



Wright City Parks Special Event Application

OFFICE USE ONLY
NAME _____
DATE _____
KEY CODE _____

PLEASE PRINT CLEARLY

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE 1: _____ **TEXT Y or N** _____ **PHONE 2:** _____ **TEXT Y or N** _____

Diekroeger Park and Pavilions _____ Ruge Park and Pavilions _____

EVENT NAME: _____

EVENT TYPE: _____

EVENT TIME: _____ **ESTIMATED ATTENDANCE:** _____

*Note: Time includes set-up, tear down and cleaning. Anything outside of time listed charges may apply.

REQUIREMENTS: The WC Special Event Form and Special Permit Application must be completely filled out with a copy of applicants driver's license. May also require a Certificate of Insurance and/or Special Event Liquor Liability Insurance. Alcohol is prohibited in all city parks without a special alcohol permit. All deposits must be paid before reservation is issued. All remaining fees need to be paid in full before rental date. Note: Time includes set-up, tear down and cleaning. Anything outside of time listed charges may apply.

COST: All Fees and Payments are required to be paid in full at time of reservation.

WEEKDAYS (M,T,W,Th) 7am to 9pm

Residents.....\$500.00 \$ _____

Non-Residents.....\$600.00 \$ _____

WEEKENDS (F,S,Su) 7am to 9pm

Residents.....\$600.00 \$ _____

Non-Residents.....\$700.00 \$ _____

DEPOSIT:

ALCOHOL PERMIT.....\$25.00 non-refundable \$ _____

NON-ALCOHOL DEPOSIT.....\$200.00 refundable \$ _____

ALCOHOL DEPOSIT.....\$300.00 refundable \$ _____

TOTAL FEES \$ _____

By signing this form I agree to all the above terms and guidelines. I have read the Special Events Rules and Policies (next page) and WC Policies and Rules (next page) and agree to abide by them.

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

Deposit Date _____ Deposit Amount Paid _____ Deposit Returned _____

Total Paid Date _____ Total Amount Paid _____ Notes _____

Wright City Parks Department Special Events Rules and Policies

Special Event Definitions

- Closing any Wright City park and its facilities for an all-day private rental.
- Closing any Wright City park and its facilities for any festivals or fairs hosted by any group or organization other than Wright City Parks Department.
- Live musical entertainment that can be heard more than 50ft from the source.
- Any activity where a fee will be collected through donations, admissions, concessions, or merchandise sales.
- Use of multiple temporary structures such as tents, shade structures, stages, booth's, or amusement devices (bounce houses, carnival rides, etc.).
- Closing any portion of the park to the general public.
- Animals on display for show or rides.
- For aviation (hot air balloons) ascent or descent onto City property.
- Use of any facility in a manner other than their specific recreational use.

Non-For-Profit Events

- A copy of current 501C-3 documentation must be provided with all rental registrations.
- Rental fees are applicable for social events, commercial usage, or activity, especially where a fee will be collected through donations, admissions, concessions, or merchandise sales.
- Business License for sale of food or merchandise is not required.
- Contact with the Warren County Health Department is required, and fees may apply for any food vendors included in the event.

Permits and License Policies

- A Special Event Permit is required for all groups or organizations that will host a festival or fair unrelated to the Wright City Parks and Recreation Department or the City of Wright City.
- Any event that requires a Special Event Permit may also require a Certificate of Insurance.
 - Insurance policy must be in the amount of \$4,000,000.00 (\$4 million) aggregate and \$2,000,000.00 (\$2,000,000.00 for each occurrence.
 - The City of Wright City must be listed as additionally insured.
 - An endorsement page must be included with the certificate.
 - Additional insurance may be required for certain events as deemed necessary by the City.
 - The certificate must be provided no later than 30 days prior to the event.
- Special Event Permits must be submitted at least 60 days in advance, reviewed by the Park Board, and then paid in full before being reviewed by Board of Aldermen, City Attorney, and other City officials.
- Business License for sale of food or merchandise is required and are available at City Hall.
- Contact with the Warren County Health Department is required, and fees may apply for any food vendors included in the event.
- Any event that will have alcohol on any City property requires a Special Event Liquor Liability Insurance Policy in the amount of \$2,000,000.00 (\$2 million) aggregate.

Other Requirements

- Event holder must supply their own trash removal service at the cost of the organizer.
- Event holder must supply their own paper product needs for the restrooms.
- Additional restroom(s) facilities may be required by rental at the cost of the organizer.
- A detailed schedule of events and detailed site map is to be submitted to the Wright City Parks Department no later than 30 days prior to the event.
- If attendance will be 100+ and/or alcohol is present, security provided by the Wright City Police Department may be required at the cost of the organizer.
- Any parade route must be approved by the Board of Aldermen.
- Any road closures must be approved by the Board of Aldermen. Additional approval from MODOT may be required.

By signing this form, I agree to all the above rules and policies and agree to abide by them.

Signature _____ Date _____