD cancels the event due to weather, lawn conditions, or scheduling conflicts.

_____ No photograph, video, film, production or other visual images shall represent, imply, infer or in any manner give the impression that MEPRD subscribes to, supports, endorses or in any way represents any opinion, message or communication contained within the visuals produced by virtue of this permit and the permitted Special Event.

_____ Permittee is responsible to care for and clean up the Park during and after the Special Event. The Park shall be left in a condition equivalent to or better than the Park’s condition prior to the Event. Clean-up must be completed within 1 hour after the Event is concluded.

_____ Permittee is required to adhere to the Malcolm W. Martin Memorial Park rules that can be found at: www.meprd.org/mmmp.html. Permittee acknowledges they have read and understand the Park rules.

_____ No tent or sign posts (or anything else) may penetrate the park’s lawn/grass areas at any time. Underground electric, utilities and irrigation systems exist, therefore other means are to be used to secure/fasten tents, signs, etc. In addition, all tents and shade structures must be secured/weighted regardless of expected weather/wind conditions.

_____ Fastening or attaching any rope, sign, banner, flyer or other object to any park structure, improvement, tree, shrub, or other park feature is strictly prohibited unless approved in advance by MEPRD in writing. Also, wax candles, flying luminaries and any open flames are strictly prohibited.

_____ Upon receiving your complete application packet, MEPRD will contact you to inform you of the status of your application. MEPRD reserves the right to require additional information or documentation regarding the applicant, applicant’s company, sponsoring company/organization, co-sponsors, event participants, Event activities, or the Event itself. Moreover, MEPRD may postpone approval or denial of permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of permit request. Permits are issued at the sole discretion of the MEPRD Executive Director or his/her designee. His/her decisions are final.

_____ Applicant agrees to provide Commercial General Liability Insurance for the Special Event for an amount no less than \$1,000,000 per occurrence naming Metro East Park and Recreation District as additional insured. The certificate of insurance is to be received by Metro East Park and Recreation District no less than 10 days in advance of the Special Event.

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Place a check on the map shown below indicating the location of the proposed special event activity at Malcolm W. Martin Memorial Park. No event may use more than a 150' x 150' space.



Provide a detailed description of the proposed special event activity within the box below. Submit additional pages if necessary.

Provide an estimated attendance number and describe how you came to that number below.

Provide a “DETAILED” Event Timeline. Describe what, when, where and how within this timeline. In addition, include set-up and tear-down/cleanup times within the timeline.

Provide a “DETAILED” Parking Plan. NOTE: this section is only needed for Special Events with 51 to 150 attendees. Here are a few important notes and restrictions about parking: there are approximately 70 parking spaces on site and there is absolutely no on-street parking allowed on Trendley Ave. or Front Street. Also, special event attendees shall not fill more than 75% of the park’s parking spaces, thereby leaving 25% available to the general public. Also, no parking within the park may be held exclusively for special event attendees using signage or any other means. Include shuttle details if necessary.

**SPECIAL EVENT PERMIT
ACKNOWLEDGEMENT AND INDEMNIFICATION AGREEMENT/RELEASE**

For and in consideration of the permission granted from the Metro East Park and Recreation District (MEPRD) for use of the Malcolm W. Martin Memorial Park by the undersigned organization, entity or person(s) for the "Special Event", the undersigned agrees to indemnify and hold MEPRD harmless from any claim, cause of action, suit or complaint for damages or injuries, including death, arising out of the Event and/or the participation therein or use thereof, and the undersigned further releases the District from any claim, cause of action, suit or complaint for damages or injuries, including death, arising out of the Event and/or the participation therein or use thereon.

That the undersigned acknowledges and represents that he/she has the authority and permission to execute this Indemnification Agreement/Release and Permit Application and to bind the undersigned organization, entity or person(s) thereby.

DATED this _____ day of _____, 20_____

PERMITTEE NAME: _____

PERMITTEE TITLE: _____

PERMITTEE SIGNATURE: _____

Send two (2) original completed applications to:

Metro East Park and Recreation District
104 United Drive
Collinsville, IL 62234

Fee payment and certificate of insurance shall be received by MEPRD no less than 10 days prior to the event, and only after MEPRD approves the Special Event Permit. Checks should identify Metro East Park and Recreation District as payee.

Questions? Please call 618-346-4905.

MEPRD USE ONLY

APPROVED / DENIED ON THIS DATE: _____

BY: _____

PAID \$: _____ METHOD: _____ ON THIS DATE: _____

RECEIVED/PROCESSED BY: _____