

## Village of Plainfield

### Settlers' Park Amphitheater Policy

The Settlers' Park Amphitheater is available for events and programs associated with the Village of Plainfield, local governmental entities, groups dedicated to the promotion of the civic, cultural, educational, and informational needs of the community, and local businesses. To apply for an Amphitheater Reservation, please complete the Application Form and return it to the Village's Management Services Department at 24401 W. Lockport Street, Plainfield, IL 60544. Phone: (815) 436-7093. Fax: (815) 436-1950. Please read the following policy before applying for a reservation.

#### Facilities

The Amphitheater is an outdoor band shell with terraced seating that accommodates approximately 132 people. Power is available by request.

#### Scheduling

Reservations for the Amphitheater are scheduled on a first come, first serve basis based upon the following priorities:

1. Village of Plainfield events and programs.
2. Events and programs of official agencies, committees, and boards of governmental entities located within the Village's boundaries.
3. Educational, cultural, civic, social, and informational events and programs of organizations located in the Village.
4. Meetings or training seminars of businesses or corporations located in the Village.
5. Educational, cultural, civic, social, and informational events and programs of organizations located outside of the Village's immediate boundaries.

#### Amphitheater Rules

Groups using the Amphitheater are subject to the following rules, regulations, and policies as well as the rules and regulations of Settlers' Park, as stated in the Settlers' Park brochure. Failure to comply may result in the organization's security deposit being withheld and the use or future use of the facility being denied.

1. The Amphitheater **is not available** for the following purposes:
  - Commercial uses.
  - Fundraising activities.
  - Individual political candidates or partisan political activities.
  - Businesses needing to hold private stockholder type meetings.
  - Club meetings or installation ceremonies that have secret rituals.
  - Classes or demonstrations involving the use of hazardous materials and/or weapons.
  - Events/programs that interfere with the functions of the Village and/or its users because of noise or other factors.
2. The name, address, and/or telephone number of the Village of Plainfield may not be used as the address or headquarters for any group using the Amphitheater nor can the Village's phone number be advertised for any purpose. Calls regarding events or programs or during approved events or programs in the Amphitheater cannot be directed to the Village. The Village reserves the right to cancel any groups that employ this practice.
3. Electricity is available **by request only**.
4. The Village does not supply space for groups needing a place to store their supplies or equipment.
5. Village employees are not available for porter service, custodial assistance, operation of equipment, attendance taking, the arrangement of exhibits, and/or other forms of assistance.

6. Alcoholic beverages and drugs are not permitted. Furthermore, no persons under the influence of alcohol or drugs shall be permitted to utilize the Amphitheater.
7. Event/program attendance must be limited to the estimate provided on the approved application form.
8. Use of the Amphitheater does not constitute Village sponsorship or endorsement of the events, programs, themes, products, ideas, or viewpoints expressed by participants or sponsors in the event or program. No advertisement or announcement implying such an endorsement or sponsorship will be permitted.
9. Groups using the Amphitheater must provide a certificate of insurance with Village of Plainfield listed as an additional insured. The certificate should reflect the following limits of insurance:  
General Liability/Products Liability Limit: \$1,000,000 each occurrence/\$2,000,000 aggregate.  
Workers' Compensation Statutory Benefits: \$500,000/\$500,000/\$500,000.  
Employers Liability: \$500,000/\$500,000/\$500,000.  
Auto Limit: \$1,000,000 combined single limit.  
Professional Liability Limit (if applicable): \$1,000,000.
10. Adult sponsors/chaperones, who shall be held responsible for compliance with this Policy, must attend events or programs where individuals under 18 years of age will be present. One (1) adult for every five (5) persons under the age of 18 is required. These adult sponsors/chaperones also assume responsibility for the group and its activities.
11. No physical changes are permitted to be made to the Amphitheater and its surroundings.
12. No furniture or equipment other than that already available in the immediate area will be provided.
13. No additional furniture or equipment may be used without prior approval of the Village Administrator or his/her designee.
14. Nails, tacks, tape, etc. and the hanging, tacking, and/or posting of flyers, signs, and/or posters on the Amphitheater, trees, etc. are prohibited.
15. All activities taking place in the Amphitheater must be open to the public and all citizens, regardless of age, sex, race, religion, national origin, or disability. Groups using the space must comply with the Americans with Disabilities Act and it is the responsibility of the group to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.
16. Groups are responsible for set up and cleanup of the Amphitheater, surrounding area, and other areas utilized by the group.
17. Children must be supervised at all times and no user may use the Amphitheater solely for babysitting purposes.
18. Groups are permitted to utilize the Amphitheater a maximum of two (2) times per month.
19. Groups wishing to post directional signage for events or programs may display the necessary signage on easels. Groups that wish to post directional signage must provide the signage and easels.
20. Animals (i.e. petting zoos, caged animals, etc.) are not permitted except for dogs assisting the disabled. Dogs being walked through the park must comply with all applicable Village ordinances.
21. No admission charge, collections (except for regular club dues or to cover expenses for materials used at the event or program) or other money raising activities may be attached to events and programs conducted in the Amphitheater, unless all proceeds go to the Village.
22. Groups using the Amphitheater are prohibited from selling food and beverages.
23. Groups are prohibited from bringing and using grills and other cooking appliances in the Amphitheater and the surrounding area.
24. Groups using the Amphitheater are entitled to **exclusive use of the Amphitheater only**. Groups cannot prohibit others from using the Park during the time reserved.
25. The Amphitheater must be left clean and in good condition. All refuse must be disposed of properly in the containers provided. Failure to leave the facility in proper order will result in the forfeiture of the group's security deposit and/or denial of future requests to use the Amphitheater.
26. Each organization/group, using the Amphitheater, is responsible for reimbursing the Village for any and all damage done or presumed to have been done to Village owned furniture, equipment, and/or the

facility. The Village reserves the right to limit or prohibit future use of the Amphitheater by groups that have caused damage to the facility or that have caused a disturbance and/or failed to comply with the rules established by the Village.

27. Groups shall abide by all local and state fire and health regulations, when using the Amphitheater.
28. The Village Administrator or his/her designee is the person empowered to make decisions regarding the availability, use, and approval of Amphitheater Applications. Requests for exceptions to the above rules, regulations, and policies must be submitted in writing to the Village Administrator or his/her designee.

### Reservations

The Amphitheater is available for reservations from April 1 through November 1, seven (7) days a week, from 12:00-10:00 p.m.

1. Reservations are required for the Amphitheater.
2. All reservations are subject to Amphitheater and park availability, on a first come, first serve basis.
3. Groups interested in applying for a reservation are encouraged to acquaint themselves with the Amphitheater and the rules of use prior to completing a reservation application form.
4. Groups wishing to reserve the Amphitheater must complete the required application.
5. Applications for reservations are accepted up to six (6) months in advance of the event or program date.
6. The Amphitheater must be requested for a minimum of two hours.
7. Reservation times must reflect the group's set up and cleanup time.
8. Applications must be submitted to the Village of Plainfield's Management Services Department.
9. The proper certificate of insurance and fees (rental fee and security deposit) must be submitted at the time of application. Fees may be paid in the form of cash or check made payable to the Village of Plainfield. All fees will be returned for reservations that are denied.
10. Reservations must be applied for at least ten (10) days in advance of the potential event or program.
11. Application does not guarantee approval of Amphitheater requests.
12. Once an application has been submitted, the Village will then approve or deny the application. Groups will be notified of approval or denial by fax or e-mail within three (3) business days.
13. Reservations must be applied for by a member of the interested organization, who is 21 years of age or older. This individual will be the only person authorized to make changes to the reservation and will also serve as the primary contact for the Village.
14. Groups must vacate the Amphitheater by the time specified on the application.
15. Groups may not assign their reservation to another group.
16. Groups who would like to cancel their reservation must notify the Village's Management Services Department as soon as possible. Cancellation notices shall be in writing and may not be rescinded later. Telephone cancellations will be accepted in cases of last minute emergencies. If a cancellation is made within ten (10) days of the scheduled event, the group will forfeit 50% of their rental fee. If the Amphitheater is not used and a cancellation notice is not given to the Village, the group may forfeit 100% of the rental fee and/or future use of the Amphitheater may be suspended.
17. All approved events will require a permit. Permits will be issued via fax or in person, once the event is approved and all required fees and the certificate of insurance are received.
18. The Village reserves the right to preempt or cancel events or programs, if an emergency arises. If this occurs, reasonable effort will be made to promptly contact the group (via phone, fax, or e-mail) and reschedule the reservation. If this is not possible, the group will be notified and the fees refunded.
19. Amphitheater reservations give the reservation holder **exclusive use of the Amphitheater only**. All other Settlers' Park facilities are open to the public.
20. Groups that violate policies, fail to properly clean up their site, cause damage to facilities, are larger than arranged for, or are misleading in their application are subject to the loss of their security deposit and/or future rental privileges.

21. The Village will not provide tables, trashcans, or other items in addition to what is already present at the site. It is the responsibility of the permit holder to verify the available facilities and provide supplemental items on their own.
22. If portable bathrooms are deemed necessary due to the nature of a group's event, the user must obtain the proper facilities, locate them in a Village approved area of the park, and remove them no later than 10:00 a.m. the day after the event.
23. Groups must present their Amphitheater Permit for inspection, if requested.

**Fees**

Rental fees are charged to assist with custodial and maintenance services. Fees do not apply to Village uses. The rental fee and security deposit are due and payable to the Village of Plainfield on the day of application.

• Amphitheater Rental	<u>Residents</u>	<u>Non-Residents</u>
2-5 hours	\$50.00 per event	\$100.00 per event
5-10 hours	\$125.00 per event	\$250.00 per event
• Security Deposit*	\$300.00	\$300.00
• Event Security Fee**	\$44.50 per hour	\$44.50 per hour

Resident fees apply to residents, groups, and businesses located within the Village limits. Non-resident fees apply to individuals, groups, and businesses located outside of the Village limits.

\*Security deposits apply to resident and non-resident events and are returned, within 21 days, after a satisfactory inspection of the facility by Village Staff.

\*\*All applications are subject to review by the Plainfield Police Department. Some events may require the presence of a Police Officer for security reasons. The Plainfield Police Department has sole discretion on whether or not security is necessary for the event. The event security fee may change without notice. Once application is made and approved, the group will be notified of any applicable security fees. If applied, the security fees are due no later than ten (10) days prior to the event or program. Once the fee has been paid, the Amphitheater permit will be issued. If the security fees are not paid, the group forfeits their reservation. The Village reserves the right to waive fees that are in its best interest.

All fees are subject to review and change.

# Village of Plainfield

## Amphitheater Reservation Application Form

To request a reservation for the Amphitheater, please complete and submit the form below to the Village of Plainfield's Management Services Department, 24401 W. Lockport Street, Plainfield, IL 60544. Phone: (815) 436-7093. Fax: 815-436-1950.

### Group/Contact Information

Group Name: \_\_\_\_\_ Type of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Daytime Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Event Information

Brief Description of the Nature of the Event/Program: \_\_\_\_\_

Day and Date Requested: \_\_\_\_\_

Event/Program Times - Start: \_\_\_\_\_ Finish: \_\_\_\_\_

*When requesting a reservation, please be sure to include adequate time for your group's set up and cleanup.*

Total Estimated Attendance: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Please circle the applicable answers:

Will a sound system be used?	Yes	No	Will power be necessary?	Yes	No
Will beverages be served?	Yes	No	Will food be served?	Yes	No
Will portable toilets be necessary?	Yes	No			

### Fees

**The required certificate of insurance and the following fees are due at the time of application:**

Rental Fee \$ \_\_\_\_\_ + Security Deposit \$300.00 = **Amount Due & Enclosed** \$ \_\_\_\_\_

Additional event security fees may be charged at the rate of \$44.50 per hour, if deemed necessary by the Plainfield Police Department. Your group will be notified of these fees, if necessary, once the application has been approved. These fees are due ten (10) days prior to the event, the Amphitheater permit will not be issued until all fees are paid.

By completing this application, the applicant agrees that they have read and will abide by the Village of Plainfield Amphitheater Policy (a copy of which is attached) and to indemnify, hold harmless, and defend the Village of Plainfield from and against any and all personal injuries and/or loss of personal property sustained by the applicant's attendees arising out of the facility use applied for under the Plainfield Amphitheater Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

Date Application, Fees, & Insurance Received:

Date Group Notified of Approval/Denial:

Event Security Required Y/N:

Date Public Works Department Notified of Event/Power:

Date Deposit Returned/Charged:

Approved or Denied/Date:

Date Security Fee Due/Received:

Date Police Department Notified:

Amount: