

Springfield Park District
Walk / Event Application



Date: _____

Start Time: _____ End Time: _____

Name of Park Requested: _____

Specific Area Requested: _____

Name of Organization (if applicable) _____

Applicant: _____

Street: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone Number: _____

Cell Number for Contact Person for day of the event: _____

Please provide a detailed description of Walk/Event.

Anticipated number of participants: _____

Do you request Barricades (Washington Park only): yes no

Will you be serving Concessions? [] yes [] no

If yes, will concessions be sold or given away? [] sold [] free

** Concession Items:

Is your business/organization established as a 501(c)3 (non-for-profit)? [] yes [] no

If yes, please provide exact name as listed on your articles of incorporation:

FEES:

Additional trash cans & picnic tables provided, *if available*, at an additional fee

Event Fee \$100.00

Number of additional trash cans requested: _____ x \$ 3.00 each for first 10
_____ x \$ 4.00 each for each additional over 10

Number of additional picnic tables requested: _____ x \$ 10.00 each for first 5
_____ x \$ 13.00 each for each additional over 5

Other expenses _____ Shelter or indoor Facility Rental Fee

Total Non-Refundable Fee \$_____ (Due at least 2 weeks prior to event)

Please submit application to: parks@springfieldparks.org

Or by mail to: Springfield Park District
Attn: Event/Walk Application
2500 South 11th Street
Springfield, IL 62703

** Alcohol is strictly prohibited without prior Board approval. A separate written request is required for Board consideration. Please allow no less than 8 weeks for Board review.