



DIXON RIVERFRONT EVENT PERMIT APPLICATION

Heritage Crossing – Dixon Riverfront
115 S. Hennepin Ave. - Dixon, IL 61021
Kay Miller, Riverfront Executive Director
Phone 1-815-973-0931

Requested Event Date _____ Number of People: _____
Time Frame: Ceremony start time: _____ am pm Set Up: _____ am pm
Clean Up: _____ am pm

Company Name _____
Address _____
City, State: _____ Zip Code _____
Telephone Number (_____) _____ Fax Number (_____) _____

Customer/Contact Name _____
Address _____
City, State: _____ Zip Code _____
E-Mail Address: _____ Home No. (_____) _____
Work No. (_____) _____ Cell (_____) _____

Event Organizer – No _____ Yes _____
Name of Event Organizer _____
Day of Event Contact _____ Cell _____

Catered - No _____ Yes _____ Name _____

Note for caterers: Written authorization submitted on the Permit Holder's letterhead stationery is required. Event organizer is prohibited to submit Riverfront Use Permit application providing this proof of representation.

Event Name: _____
Event Type: (Picnic, Wedding, Reception, etc.) _____
Attendance: _____

Is admission, participant fees, registration fees or any other fees required? No _____ Yes _____

TENT: [] No [] Yes

ALCOHOL: [] No [] Yes (additional permit & insurance required) Distribute _____ Sell _____

Alcoholic beverages are not permitted in areas of the riverfront without a special event permit.
Glass containers of any kind are **PROHIBITED** on the riverfront area.

ADDITIONAL REQUIREMENTS: [] No [] Yes

Number of Toilets (if required) _____ Over 250 People: 1 Portable Toilet for each additional 150 People, or portion thereof, over the initial 250 people is required.

When portable toilets are required, they must be placed in an approved area designated by the Riverfront Executive Manager. They must be delivered no sooner than one day prior to your event and picked up the first day following your event by no later than 10:00 a.m.

Number of Trash Containers (if required) _____ 1 Container per 50 people.
Containers can be rented at \$2.00 each from the Riverfront Commission.

EQUIPMENT SET-UP INFORMATION:

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Riverfront Event Price List for equipment and set-up:

Item	Need this item	Do not need this item	Number needed	Cost for each	Total
	no/yes	no/yes			Item Coct
One 40' x 40' Tent			one day	\$700.00	
One 40' x 40' Tent			two day	\$800.00	
One 40' x 40' Tent			three day	\$900.00	
One 40' x 60' Tent			one day	\$800.00	
One 40' x 60' Tent			two day	\$1,000.00	
One 40' x 60' Tent			three day	\$1,200.00	
One 40' x 100' Tent			one day	\$1,100.00	
One 40' x 100' Tent			two day	\$1,200.00	
One 40' x 100' Tent			three day	\$1,300.00	
Two Tents 40' x 100'			one day	\$2,200.00	
Two Tents 40'x 100'			two day	\$2,400.00	
Two Tents 40' x 100'			three day	\$2,600.00	
Tent Lights				\$75.00	
Tent side curtains				\$100.00	
Chairs (186 Approximate Total)				\$1.00	
Electric Service Panel 200 amp				\$100.00	
Electric Cords should be 12 gauge and are not furnished by the Riverfront Commission.					
Community/Not-for-Profit tent rental \$100.00 discount per day				-\$100.00	
				TOTAL COST	
			50% Down Payment		

Riverfront Website: www.discoverdixon.org/riverfront

Please note: We do not furnish Audio/Visual equipment such as projectors, screens, televisions, VCR's, extension cords, specialized microphones or easels. (Attach a separate sheet for your set-up diagram.) Please describe the type and amount of equipment to be used at your event (i.e. tables, chairs, archways, etc.) If it is determined that there will be an adverse effect, you will be notified. Any structure with two or more sides must have two sides open and there is an unobstructed view of the interior from outside on at least two sides.

Information

Inflatable Party Jump _____ Equipment Provider _____

Insurance No _____ Yes _____

Describe Inflatable _____

Dunk Tank/Royal Flush _____ Equipment Provider _____

Insurance No _____ Yes _____

VEHICLES ARE NOT PERMITTED ON LAWNS AND RIVERFRONT WALKWAYS AT ANY TIME.

ACTIVITIES TO BE CONDUCTED DURING EVENT:

Briefly describe activities to be conducted during your event. Feel free to submit an additional sheet of paper with a detailed narrative and a site map of your event, if necessary.

Application must be completed and received by this office at least 30 Calendar Days in advance for a "Standard" Permit with no alcohol use. If use of alcohol is in association with the event then 60 Calendar days in advance with coordination for approval from the City of Dixon Liquor Commissioner. Please note that insurance listing the City of Dixon as an additional insured may be required. If this event is CANCELLED, notice must be given to this office. Application must be received at least 60 days prior to event.

"I understand and agree by applying for this permit that I am responsible for the conduct of the attendees, and that any violation of the rules and condition of issuance of the permit by any attendee may result in the immediate cancellation of this permit, once issued, by any public officer or police officer of the City of Dixon. I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Dixon. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request."

(Print Name)

(Company, if applicable)

(Signature)

(Date)