

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 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.
- All events at the Riverfront Amphitheater are rain or shine. No refunds or rescheduling allowed due to weather.
- Clients are not allowed to attach banners or decorations to lights, trees, fountain or turf area.
- **Absolutely no coolers, glass bottles, confetti or duct tape allowed on park property.**
- Do not dump ice from coolers or vending tents on plant or grass areas.
- No driving on sidewalks without staff present and on site.
- Park only in designated parking areas. (NO parking on grass you will be ticketed or towed.)

- Can not exhibit abusive or profane language or behavior while on park property.
- Posted speed limits on park ground is 20 MPH.
- No pets allowed 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 M-Thursday and 11pm 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.

Punch List for Amphitheater Rental Agreement & Contract

30 Days Prior to Event :

Signed application and payment filed with Alton Park and Recreation office

Contact Madison County Health Department~EH Division date(s) of event

Application for Special Event Liquor License

Damage Deposit paid to Alton Park and Recreation office

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

14 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 Comptrollers office

10 Days Prior to Event:

Site map and power requirements for vendors and performers filed with Alton Park and Recreation

7 Days Prior to Event:

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

2 Days (not to exceed) Post Event:

Mandatory walk through with Promoter of the Riverfront Park.