



City of Rock Falls, Illinois

# Run Bike & Walk District Events

Agreement and Permit Application Packet

# Policy & Procedures Manual

Adopted by the Rock Falls City Council on May 16, 2017

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# RB&W District Event Application Instructions

- Please read the RB&W District Policy & Procedures Manual before starting the application process.
- Complete Enclosed Application and use enclosed map to show placement of dumpsters, portable toilet facilities, tents, vendors, stages, etc.
- 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 and per vendor pads which require electricity, per event. All charges for water usage will be billed to the organization after the event.
- RB&W Riverfront Park Vendor Pads Half Day and Full Day options are available for a rental fee. If you wish to have electrical usage at a vendor pad there is an additional \$50.00 fee per pad. All vendor pads are available on a first come, first served basis. Rental fees are due when the reservation is made to secure your requested date & time.
- Veterans Memorial Park & Lovelight A date-hold deposit in the amount of \$100.00 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 \$100.00. The Lovelight & Veteran's Memorial Park have metered electricity. You will be charged after the event if you require electrical services. All charges for water usage will be billed to the organization after the event.
  - **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.
- Celletti Pavillon A date-hold deposit in the amount of \$50.00 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 \$50.00. At this time, the Celletti Pavilion is without electrical or water services.
  - **DATE-HOLD DEPOSITS ARE REFUNDED LESS A \$25.00 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)
- If any other City of Rock Falls Licenses are required for your event (alcoholic Liquor, Amplifiers, Carnival, Circus, Public Dance, Raffles, etc.) these licenses must be obtained at least 30 days prior to the event.
- No Rain Dates, No refunds will be issued for inclement weather.
- Submit application to the Rock Falls Tourism Office
- If you have any questions, please contact the Rock Falls Tourism Office at 815-622-1106

# RB&W DISTRICT EVENT PERMIT APPLICATION

## 1. General Information

- 1.1. **The RB&W Patio is a shovel ready development property that is unavailable for event use.**
- 1.2. The Director of Tourism & Events shall be the contact person for the day to day operation of the RB&W District Parks.
- 1.3. The Permit Holder is responsible for all damage or breakage and agrees to pay for full replacement of any damage done while under rental.
- 1.4. 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.
- 1.5. 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.
- 1.6. **Road closures are prohibited.**
- 1.7. 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.
- 1.8. All open fires are prohibited.
- 1.9. Solicitation of visitors to the RB&W District Parks in any manner by any individual, business or organization is prohibited except by prior permission of the Director of Tourism & Events.
- 1.10. Sale of merchandise in the RB& W District Parks is prohibited except by permission of the Director of Tourism & Events.
- 1.11. A schedule of events is required and must be provided to the Director of Tourism & Events when submitting the event application.
- 1.12. A complete list of vendors, their location at the park and map (including food service) must be provided to the Director of Tourism & Events no later than 2 weeks prior to the event.
- 1.13. Glass containers in the RB&W District Parks are prohibited.
- 1.14. Direct advertising for any commercial corporation or product in the RB&W District Parks is not permitted; however, private corporations may be thanked for their sponsorship or involvement in an event. Banner size is limited to 3 x 8 feet.
- 1.15. Handbills, circulars, pamphlets, tracts, dodgers, papers or advertisements may not litter, be thrown or deposited on the ground, to post or affixed to any tree, fence, utility pole or structure situated within or on the RB&W District Parks.
- 1.16. 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 and \$100 date-hold deposit for Veterans Memorial Park & Lovelight.
- 2.3. Additional permits and fees, other than the application fees may be required. A copy of all required permits must be given to the Director of Tourism & Events no later than 30 days before the event.
- 2.4. Applications for individual or group activities must be completed by an adult 21 years old or older.
- 2.5. Permits are issued on a first come, first serve basis, subject to approval by the Director of Tourism & Events.
- 2.6. Special Provision/Needs: Any on-site food preparation requires approval of the Whiteside County Health Department.
- 2.7. 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. RB&W District Event Permit Application is required for Events with Alcohol.
- 3.2. The applicant will obtain a liquor license from the liquor commissioner.
- 3.3. Alcoholic beverages will be consumed in a designated area. The permit holder will provide monitoring and security of attendees entering and leaving the designated area of consumption.
- 3.4. Insurance: See Section 9
- 3.5. No sales shall be made between the hours of 12:30 AM and noon of any day.

## 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. Pony rides, petting zoos and livestock demonstrations in the RB&W District Parks are prohibited except by prior permission of the Director of Tourism & Events.

## 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.
- 5.2. Use of inflatable jumping houses are prohibited at the RB&W Riverfront Park & Lovelight. Prior permission by the Director of Tourism & Events must be granted for Veterans Memorial Park.
- 5.3. Food tosses of any kind are prohibited.

## 6. Catering

## RB&W DISTRICT EVENT PERMIT APPLICATION

- 6.1. It is required that the guidelines provided by the Whiteside County Health Department be followed and that all necessary food service permits be acquired through the Whiteside County Health Department.
  - 6.2. A copy of all food service permits (mobile & temporary food service) must be provided to the Director of Tourism & Events 2 weeks prior to the event date. An additional City of Rock Falls Permit is required for all mobile food service trucks. Food truck permits are not required at the RB&W Riverfront Park.
- 7. Electricity**
- 7.1 All electrical components must be in compliance with OSHA standards.
  - 7.2 Drop cords must be GFI protected and will not be allowed to drape over any medal surfaces. All drop cords must be grounded.
  - 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.
- 8. Waste Management**
- 8.1. 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.
  - 8.2. Public use of City Amenities is not to be impeded; i.e. covering City waste receptacles is prohibited.
  - 8.3. A dumpster with lid is required for events with 250 people or more. Contact your preferred dumpster rental company to discuss the proper waste management needs and the amount of dumpsters needed for events larger than 250 people.
  - 8.4. When dumpsters are required, the permit holder is responsible for procuring the dumpster and they must be placed in an approved area as designated by the Director of Tourism & Events. Dumpsters must be delivered no sooner than one day prior to your event and pick up by noon on the first business day following your event.
  - 8.5. The Permit Holder shall provide plastic trash bags and place refuse in the trash receptacles or dumpsters located on site. Do not leave trash bags on the side of trash receptacles. If the trash receptacles or dumpsters are full, it is the responsibility of the Permit Holder to remove the generated debris.
  - 8.6. The applicant must provide waste receptacles to be located in the immediate area where food and beverage are to be sold. The applicant is responsible for the removal of all waste from the event areas, including waste in existing City-owned receptacles in the area. Waste receptacles must be removed when full or on the next regular business day following the event. All beverages must be served in paper or plastic containers. Styrofoam cups and glass bottles are prohibited.
  - 8.7. 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.
  - 8.8. 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
  - 8.9. The event organizer is responsible for properly disposing of all waste and garbage throughout the event and immediately upon the conclusion of the event. Cleanup must be done before the completion of the event. Leaving the venue better than when you found it is a great way to set a high standard and reputation for your event in our venue and community.
- 9. Entertainment**
- 9.1. All entertainment must be approved by the Director of Tourism & Events.
  - 9.2. No exotic (male or female) dancers are allowed for RB&W District events.
  - 9.3. An Amplifiers License is required to maintain or operate any loudspeaker or amplifier connected with any radio, phonograph, microphone or other device by which sounds are magnified and made audible over any public street or public place without first having obtained a license therefor.
  - 9.4. Additional permits and fees, other than the application fees may be required. A copy of all required permits must be given to the Director of Tourism & Events no later than 30 days before the event.
- 10. Insurance Requirements for RB&W District Parks Use**
- 10.1. Individual Permit Holders using the RB&W Riverfront for private functions with outside vendor participation 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.
  - 10.2. Individual use with outside vendor participation – whether For Profit or Not For Profit, vendor/businesses must provide a Certificate of Insurance provided by an insurance carrier with an “A” rating by AM Best. This Certificate must indicate either Comprehensive General Liability Coverage or Named Operation and Location of not less than \$1,000,000 and naming the City of Rock Falls, its officers and employees as additional insured. Certificates shall be delivered to the City of Rock Falls Clerk for review by the City prior to the issuance of any permit by the City of Rock Falls or the Director of Tourism & Events.
  - 10.3. Business Use – A business who is the Permit Holder, whether For Profit or Not For Profit must provide a Certificate of Insurance provided by an insurance carrier with an “A” rating by AM Best. This Certificate must indicate either Comprehensive General Liability Coverage or Named Operation and Location of not less than \$1,000,000 and naming the City of Rock Falls, its officers and employees as additional insured. Certificates shall be delivered to the City of Rock Falls Clerk for review by the City prior to the issuance of any permit by the City of Rock Falls or the Director of Tourism & Events.
  - 10.4. 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.

## RB&W DISTRICT EVENT PERMIT APPLICATION

- 10.5. Special conditions regarding coverage and compliance to be addressed between Permit Holder and the Director of Tourism & Events.
- 10.6. 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&W Riverfront location.

### 11. Misrepresentation of Event

- 11.1. Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit or application documents will result in the immediate cancellation of the event and forfeiture of any and all fees paid and may also result in denial of future permit requests and/or legal action.

### 12. Security

- 12.1. For events of estimated for 250 people, 2 private security officers must be hired.
- 12.2. For each additional 250 people estimated at an event over the initial 250 people, an additional security officer must be hired.
- 12.3. No concealable weapons are allowed within the areas of the RB&W District Parks.
- 12.4. Marine events may require lifeguard staffing as part of your event and will be determined by the Director of Tourism & Events.

### 13. Setup

- 13.1. **PERMIT HOLDER MAY NOT STAKE OR DIG ANYTHING INTO TURF.**
- 13.2. Staging, platforms, tables, risers, etc. if permitted, shall not damage property, turf or shrubbery.
- 13.3. Items cannot inhibit public access.
- 13.4. 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.
- 13.5. 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.
- 13.6. The erection of tents 20 ft x 30 ft or larger, or temporary structures will need inspection and approval by the City's Building Code Inspector.

### 14. Portable Toilets

- 14.1. When portable toilets are required, they must be placed in an approved area designated by the Director of Tourism & Events. They must be delivered no sooner than one day prior to your event and picked up by noon on the first business day following your event.
- 14.2. For events estimated for 250 people, 3 portable toilets one of which must be handicap accessible must be made available. For each additional 250 people, an additional 3 portable toilets one of which must be handicap accessible must be made available.

### 15. Weddings/Parties

- 15.1. No use of rice, confetti, glitter or birdseed.
- 15.2. Balloons and decorations are to be attached with materials that will leave no residue when removed.
- 15.3. All decorations are to be removed and trash deposited in dumpsters prior to responsible parties leaving the area.

### 16. Weather Plan

- 16.1. Please provide the City of Rock Falls & the Director of Tourism & Events with your weather plan for monitoring weather and watch/warning information with your application. **No rain dates will be issued. No refunds will be issued for inclement weather.** The weather plan must be completed and returned with the RB&W District Event Permit Application (see page 9 for more details).
- 16.2. All event coordinators will carry a call list to use for disseminating important information should severe weather pose a threat. It is recommended that all event staff and volunteers carry cell phones or radios.

### 17. Revisions to *RB&W District Event Permit Application Policy and Procedures Manual*.

- 17.1. 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.

# RB&W DISTRICT EVENT PERMIT APPLICATION

APPLICATION DATE: \_\_\_\_\_

APPLICATION FOR USE OF: **ROCK FALLS TOURISM MANAGED VENUES**

2<sup>nd</sup> Ward  
aldermen:  
GLEN  
KUHLEMIE  
R  
&  
BRIAN  
SNOW  
  
APPROVED

**QUESTIONS?  
CONTACT:**  
Director of Tourism &  
Events  
[info@visitrockfalls.com](mailto:info@visitrockfalls.com)  
(815) 622-1106

Select all  
venues that  
apply:

VETERANS  
PARK

CELLETTI  
PAVILION

LOVE  
LIGHT

RB&W RIVERFRONT  
PARK & AMPHITHEATER

OFFICE USE ONLY	<b>EXPECTED ATTENDANCE:</b> _____	<b>EVENT TYPE:</b> ex. Concert, festival, reception, wedding, community event, private event, etc.		
	<b>REQUESTED DATE(S) &amp; TIMES:</b>	<b>EVENT NAME (S):</b>	<b>WRITE IN REQUESTED LOCATION (s):</b>	
<b>EVENT SET UP:</b> date & time _____		<b>EVENT CLEAN UP:</b> date & time _____		
<b>NAME OF ORGANIZATION:</b>		<b>CONTACT NAME:</b>		
<b>ADDRESS:</b>		<b>CONTACT NUMBER:</b>		
		<b>EMAIL:</b>		

<b>ARE YOU A NON-PROFIT 501(C3)</b>	YES	NO	<b>IF YES, PLEASE ATTACH A COPY OF CERTIFICATE</b>	
<b>WILL YOUR EVENT CONTAIN LIVE MUSIC/AMPLIFIED SOUND?</b>	YES	NO	<b>WHAT TIME WILL THE MUSIC/SOUND BEGIN &amp; END?</b> _____ <i>An amplifiers license is required to maintain or operate any loudspeaker or amplifier (pg. 4)</i>	
<b>IS THIS A CATERED EVENT?</b>	YES	NO	<b>ARE VENDORS PARTICIPATING IN YOUR EVENT?</b> YES NO	
<i>Food service permits required for all catered events (pg. 4)</i>	<b>IF YES, HOW MANY TOTAL VENDORS:</b> _____			
<b>WILL LIQUOR BE SOLD?</b>	YES	NO	<b># FOOD VENDORS:</b> _____	<b># MERCHANDISE VENDORS:</b> _____
<b>IF SO, ADDITIONAL LICENSE &amp; INSURANCE REQUIRED (Attach Copies of Both to Your Application)</b> <i>Alcoholic beverages are not permitted in the RB&amp;W District without a special event permit, city issued liquor license &amp; insurance. Glass containers of any kind are prohibited in the RB&amp;W District.</i>				
<b>ARE YOU PROVIDING SECURITY FOR YOUR EVENT?</b> YES NO <i>For events of estimated for 250 people, 2 security officers must be hired. (pg. 5)</i>				

**ADDITIONAL REQUIREMENTS:** \_\_\_\_\_ "NO PARKING" SIGNS \_\_\_\_\_ NUMBER OF BARRICADES \_\_\_\_\_

**NUMBER OF PORTABLE TOILETS** \_\_\_\_\_ *Events over 250 people require a minimum of 3 portable toilets, for each additional 250 people, and additional minimum of 3 portable toilets must be made available. When portable toilets are required, they must be placed in the designated portable toilet area*  
(if required)

**NUMBER OF DUMPSTERS** \_\_\_\_\_ *A minimum of one dumpster with a lid is required for events with 250 people or more. When dumpsters are required, they must be placed in an approved area designated by the Director of Tourism & Events.*  
(if required)

<b>ELECTRICAL SERVICES FOR EVENTS:</b> (MARK ALL THAT APPLY)	
<input type="checkbox"/> RB&W DISTRICT PARK	<b>AMPHITHEATER:</b> [ ] <b>VENDOR PAD(S):</b> [ 1 ] [ 2 ] [ 3 ] [ 4 ] [ 5 ] [ 6 ] [ 7 ]
<input type="checkbox"/> LOVELIGHT	<i>A \$50.00 flat fee will be charge for electrical usage at the Amphitheater and per vendor pads which require electricity, per event.</i>  <i>The Lovelight &amp; Veteran's Memorial Park have metered electricity. You will be charged after the event if you require electrical services.</i>
<input type="checkbox"/> VETERANS MEMORIAL PARK	

**ADDITIONAL CLEAN UP & WATER SERVICES** will be billed to you after the event.

<b>CITY SPONSORSHIP REQUESTS</b>		
Do you request an application for a Rock Falls Tourism Event Sponsorship Grant or a Rock Falls Tourism Marketing Event Grant?	YES    NO	If yes, please request and complete the Rock Falls Tourism Grant Application

## RB&W DISTRICT EVENT PERMIT APPLICATION

### ACTIVITIES/ENTERTAINMENT

What types of activities or entertainment are planned for the event? Please submit an additional sheet or event flyer with the application. Be as detailed as possible so that we may help you.

### WILL THERE BE INFLATABLES /PLAY EQUIPMENT (JUMPERS) AT THE EVENT?

YES      NO

**INFLATABLE ATTRACTIONS** are **PROHIBITED** at the **RB&W DISTRICT**

**PLEASE NOTE: WE DO NOT FURNISH ANY EQUIPMENT, EXTENSION CORDS, MICROPHONES, STAGES, ETC. (DIAGRAM YOUR EVENT SET-UP USING THE INCLUDED MAP OF THE AREA)** Please describe the type and amount of equipment to be used at your event (i.e. Tables, chairs, tents, cooking equipment, etc.) If it is determined that there will be an adverse effect, you will be notified.

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

---

Company or Organization Name



# RB&W DISTRICT EVENT PERMIT APPLICATION

APPLICATION DATE: \_\_\_\_\_

Rock Falls  
ALDERMAN  
2<sup>nd</sup> Ward

GLEN KUHLEMIER  
BRIAN SNOW

QUESTIONS? CONTACT:  
Director of Tourism & Events  
[info@visitrockfalls.com](mailto:info@visitrockfalls.com)  
(815) 622-1106

**APPLICATION FOR (INDIVIDUAL/HALF) DAY USE OF:  
RB&W RIVERFRONT PARK INDIVIDUAL VENDOR PADS  
#1, #2, #3, #4, #5, #6, #7**

APPROVED  
OFFICE USE  
ONLY

<b>DATE (s):</b>	<b>TYPE OF GATHERING:</b>	<b>EXPECTED ATTENDANCE:</b>
<b>HALF DAY (DAY OR AFTERNOON) OR FULL DAY:</b>	<b>NAME OF GATHERING:</b>	<b>REQUESTED VENDOR PAD #:</b>
<b>NAME OF ORGANIZATION:</b>		<b>CONTACT NAME:</b>
<b>ADDRESS:</b>		<b>CONTACT NUMBER:</b>
		<b>EMAIL:</b>

DESCRIPTION	LENGTH OF TIME	CITY RESIDENT	REGULAR RATE
Daytime:	8:00 AM – 1:00 PM	\$15	\$20
Afternoon:	2:00 PM – 7:00 PM	\$15	\$20
Full Day:	8:00 AM – 7:00 PM	\$25	\$30

<b>ARE YOU A NON-PROFIT 501(C3)</b>	<b>YES</b>	<b>NO</b>	<b>PLEASE ATTACH A COPY OF CERTIFICATE</b>
<b>WILL YOUR VENDOR PAD CONTAIN LIVE MUSIC/AMPLIFIED SOUND?</b>	<b>YES</b>	<b>NO</b>	<b>WHAT TIME WILL THE MUSIC/SOUND BEGIN &amp; END?</b> _____ <i>An amplifiers license is required to maintain or operate any loudspeaker or amplifier (pg. 4)</i>
<b>FOOD VENDOR: YES NO</b> <i>Food service permits required for all catered events (pg. 4)</i>			<b>MECHANDISE VENDOR: YES NO</b> <b>WILL LIQUOR BE SOLD? YES NO</b> If so, additional license & insurance required (attach copies of both to your application)
<i>Alcoholic beverages are not permitted in the RB&amp;W District without a special event permit, city issued liquor license &amp; insurance. Glass containers of any kind are prohibited in the RB&amp;W District.</i>			
<b>ARE YOU PROVIDING SECURITY FOR YOUR EVENT? YES NO</b> <i>For events of est. for 250 people, 2 security officers must be hired. (pg. 5)</i>			

**ADDITIONAL REQUIREMENTS:** \_\_\_\_\_ **“NO PARKING” SIGNS** \_\_\_\_\_ **NUMBER OF BARRICADES** \_\_\_\_\_

**NUMBER OF PORTABLE TOILETS** \_\_\_\_\_ **NUMBER OF DUMPSTERS** \_\_\_\_\_  
(if required) (if required)

<b>ELECTRICAL SERVICES FOR RB&amp;W PARK VENDOR PAD</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
(CIRCLE ALL THAT APPLY)						
A \$50.00 flat fee will be charge for electrical usage per vendor pads which require electricity, per half day and full day.						
<b>ADDITIONAL CLEAN UP &amp; WATER SERVICES</b> will be billed to you after the event.						
<b>ACTIVITIES/ENTERTAINMENT</b> 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.						
<b>PLEASE NOTE: WE DO NOT FURNISH ANY EQUIPMENT, EXTENSION CORDS, MICROPHONES, STAGES, ETC. (DIAGRAM YOUR EVENT SET-UP USING THE INCLUDED MAP OF THE AREA)</b> Please describe the type and amount of equipment to be used at your event (i.e. Tables, chairs, tents, cooking equipment, etc.) If it is determined that there will be an adverse effect, you will be notified.						

Individual Vendor Pad Applications must be completed and received by this office at least 14 calendar days prior to usage.  
 “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 \_\_\_\_\_

Company or Organization Name \_\_\_\_\_



# SEVERE WEATHER PLAN FOR SPECIAL EVENTS

When hosting an event with 250 attendees or more, this application must be completed.

SEVERE WEATHER PLANS should include:

- Dissemination of Weather Information:
  - How will you share weather information with event attendees?
  - Public announcements over a microphone are great when everyone is in one spot, but what if they are scattered about?
- Sheltering Locations:
  - Should strong or severe weather occur during your event, where will everyone go to seek shelter?
  - Is it big enough for the crowd size you anticipate?
  - How long will it take for everyone to get there safely?
- Securing Loose Objects:
  - Should strong or severe weather occur during your event, how will lightweight, large, and lose objects such as tents and inflatables be secured from becoming airborne projectiles?
  - Can you continue your event without these items if strong winds are anticipated?
- Adverse Health Effects:
  - Some weather-related situations can result in many health issues. For example, as the temperature rises and humidity increases, people become at greater risk for heat exhaustion or heat stroke, especially if they are engaged in physical activity. Likewise, cold temperatures can cause hypothermia.
  - If your event is scheduled to occur during a time of high heat (Heat Index > 95°F) or deep cold (Wind Chill < 40°F), additional resources for cooling, warming, and first aid should be arranged.

Rock Falls ALDERMAN 2 <sup>nd</sup> Ward	GLEN KUHLEMIER BRIAN SNOW	<b>QUESTIONS? CONTACT:</b> Director Of Tourism & Events <a href="mailto:info@visitrockfalls.com">info@visitrockfalls.com</a> (815) 622-1106	VETERANS PARK	CELLETTI PAVILION	LOVE LIGHT	RB&W RIVERFRONT PARK AMPHITHEATER PARK VENDOR PAD
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<b>EVENT NAME:</b>	<b>DATE OF EVENT:</b>
<b>HOW DO YOU PLAN TO TRACK INCLEMENT WEATHER?</b>	
<b>HOW WILL THE ORGANIZER/EVENT CONTACT PERSON NOTIFY ATTENDEES OF INCLEMENT WEATHER?</b>	
<b>WHERE WILL YOUR ATTENDEES SEEK SHELTER AND HAS PERMISSION BEEN GRANTED FOR THE SPACE (S)?</b>	
<b>ADVERSE HEALTH EFFECTS</b> If your event is scheduled to occur during times of high heat (heat index of >95° f) or deep cold (wind chill <40° f), what additional resources will you use for cooling, warming?	

*No rain dates, no refunds will be issued for inclement weather.*

RB&W DISTRICT EVENT PERMIT APPLICATION  
 CITY OF ROCK FALLS, ILLINOIS  
**EVENT WASTE MANAGEMENT PLAN**

When hosting an event with 250 attendees or more, these are the minimum requirements you must meet:

Rock Falls ALDERMAN 2 <sup>nd</sup> Ward	GLEN KUHLEMIER BRIAN SNOW	QUESTIONS? CONTACT: Director Of Tourism & Events <a href="mailto:info@visitrockfalls.com">info@visitrockfalls.com</a> (815) 622-1106	VETERANS PARK	CELLETTI PAVILION	LOVE LIGHT		RB&W RIVERFRONT PARK AMPHITHEATER PARK VENDOR PAD
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EVENT NAME:	DATE: MAY 4 <sup>TH</sup> – AUGUST 31 <sup>ST</sup> 2018	CIRCLE ALL THAT APPLY ANTICIPATED # OF ATTENDEES:
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- WHEN HOSTING AN EVENT, THESE ARE THE MINIMUM REQUIREMENTS YOU MUST MEET:**
- Utilize reusable, recyclable or compostable/biodegradable food & beverage-ware
  - Safely store, use and dispose of potential polluting substances, i.e. used cooking oil is to be stored in a sealed container and removed for off-site disposal. **NO DUMPING ON CITY PROPERTY.**
  - Store used waste water in a sealed container and remove for off-site disposal. Wastewater is not permitted to be disposed of via the storm water drain
  - 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.
  - Public use of City Amenities is not to be impeded; i.e. covering City waste receptacles is prohibited.
  - A dumpster with lid is required for events with 250 people or more. Contact your preferred dumpster rental company to discuss the proper waste management needs and the amount of dumpsters needed for events larger than 250 people.
  - When dumpsters are required, the permit holder is responsible for procuring the dumpster and they must be placed in an approved area as designated by the Director of Tourism & Events. Dumpsters must be delivered no sooner than one day prior to your event and pick up by noon on the first business day following your event.
  - The Permit Holder shall provide clear plastic trash bags and place refuse in the trash receptacles or dumpsters located on site. Do not leave trash bags on the side of trash receptacles. If the trash receptacles or dumpsters are full, it is the responsibility of the Permit Holder to remove the generated debris.
  - The applicant must provide waste receptacles to be located in the immediate area where food and beverage are to be sold, at entry/exit points AND close to toilets/facilities. Consider the access needs of children, people with disabilities, service providers and contractors.
  - The applicant is responsible for the removal of all waste from the event areas, including waste in existing City-owned receptacles in the area. Waste receptacles must be removed before they are full or on the next regular business day following the event. All beverages must be served in paper or plastic containers. Styrofoam cups and glass bottles are prohibited.
  - 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.
  - Any additional cleanup required by the City of Rock Falls, will be charged to the Permit Holder
  - The event areas must be returned to a clean condition immediately after the conclusion of the event. General cleanup must be done before the completion of the event. As the event organizer, if you set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Rock Falls community and establish a good reputation for your event in the future.
  - An Event Waste Management Plan must be completed, signed and dated 30 days before the event date.

**WHO IS THE WASTE MANAGEMENT CONTACT PERSON FOR THE EVENT?** (name, phone number & email address)

<b>MATERIALS /SUPPLIES</b>	<b>TRASH RECEPTACLES</b>
please list the number of each item	<b>DUMPSTERS</b>

**PLEASE CHECK ALL THAT APPLY**

<input type="checkbox"/>	on-site food preparation
<input type="checkbox"/>	off-site food preparation
<input type="checkbox"/>	alcohol available
<input type="checkbox"/>	other beverages
<input type="checkbox"/>	mealtimes covered by the event (provide times below)

breakfast (time)	lunch (time)	dinner (time)
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**COLLECTION AND HAULING SYSTEM**

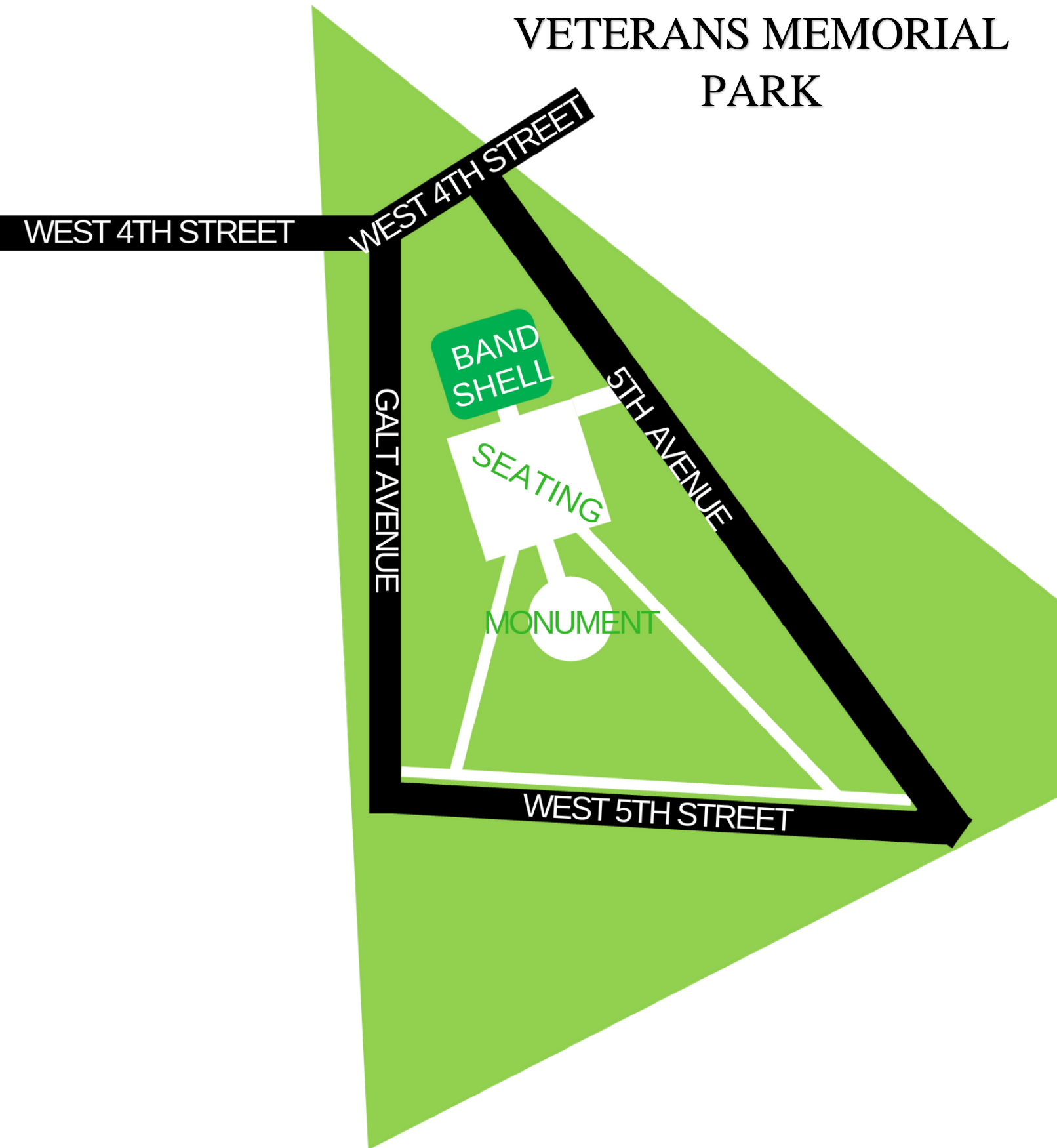
\_\_\_\_\_ Company will provide dumpster drop off & pick up for the event. The dumpsters will be dropped off \_\_\_\_\_ (date & time) before the event and picked up \_\_\_\_\_ (date & time) after the event. If the dumpster become over full, you are required to have it dumped immediately. Please discuss your waste management needs with your collection company.

# RB&W Park

301 East 2nd  
Street Rock  
Falls IL 61071



# VETERANS MEMORIAL PARK





# RB&W DISTRICT EVENT PERMIT APPLICATION

OFFICE USE ONLY

ELECTRIC	FIRE	POLICE	STREET	TOURISM	WATER

ADDITIONAL NOTES:

Large empty rectangular area for providing additional notes.