

TOWN OF LYONS-PARKS AND RECREATION DEPARTMENT
LARGE GROUP PERMIT – terms and conditions

Any person wishing to use a Town park facility for an activity, event or program that is expected to have 30 or more attendees MUST submit an application for a Large Group Permit to the Lyons Parks, Recreation & Cultural Events Department at least 30 days prior to the date of the activity, event or program.

Upon receipt of the completed application for Large Group Permit, Town staff will determine the rental fee and damage deposit. The rental fee and damage deposit must be paid in full prior to the issuance of the permit, and no later than 14 days prior to the date of the activity, event or program. Failure to timely pay the amount due will result in denial of the application for permit.

Town staff will monitor group size and activity the day of the event. If attendance at the activity, event or program exceeds the number allowed pursuant to the permit, the permit may be immediately suspended or revoked. In addition, all or part of the damage deposit may be retained by the Town of Lyons.

INSURANCE. User shall provide insurance coverage for the Activity, Event or Program as provided below:

- No insurance is required by the Agreement. The User is encouraged, however, to secure insurance against loss resulting from the Activity, Event or Program including loss resulting from damage to the Facility/Shelter during the Activity, Event or Program.
Prior to the Town’s execution of this Agreement, the User shall provide to the Town evidence of liability and property damage coverage and insurance applicable to the Event in the minimum amount of \$
Certificate is to read as follows with this exact language: ADDITIONALLY INSURED, TOWN OF LYONS, its OFFICERS, OFFICIALS AND EMPLOYEES

Support Staff: A Facility Supervisor/Technician may be onsite for uses of the park facilities and shelters. In the event Town staff determines that additional staffing is required to monitor the activity, event or program, additional fees will be charged.

Operational Plan: Every permit holder of an activity, event or program of 100 or more attendees, or at the sole discretion of Town staff, any person reserving a park facility and/or shelter, shall submit for approval an Operational Plan which shall address issues to include, but not be limited to, the permit holder supplying additional portable restroom facilities, parking, trash removal. Additional items, as designated by Town staff, may need to be addressed in the Operational Plan.(i.e. Emergency Services, Security, Vendor Information, Electric Requirements, staffing/information, signage, and event layout.)

All terms and conditions of the “Park Facility/Shelter Rules and Regulations” shall apply to Large Group Permits

Additional terms and conditions may be imposed on Large Group Permits, as Town staff deems necessary.

I hereby acknowledge that I have received a copy of the Large Group Permit terms and conditions, that I have read and fully understand the content.

User Name Date User Name Date
Witness – Town Staff Date

* This document will act as the official permit for the user group once issued. The Large Group Permit must be in possession of the group while the site is in use.

For Office Use Only
User/ Group:
Date of Event/ Activity:
Park Facility:
Event Description:
Special Uses/ Notes:
Approved By:
Park Host/ Town Staff Notified:
Contact Person:
Time of Event:
Number of Persons Allowed: