



## Park Permit Information: Individual or Organization

---

### General Overview

---

The Park Permit Holder requests and schedules park permit activities within park district parks and is totally responsible for all fees incurred. The following policies and requirements apply. Payments are due 30 days prior to the specified date of use or park permit is automatically cancelled.

#### **Policies/Requirements: Park Permit**

- **Alcohol**
- **Alcohol is prohibited in Champaign Park District parks.**
- **Cancellations and refunds:**
- Cancellations and refunds must be requested seven (7) business days in advance of the scheduled activity date or forfeit all fees paid.
- **Certificate of insurance:**
- Minimum acceptable policy is \$1,000,000.00 combined single limit liability, naming Champaign Park District as additional insured.
- **Contact: Risk Manager, 398.2550**
- **Damage Deposit:**
- Damage deposit varies depending on size of event and equipment involved. Deposit is refundable within two (2) weeks minus any damages or expenses resulting from the park permit activity.
- **Dismissal by Executive Director or revocation of any granted permit may occur at any time without a refund if it is determined that:**
- The application for park permit contained any misrepresentation or false statement,
- Any condition set forth in the policies governing the permit requested is not being complied with, **OR**
- The safety of the participants in the applicant's activities or other patrons of or visitors to the parks is endangered by the continuation of such activity.
- **Electrical needs:**
- Actual total (amperage, voltage, individual appliance wattage, and layout) submitted to Park District Operations & Maintenance Department (30 days) prior scheduled event(s).
- **Contact David Schneider, Maintenance Supervisor, 398.2591**

- **Music:**
- Music must not be loud or offensive to the public. Music must comply with the City of Champaign Noise Ordinance.
  
- **Pavilions:**
- Pavilions (Centennial or Hessel) are not included within the park permit, therefore cannot be taken from patrons. Park permits apply only to areas and/or tables within the parks. Pavilions may be reserved for an additional fee (Residents: \$25/hour) (Non-residents: \$37.50/hour) Damage deposit \$50
- **Pavilion rentals: Callie Fitzgerald, Reservation Coordinator, 398.2550**
  
- **Portable Potty-houses:**
- Securing portable potty-houses for special events is the sole responsibility of the permit holder (Cost: \$75-\$85/day + delivery charge & park location)
- **Suppliers: Illini Portable Toilet, 344.5004; Midwest Pottyhouse, 356.5555**
  
- **Public Health Permit:**
- All vendors selling food must have a temporary license from the Champaign-Urbana Public Health District. A health permit must be acquired thirty (30) days prior scheduled event and copy(s) of health permit submitted to Park District Risk Manager two (2) weeks prior scheduled event.
- **Contact: Champaign-Urbana Public Health District, 352.7961**
  
- **Security:**
- Security, when required, must be approved by the Champaign Park District and paid by the permit holder.
  
- **Selling of Beverages:**
- **Pepsi-Cola Company has the exclusive contract to sell beverages on park district property.**
  
- **Special Event fee(s):**
- **Varies, depending on size of event/equipment used/district approval**
- Special Event fees will be charged if park permit holder has a concert, fundraiser, or similar event in any Champaign Park District Park. **Please Note:** Concessions may not be sold or admission fees charged unless stated in original contract approved by the Park District staff prior to the event.
  
- **Staff Costs:**
- Staff costs for set-up of electrical transformers is \$35 each plus the Park District staff hourly cost, or weekend overtime cost. Additional costs apply for holiday/park permit special events.

- **Contact: Dave Schneider, Maintenance Supervisor, 398.2591**

- **Tents:**
- Tents may be erected with Park District approval for \$20/tent/day or \$30 per/tent/day for non-residents. (Champaign Park District does not supply tents). Tents are generally not allowed overnight.
- **Tent Suppliers: Champaign County Tent, 328.5729; Herriott's, 356.9713**
  
- **Trash:**
- **Permit holder (groups of 200 or more) are responsible for own trash hauling (25 yard dumpster: \$500).**
- **Trash Dumpster Suppliers: ABC, 356.0909; Allied Waste, 367.2278; Area Disposal, 359.5188.**
  
- **Vehicles:**
- Vehicles are not permitted in the parks unless by approved special permission of the Executive Director.
  
- **Water:**
- Permit holder is responsible for cost of water plus \$5 deposit on Water Spigot Key or \$60 deposit on Bronze Riser Key. Key usage will be based on location of park permit event.
- **Contact David Schneider, Maintenance Supervisor, 398.2591.**