

City of Alton Park & Recreation Department
#2 Emma Kaus Lane
Alton, IL 62002
Phone (618) 463-3580 Fax (618) 463-3567
Or visit our website www.alton-il.com

ALTON RIVERFRONT PARK AMPHITHEATER RENTAL CONTRACT

Name _____ Phone _____

Address _____

City, State, Zip: _____

Driver's License Number _____ State Issued _____ DOB _____

Place of Employment _____ Employer's Phone _____

Rental Day _____ Date: _____ Purpose: _____

Set Up Time: _____ Rental Time _____ Clean up Time: _____
(includes set up & clean up time)

Estimated number attending event: _____

Certificate of insurance may be required: ____yes ____no

If yes please include the City of Alton as additional insured for \$1,000,000. This must be on file with the City Comptroller's office two (2) weeks prior to reservation date.

REQUESTS AND APPROVAL FOR USE OF THE AMPHITHEATER MUST BE SUBMITTED IN WRITING TO THE EXECUTIVE DIRECTOR "OR HIS/HER DESIGNEE" APPROVAL IS SUBJECT TO THE FOLLOWING CONDITIONS WITH WHICH LICENSEE AGREES TO CONFIRM:

Subject to the following conditions with which licensee agrees to confirm:

1. **RESERVATION TERMS:** You must pay for your reservation and submit a signed rental contract within 30 calendar days after the date you make the reservation or you automatically forfeit your date and the Park Office will re-open the date for rental. A copy of the rental contract must be taken to the rental facility for proof of your reservation. Our park security will confirm your reservation and be available for assistance during your rental.
2. **MINIMUM AGE:** You must be 18 years of age to rent any park facility.
3. **HOURS OF USE:** The Park is open from sunrise to sunset unless authorized by special use permit.

4. **LEGAL:** Lessee will comply with all laws of the United States and the State of Illinois and with all ordinances of the City of Alton, in its said use, and will not permit anything to be done on said premises in violation thereof. If you violate any of the terms or conditions of this Contract, Park Department shall have the right to immediately terminate this Contract without notice or refund, and limitation, the right to recover court costs and attorney fees. Lessee hereby agrees to indemnify and hold Lessor harmless from and against any and all claims, including any claimed litigation expenses, court costs, or attorney fees arising out of Lessee's said use of these premises and to indemnify and hold said Lessor harmless from and against any judgment based on any such claims.
5. **CANCELLATION:** Should you decide to cancel your reservation, the amount received is refundable upon written request to the Park Department for their approval, a minimum of sixty (60) calendar days prior to your rental date. **No rain checks or refunds** will be given due to bad weather or late cancellations. Approval of this Contract has been granted with the understanding that the Park Department reserves the right to cancel this Contract, with or without notice, and refund all monies paid in the event that the facility becomes unavailable because of some physical condition. If you violate any of the terms or conditions of this Agreement, Park Department shall have the right to immediately terminate without notice or refund, and Park Department may pursue all of its rights and remedies at law or in equity including, without limitation, the right to recover court costs and attorney fees. Lessee hereby agrees to indemnify and hold Lessor harmless from the against any and all claims, including any claimed litigation expenses, court costs, or attorney fees arising out of Lessee's said use of these premises and to indemnify and hold said Lessor harmless from and against any judgment based on any such claims.
6. **ALCOHOL:** Alcoholic beverages prohibited in all Parks unless approved by the City Council.
7. **SECURITY:** The Alton Police Department has jurisdiction over all Amphitheater Security.
8. **NO GLASS:** Glass containers of any kind are strictly prohibited.
9. **NO FIRES:** Ground fires are strictly prohibited. Please be sure charcoal from your grill is cooled and deposited in proper receptacles.
10. **NO LITTER:** Leave the premises clean, placing all paper and other debris in receptacles furnished throughout the park. Do not pour any solutions on grass trees, or vegetation.
11. **ELECTRICAL USE:** Electricity is included in the Amphitheater rental. These outlets are only for maximum of 15 amps.
12. **GAMES:** No horseshoes, softball or baseball is allowed in the amphitheater area.
13. **PARKING:** There is parking on the east, south and immediate west side of the amphitheater.
14. **DECORATING:** Decorating is permitted, however, no staples nails, screws or duct tape is allowed. Please submit in writing what decoration plans will be and how they will be secured four (4) weeks prior to event.

15. **SPECIAL REQUESTS:** Any special requests must be submitted to the Executive Director for approval no later than thirty (30) calendar days prior to your rental date. Special requests may include a disk jockey, live band, or anything not specifically covered in this rental contract. If the event is a wedding contract, this is for wedding ceremony only, not a reception.

I have read and completely understand the above agreement:

Signed _____ Date: _____

RENTAL FEES

Rental Fee \$ _____ Date due: _____ Receipt # & Date _____
(amount due)

Check # _____/CC _____

Security deposit \$ _____ Date due: _____ Receipt # & Date: _____
(amount due)

Check # _____/CC _____

THERE WILL BE A \$25 SERVICE FEE CHARGED FOR ALL RETURNED CHECKS

ALL PRICES SUBJECT TO CHANGE

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Alton Riverfront Amphitheater
Fee Schedules and Deposits

DEPOSITS

Non-refundable deposit to secure date \$100.00 due with rental contract/agreement.

RENTAL	Non Profit	Profit
Full Facility	\$1,000 \$1,500	\$1,500 (1 day event) \$2,000 (2 day event)
Wedding		\$500

	Non Profit	Profit
Ticket sales for All events		5% of ticket sales

ALL RATES ARE SUBJECT TO CHANGE

REQUIRED ITEMS

Police Dept. (618)-463-3505
 Ambulance (618)-
 Fire Dept. (618)-463-3565

STILL SHOTS and FILM RATES

Non Profits/Profit

Please contact our office (618)-463-3580 for this rate

Sub-leasing or sub-contracting the facility is not permitted.

For-profit companies wanting to rent the amphitheater for a ticketed event must file a request with the Alton Park & Recreation Department Executive Director for approval. Forms may be obtained from the Park & Recreation office. Non-profits, please allow three (3) months advance notice of your event.

All event promoters must carry event insurance for not less than \$1,000,000 general liability and must list the City of Alton as Additional Insured. This certificate must be on file with the City of Alton, Deputy Comptroller no less than thirty (30) days prior to the event. Comptroller office is located at 101 E. Third St. Room #104 Alton, IL 62002.

SECURITY

Event Security will be hired by the promoter for the safety of the artist(s), crowd control, and for overnight patrol of the event grounds. The Alton Police Department will coordinate with promoter to determine the number of security personnel required.

OFF-DUTY POLICE and FIRE RESCUE CHARGES

	Rates (Minimum 3 hour shifts)
PBA Alton	\$35

ALL RATES ARE SUBJECT TO CHANGE

PAYMENT TERMS

A **NON-REFUNDABLE** booking fee of \$100 is required to reserve an event date. Alton Park & Recreation Department reserves the right to change or cancel the event date in writing to the promoter.

All estimated expenses must be paid no later than **thirty (30) days** prior to event load-in, and must be in the form of a cashier's check, certified check or money order payable to Alton Park & Recreation Department,

The promoter will be responsible for all costs associated with their event and for returning the venue back to its original state. Please see the fee schedule at the top.

CONDITION OR PREMISES/DAMAGE DEPOSIT

Alton Park & Recreation Department will survey the amphitheater property post event to determine if the venue has suffered any damage. The Alton Park and Recreation Department will advise the promoter of any discovered damages and of any additional charges/fees that may apply.

The promoter may not make any changes to the existing facilitiesøelectrical, plumbing, building, landscaping, fountain or design in any way.

Alton Park & Recreation

Riverfront Park Amphitheater

Rules & Regulations

- The City of Alton Park & Recreation Department retains the sole right to issue performance and special event permits in Park facilities.
- You must pay for your reservation and submit a signed rental agreement within 30 calendar days after the date you make the reservation or you automatically forfeit your date and the park Office will re-open the date for rental. Your rental agreement must be taken to the rental facility for proof of your reservation. Our staff will confirm your reservation and be available for assistance during your rental.
- Event coordinator will provide a list of local vendors thirty days prior to the event. Event producer and vendors must load out at end of event unless pre-arranged in writing. Any items left will result in an additional day rental charge.
- The City of Alton, IL - Park & Rec Dept reserves the right to proof any/all advertisements to insure proper compliance with intent and use of Park & Recreation venues.
- All events must comply with local and state laws.
- No unauthorized person shall carry and or discharge any firearms or fireworks on park property.
- You must be 18 years of age to rent any park facility.
- Amplified sound in Riverfront Amphitheater must be moderated and controlled. Obscene language or gestures are discouraged on City property.
- Event area must be restored to it original set up once the event is over.
- The Riverfront Amphitheater is an outdoor venue; therefore no refunds and or rescheduling are allowed due to weather.
- Clients are not allowed to attach banners or decorations to lights, trees, and fountain or turf area.
- No unauthorized (hard) coolers, glass bottles, confetti or duct tape is allowed on park property.
- Do not dump ice from coolers or vending tents on plant or grass areas.
- No unauthorized vehicles are permitted on Amphitheater sidewalks.
- Park only in designated parking areas. (NO parking on grass you will be ticketed or towed.)
- Abusive or profane language/ behavior are not permitted.

- Posted speed limits on park ground is 20 MPH.
- No unauthorized pets permitted during scheduled events.
- No overnight parking or camping allowed on Park property without written permission.
- No metal detectors allowed on turf area at Riverfront Park.
- Riverfront Park Amphitheater closes at 10pm Mon./Thurs. and 11pm Fri./Sat./Sun. during scheduled events.
- Please do not litter several trash receptacles throughout the park for your use.
- Emergency lane must always be provided on loop road around the park.
- No staking or tents allowed without written consent from Park & Rec office.

Punch List for Amphitheater Rental Agreement & Contract

45 Days Prior to Event :

- Signed application and payment filed with Alton Park and Recreation office
- If concessions are to be sold at event, the renter must contact Madison County Health Department for appropriate inspections and licensing.
- Application for Special Event Liquor License
- Rigging needs and drawings filed with Alton Park and Recreation office
- Wedding decoration plans submitted to Alton Park and Recreation office
- Sample advertising before print approved by Alton Park and Recreation Department

15 Days Prior to Event:

- General liability certificates of all Vendors recorded and approved with Comptrollers office
- General Liability certificate and Liquor Liability recorded and approved with Comptroller's office
- Site map and power requirements for vendors and performers filed with Alton Park and Recreation
- Signed Ticket Manifest filed with Alton Park and Recreation
- Promoter file production schedule with Alton Park and Recreation
- Review all permits, site walkthrough with Alton Park and Recreation
- Mandatory walk through with Promoter of the Riverfront Park.

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ALTON RIVERFRONT AMPHITHEATER
Promoter's RENTAL AGREEMENT

Event Name _____

1) _____ 2) _____

Event Date(s) Please provide an alternate date

Event Times: from _____ **to** _____

Promotions Set-up Date: _____ **Set up Time:** _____
(Banners/Signage)

Lights/Sound: Set up Date & Time: _____
(trucks must be away from stage at least 3 hours prior to show time)

Performer #1: Load in Time: _____ **Performer #2 Load in Time:** _____
(must be unloaded at least 1 hour prior to show) (please see parking map for loading area)

Performer #3 Load in Time: _____ **Performer #4 Load in Time:** _____
(please see parking map for loading area) (please see parking map for loading area)

Vendor Set Up Time: _____ **Traffic control Set up Time:** _____
(must be at least 2 hours prior to start time) (must be at least 1.5 hours prior to start time)

Breakdown Date: _____ **Breakdown Time:** _____

Name/Organization _____

Mailing Address _____

City, State, Zip: _____

() () ()

Day phone number **Evening number** **Emergency number**

() () ()

Mobile number **Mobile used at event** **fax**

(Organization Email) **(contact's)** **(website)**

Main Contact Person**Event Promoter if applicable**

Note: A copy of an executed contract detailing financial remuneration paid to the private Promoter/for profit enterprise will be required as part of this application.

*****Please attach copy of Driver's License*****

_____ 501 (C) 3 yes_*_____no_____

Name of non-profit /Beneficiaries

*Proof of 501 (C) 3 will be required

_____ % of revenue paid to the promoter _____ % of revenue paid to the non-profit

Name(s) of Paid Event Sponsors

Name(s) of Donated Services Event Sponsors

Event Description/Purpose:_____

(Please attach additional sheets if necessary).

Is this the first time you have rented the Alton Riverfront Amphitheater ____yes ____no.
If no, please give date of previous rental_____

PAID SERVICES: (may be requested or required)

_____ EMT/Fire _____ Clean-up crew
_____ Police/Security _____ Contracted Personnel (explain)_____

FACILITY SERVICES: (may be requested or required)

_____ Maintenance _____ Scissor lift _____ Dumpster(s)
_____ Electrician _____ Drum Riser _____ Portable potties
_____ Ticket drop box _____ Fencing _____ golf cart (utility)

AREA OF AMPHITHEATER YOU ARE INTERESTED IN RENTING:

_____ Lawn and Restrooms (Shelter area only)
_____ Stage, lawn and Restrooms (full facility)

ACTIVITY DETAILS:

EQUIPMENT:

Admission Fee _____yes ____no
 Alcohol Sales _____yes ____no
 Donations _____yes ____no
 Food/Soda Sales _____yes ____no
 Gated Event _____yes ____no
 Live Music/DJ (circle one) __yes ____no
 Merchandise Sales _____yes ____no
 Ticket Sales/Takers _____yes ____no
 Security _____yes ____no
 Volunteers _____yes ____no
 Others_____

Audio hung from structure _____yes ____no
 Dumpsters _____yes ____no
 Freezers _____yes ____no
 Generators _____yes ____no
 Grills/BBQ _____yes ____no
 Ice Machines _____yes ____no
 Lighting hung from above _____yes ____no
 Visual-banners _____yes ____no
 Refrigerator _____yes ____no
 Spot Lights _____yes ____no
 Tents _____yes ____no
 Oil Fryers _____yes ____no
 Others _____

How will you identify your volunteers?

ATTENDANCE:

Estimated Attendance Number: _____

Ticketed Event Cost:

\$ _____ Adult \$ _____ Senior \$ _____ Children

\$ _____ Advanced Sales, if different from above

ADVERTISING:

Please indicate how you will promote your event. Please submit sample to Executive Director prior to printing.

Newspapers(name)_____

TV (stations)_____

Radio (stations)_____

Websites_____

Poster/Fliers (describe/location)_____

Direct Mail (quantity)_____

Other (specify)_____

Please remember that failure to comply with the attached rules and regulations can and will result in lose of security deposit and cancellation of the event. For event to proceed, proper insurance certificates, proper licenses, and emergency personnel contact information must be provided.

Insurance Indemnification: The Renter shall indemnify, defend and save harmless The City of Alton and Alton Park & Recreation Department from any and all injuries (including death), property damage and other claims, liabilities, losses and causes of action arising out of any negligent act or omissions by City of Alton and Park & Recreation Department and the Renter during the use of the facilities by Renter or those acting under the authority of the Renter, including participants and spectators in the connection with the Renters activities in and on the site.

All Amphitheater Rentals Include:

- Proof of (General Liability \$1,000,000) (Aggregate \$3,000,000) insurance policy naming the City of Alton as Additional Insured and if alcohol is to be dispensed a liquor liability policy naming the City of Alton as Additional Insured for \$500,000.00.
- *This documentation must be filed with the Deputy Comptroller Peggy Voumard*
 - *Phone 618-463-3545*
 - *Fax 618-463-2890*
 - *Email pvoumard@alton-il.com*
- *Documentation must also be filed with permit in Mayor's office.*
 - *Phone 618-463-3500*
 - *Fax 618-463-3525*
 - *Email darrmp@alton-il.com*

By my signature, I agree to comply with all the rules and regulations, laws and ordinances of the City of Alton and Alton Park & Recreation Department in the regard to the rental and or use of the facilities and I agree to the above indemnification.

Print Name

Phone

Signature

Date

Please retain a copy of this application for your records.
*Please remember to include a check payable to: **Alton Park & Recreation Department** mailed to Alton Park & Recreation #2 Emma Kaus Lane. Alton, IL 62002 in the amount of \$100.00 for deposit to secure date.*

City of Alton
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(618) 463-3580 office fax (618) 463-3567
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Alton Riverfront Amphitheater
Alcohol Requirements

DISPENSING OF ALCOHOLIC BEVERAGES

The following information provides the steps for obtaining a temporary liquor license. It is **MANDATORY** for all events in the City of Alton to possess this license if selling alcoholic beverages of any kind. Failure to produce a valid liquor license to law enforcement will place the event in jeopardy of being canceled.

This is a lengthy process and must be completed and submitted to the Mayor's office of the City of Alton twenty-one (21) days prior to your event date.

WHO: Non Profit / For Profit

WHAT: Special Event Liquor License

TERM: 1-2 days (2days is maximum)

HOW TO APPLY: Obtain a letter from the Mayor's office confirming your permit is in process.

STEP ONE

Contact

- Alton Park & Recreation Department for Park Board approval (submit in writing).
Send to: Brad Cunningham, Executive Director #2 Emma Kaus Lane, Alton, IL 62002
No later than 5 days prior to monthly board meetings held on the third Monday of the Month at 6pm at said same address.

STEP TWO

Contact

- Mayor's office at (618)-463-3500 ext.3 fax (618)-463-3525
- Comptroller's office (618)-463-3545 fax (618)-463-2890

Form

- Special Event permits application for One/Two Day Permit
- Resolution to be taken to City Council on the second and fourth Wednesday's with Committee meetings scheduled for Monday's proceeding. (Done through Mayor's office)

Location

- Alton City Hall 101 East 3rd Street, Alton, IL 62002 Room #201-Mayor's office
- Room #104-Comptroller's

Must Have

- Proof of (General Liability \$1,000,000) (Aggregate \$3,000,000) insurance policy naming the City of Alton as Additional Insured and Liquor Liability policy naming the City of Alton as Additional Insured for \$500,000.00. *This documentation must be filed with the Deputy Comptroller Peggy Voumard and filed with permit in Mayor's office.*

STEP THREE

- **Contact**
- Illinois Department of Revenue
- Liquor Control Commission
- (217)-782-2135
- **Location**
- 101 West Jefferson Suite #3-525
- Springfield, IL 62702
- **Application**
- To be exempt from paying sales tax, take the above form to this location for signature.
- **Must Have**
- Check in the amount of \$ (Made payable to the Illinois Liquor Control Commission)
- Proof of liquor liability insurance \$500,000

STEP FOUR**Contact**

- Brad Cunningham, Executive Director Alton Park & Recreation that all requirements have been fulfilled and documentation is in order. (618)-463-3580

ALCOHOL DISPENSING

All beverages must be dispensed in plastic or paper containers. No glass bottles or metal cans may be dispensed. No more than two (2) alcoholic beverages may be sold to one individual at a time.

All alcohol sales must cease 30 minutes prior to the end of the event.

If event is rain-delayed beer sales shall cease no later than 11:30 p.m.

ALCOHOL WRIST BAND POLICY

City of Alton and Park & Recreation Department require that all events selling alcohol identify consumers of legal drinking age by using colored wrist bands. The promoter is required to purchase in advance the wrist bands and notify Alton Park & Recreation Department of the color wrist band to be used each day of the event. Failure to comply with this policy will result in the cancellation of alcohol sales.

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**Alton Riverfront Amphitheater
TICKETING**

TICKETING & TICKETING SURCHARGE:

On all For Profit ticketed events

5% of net ticket sales for all Alton Riverfront Amphitheater events that are gated or ticketed..

COMPLIMENTARY TICKETS:

We do not offer box office services nor do we have a designated space for a box office. The promoter will be responsible for ticket distribution.

TICKET MANIFEST:

All promoters must provide Alton Park & Recreation with a valid ticket manifest for ticketed events seven (7) days in advance of the event load in.

Every ticket manifest must include the following:

- The number and color of each ticket printed at each price category.
- The name of the event, date, time and location of the event.
- The name of the printing company. The manifest **MUST** be signed by a manager of the printing company.

Alton Park & Recreation Management reserves the right to audit all ticket sales. Ticket sales settlement will occur within two (2) days of event.

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**Alton Riverfront Amphitheater
FACILITY**

CURFEW:

Monday through Thursday 10:00pm
Friday through Sunday 11:00pm

City of Alton and Park & Recreation Department staff reserves the right to stop any event if curfew is not adhered to.

RIGGING SYSTEM/SOUND and LIGHTS:

The promoter is responsible for providing all sound, light and backline equipment for their event. The promoter will provide a certified rigger, (Local Rigger/Electrician is available) at their own cost. .

- The promoter will be responsible for providing ADA cable ramps to cover cables running from the stage to the front of house for equipment once the conduits are at limits. The distance is 75 feet. ***No duct tape is allowed on any fixture at the amphitheater.*** GAFF Tape or Theatrical grade non residue tape is allowed, but all tape and residues MUST be removed after the event. All isles, paths, walkways are never to be blocked or used as case storage, etc **STRICTLY ENFORCED.**
- The promoter will be responsible for decorating the stage area. Please advise Alton Park & Recreation Department of your plans to decorate at least seven (7) days prior to load in. ***No drilling or taping to pillar structures and brick stage floor will be allowed. No pyrotechnics, Cannons, Flames, etc will be allowed. Confetti in any form is expressly forbidden from the Riverfront Amphitheater.***
- Man lifts will only be allowed on the stage front sidewalk for rigging purposes.
- Certified Electrician must be used to do all tie-ins to Main house power, City can provide contacts. Bus Power is available but needs five (5) days advance notice.
- Rigging needs and drawings must be sent to Alton Park & Recreation Department for approval thirty (30) days in advance of the event. **NO RIGGING** is allowed without the permit. All rigging attachment points must be made via non scratch means such as SPANSETS/BURLAP and follow the City's diagram at each rigging point the weight must **NOT** be exceeded see attached diagram.

- Underground Snake channels, there are three (3) six inch conduits running from the stage to the sound platform, these contain a rope for pulling the control cables etc. If these are not pulled back through at the end of the night, you will be charge \$100 dollars per rope, this will be inspected and enforced.
- Note electrical conduit on cords must also be protected when hoisting or wind movement of equipment. These will be inspected and enforced.
- To remove hand hold lids you will need a ¾" socket for the stage and transfer platform you will need a ¾" five point socket for the hand hold lid at the electric panel at the top of the berm.

PRODUCTION SCHEDULE:

The promoter must supply the City of Alton and Alton Park & Recreation Department with a detailed production schedule for the event at least seven (7) working days before the event. The schedule should include load in times, sound check times, artist performance time, and load out time, along with personnel contact information for the day of the event. Please include cell phone numbers. The fountain will be turned off at load in time/date and turned back on after load out time/date expires. An advance phone call should be made to review all necessary permits, walkthroughs, and questions etc at least fifteen (15) days in advance to the Alton Park & Recreation Executive Director for Production. Number and size of vehicles, buses, semi-trailers trucks, straight trucks etc all need parking permits to park in the staff parking lot.

PARKING/VEHICLES:

A limited parking area will be available on the east and south side of the amphitheater for production staff and vendors for your event. No vehicles will be allowed to park during the event in the vendor area, on the grass area, emergency roadway, or at loading dock.

Overflow parking can be made available for your event, and shuttle buses can be arranged, at the promoter's cost.

Depending on the size of your event, the promoter may be responsible for hiring a specialized event parking company to assist with directional parking for overflow parking areas.

Alton Riverfront Amphitheater has bus parking spot with shore power (20 amp, 30 amp & 50 amp receptacles) for touring acts.

Roadway from the south and east parking areas must always have one lane open at all times for emergency vehicle access to this venue.

CLEANING:

The City of Alton and Park & Recreation Department reserves the right to determine cleaning requirements for each event.

- Additional Porta Potties may be required / an event surcharge may be added to rental fee (depending on size of event) to provide for additional porta potties. All service vehicles must use the designated paths of reinforced concrete provided on Map. All sidewalks are NOT reinforced.
- If VIP tenting is used next to public restrooms this area shall be returned to the original clean state in which they were found. Please be advised that our smoking laws permit outside smoking only at least fifteen (15) feet from building doors.
- Smoking in designated smoking area only promoter may be required to provide personnel to patrol the grounds.

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Alton Riverfront Amphitheater
VENDOR REGULATIONS

VENDOR REGULATIONS:

Promoters must provide a site map with vendor locations and deliver to Park office no later than ten (10) days prior to the event. Alton Park & Recreation Department reserves the right to move any vendors that may be interfering with Public or Park utilities. Promoter must provide Management with power requirements for vendors no later than ten (10) days prior to the event.

Promoters are responsible for collecting all insurance certificates from vendors. Insurance slips must be current and list the City of Alton as additional insured for \$1,000,000 per occurrence / \$3,000,000 aggregate. All vendors will be required to display a current occupational license with a valid signature.

Promoters are responsible for contacting the Madison County Health Department (www.madisoncountyhealthdepartment.org) forty-five (45) days prior to the event date. Upon notification they will inform the event coordinator of permits and fees required from this Department. There is a temporary application form and guidelines (available on County website) that are required for temporary food stands. The contact number for MCHD is (618)-296-6079. A copy of permits will be required to Alton Park & Recreation Department two (2) days prior to event set up.

Alton Fire Department

Food Vendor Requirements for the Amphitheater at time of inspection

- All compressed gas cylinders; hoses, regulators and any other devices shall meet N.F.P.A. requirements.
- All compressed gas cylinders shall be firmly secured by rope or chain to prevent the cylinder from being knocked over.
- There shall be a minimum of four (4) feet in between each vendor area.
- No cooking is allowed under a tent unless it meets the flame requirements of NFPA 701 and is labeled with a NFPA marking I.F.C. 2411.
- Vendors that utilize cooking or heating devices shall have a minimum of one (1) 2A/40B:C dry powder extinguisher. The extinguisher must be visible, accessible and have a current inspection tag from a fire extinguisher service center licensed by the Illinois Office of the State Fire Marshall.

Note: A new fire extinguisher without a tag is **NOT** acceptable.

If cooking oils are used, all waste products must be taken off site to be disposed of properly. Do not pour oils down the drainage or storm systems. If charcoal is used, pour hot coals into a metal bucket and dispose of off site properly. Do not pour hot coals on the grass or tree wells. DO NOT pour ice on grass or plant materials please pour at nearest storm drain.

All trash must be gathered and placed in the dumpster(s) provided by the promoter. All vendor areas must be cleaned and returned to the original state.

Vendor parking has been provided by the facility. Promoter will issue passes that must be displayed in each vehicle parked in the vendors parking area, off the grass area or near the docking area during the event.

Vendors using extension cords must insure that they are outdoor heavy-duty 12-15 amp cords and in good working condition, (not frayed or repaired) and must be taped down to prevent tripping.

If necessary, promoters will be responsible for providing over night security to the vendor area.

Vendors will not discriminate against any persons because of race, creed, color, religion, sexual orientation, or national origin. Vendors will conduct themselves in a proper manner so as to not cause any harm to patrons or employees.

Vendors will comply with all laws of the United States, the State of Illinois, Madison County, City of Alton, or any other applicable laws, codes and regulations.

Vendorø set up time is mandatory 2 hours prior to start of event.

Park Management will inspect all vending areas prior to event start for compliance of the above rules. Any violators may be shut down.

RV pedestal 50amp & 30amp reduction cords available through the park office with a deposit fee.

No tent stakes or banner stakes allowed in turf area without written consent from Park & Rec. office.

ALTON FIRE DEPARTMENT

Outdoor Event Safety Inspection

Name of Event _____

Date/time of Inspection _____

Access and Egress

- Entry/Exit areas are clear and accessible for staff and excepted attendees
- Entry/Exit areas are adequate for emergency services
- Thoroughfares are well defined and clearly marked

Fire Prevention

- Suitable fire extinguishers available for general use by event personnel and staff members
- All staff and volunteers are aware of emergency evacuation procedures

Emergency Procedures

- Emergency Operations Plan documented and in place
- All event personnel/staff briefed on EOP

First Aid/E.M.S.

- | | | | |
|-----------------------|--|-----|----|
| <input type="radio"/> | Is First Aid available at event site? | Yes | No |
| <input type="radio"/> | If so is it clearly marked? | Yes | No |
| <input type="radio"/> | If not are all event staff/personnel aware of procedures to summon First Aid/E.M.S.? | Yes | No |

Security

- Appropriate security has been employed for the event
- Cash Handling safety practices have been implemented
- ALL security/ event supervision clearly identifiable

Electrical / Generators

- Residual Circuit devices are used where required N/A
- All portable electrical equipment including leads appear serviceable
- Adequate protection of the public from electrical shock and tripping -hazards
- Overloading conditions exists
- All electrical leads and electrical equipment are placed in safe locations, -e.g. not in trees or on top of unstable surfaces
- All leads, plugs, etc. are protected from the weather and hazards
- Generators (if present) are placed in safe location away from fuel supply -and general public
- Are keys present to unlock all locked electrical panels in case of -emergency?

Traffic Flows

- Clearly defined areas for traffic – Separate from pedestrian
- Provisions for safe passage of emergency/other vehicles through -pedestrian traffic
- Controlled traffic flow and adequate signage for traffic erected
- Traffic management staff/marshals wear appropriate protection and carry -communications device
- Adequate parking areas to cater for expected vehicle numbers attending -event
- Adequate parking supervision

Amenities

- Adequate provision for toilets and hand washing facilities
- Available drinking water for staff and attendees

Signage

- Adequate signage for entries, exits, toilet facilities, etc.
- Adequate signage for Hazardous areas

Vendors

- All tents/tarps have adequate fire rating
- All vendors located in non obstructing location
- All vendors have adequate fire extinguisher for cooking operation
- All vendor electric is safe, serviceable and arranged appropriately

COMMENTS: list appropriate comments or areas of concern

All individuals below have reviewed this inspection and have been offered an opportunity to ask questions and voice concerns. Note: This inspection shall remain on file for review at the Alton Fire Department 333 E. 20th St. Alton, IL. 62002- (618-463-3565)

Fire official Conducting Inspection

Contact Number

Event Security Official

Contact Number

Event Staff Official

Contact Number

Other

Contact Number
