

Boone County Conservation District

Special Events Policy

Thank you for your interest in the Boone County Conservation District's sites and facilities. We are pleased you are considering the use of a Conservation District site for your special event. The success of your event is very important to us. The following information will help us both determine if a Boone County Conservation District site will be suitable for holding your special event.

The purpose of this policy is to regulate Special Events held on any property of the Boone County Conservation District so that such events can be held with the safety and health of the participants in mind, the protection of public property considered, and the impact of the event on non-participating citizens minimized. An additional purpose is to insure that those who benefit from an event bear the associated cost and special demands on Conservation District services.

To help you determine if a Conservation District site or facility is appropriate for your planned event, please note the following:

- Alcohol is not permitted on any properties of the Conservation District.
- Amplified sound that can be heard 75 yards from the source is not permitted.
- Events that exceed the capacity of buildings and parking space will not be permitted.

You will need a special event permit if:

- Fundraising
- For a purpose other than the facility's intended use or
- Attendance greater than 100 people or participation exceeding the routine capacity of the facilities of the site

The Conservation District reserves the right to deny a permit for a special event based on the sponsor's specific request's incompatibility or the sponsor's organization's incompatibility with the mission of the Boone County Conservation District.

SPECIAL EVENTS POLICY

This document sets forth guidelines for the implementation of a Special Events Policy by the Boone County Conservation District. It defines, categorizes and sets a flexible fee structure for Special Events.

PURPOSE AND MISSION:

Special Events are events that promote cultural programs, provide educational opportunities, give health benefits to participants, promote recreation, and contribute social benefits to the community that are in line with the Conservation District's mission to preserve natural areas unimpaired for future generations. The BCCD mission statement is: "*Preserve and manage natural areas and open spaces for ecological, educational, and recreational benefits of present and future generations.*"

DEFINITIONS:

Special Event: A Special Event refers to outdoor events that take place on Conservation District property that include, but are not limited to, the following: fishing activities, organized walks, runs, charitable events, weddings, or any activity with a planned attendance of over 100 people.

Special Event Sponsor: Shall refer to the applicant who makes a request to hold a Special Event.

Conservation Board: Shall refer to the Boone County Conservation District Board of Trustees.

Conservation District: Shall refer to the Boone County Conservation District.

Executive Director: Wherever used means the Executive Director of the Boone County Conservation District or her/his designee.

Application: A written request, a special events application.

Extra Personnel Hours: The total number of all hours worked by all Conservation District employees in the particular departments or areas in connection with the production of the Special Event in question.

Conservation District Sponsored Event: A public event which is directly related to a recognized function and which is in major part initiated, financed and executed by Boone County Conservation District.

Trash Receptacles: Refers to the actual trash cans that must be brought in and removed by the applicant and does not include trash or recycling cans that exist at the site and are maintained routinely by the BCCD.

Site Use Plan: A brief narrative explaining the anticipated use of the site including an aerial photograph of the site showing the location of specific activities, uses, or other relevant elements of the event. Aerial photographs can be obtained from the BCCD office for this purpose.

CRITERIA FOR EVALUATING AND SCHEDULING SPECIAL EVENTS:

The Executive Director shall be charged with the responsibility and authority of approving or denying Special Event Applications. The criteria used to make this determination shall include, but are not limited to:

- The effect the proposed Special Event will have upon the environment and the public health and safety or is counter to Conservation District mission or will adversely impact the natural resources of the site.
- How well the applicant appears capable or incapable of executing the planned Special Event.
- Whether any inconvenience, which may be suffered by the general public, is outweighed by the potential benefit to the community as a whole.
- Whether budgetary considerations at the time of the application create such a heavy burden upon conservation area resources or manpower that it would not be practical to hold the proposed Special Event at the time requested.
- The extent to which the event contributes to the promotion of tourism.

- The extent to which the event contributes to recreational, educational, environmental or historical opportunities.
- The extent to which the event increases cultural programming available to residents of Boone County.
- The frequency of the same or similar event(s).

PARKING:

No vehicles or heavy equipment may be parked on the grass areas, paved trails or other areas not designated for parking or specifically approved in the permit issued for any given event. No vehicles or equipment shall be stored overnight on the site without specific permission from the Executive Director.

SANITATION:

The Special Event Sponsor must make arrangements for the proper storage and cleanup of the Special Event site both during and after the Special Event. An unkempt Special Event site can result in forfeiture of the event deposit. Portable toilet expenses are paid directly by the sponsor. All portable toilets, trash receptacles, and their cleanup and removal are the sponsor's responsibility. The Special Event Sponsor shall provide a copy of the contract for portable toilets and/or trash receptacles as part of the special use / Special Event permit documents prior to issuance of the permit.

FOOD SALES:

The Special Event Sponsor is responsible for coordinating all food and beverage requirements and obtaining any permits required by the Boone County Health Department and will - to its satisfaction, meet all requirements thereto. The Special Event Sponsor is also responsible for applying for sales tax permits and paying sales tax to the Illinois Department of Revenue, if applicable. Copies of all health permits need to be submitted with the application and visibly displayed during the event.

RESTRICTIONS:

The maximum number of people allowed may be set at the sole discretion of the Executive Director. Activities or structures not currently provided by the District (including but not limited to: animal rides, petting zoos, dunk tanks, inflatable bounce houses, etc.) must have prior approval of the Executive Director.

SOUND AMPLIFICATION/NOISE:

Events which will require sound amplification must be submitted for approval under this policy prior to 21 (twenty one) days before said special event. No person will operate any device which emits a noise that exceeds the maximum decibel level prescribed by the Illinois Environmental Protection Agency or that is audible for a distance of 75 yards from the source of the sound or which is disturbing to the reasonable quiet of other persons nearby.

ELECTRICITY:

Any electrical requirements beyond those which already exist at the Special Event site must be pre-approved. Any additional equipment approved will be the responsibility of the event sponsor.

TENTS AND EQUIPMENT:

Tents are permissible in designated areas, pre-approved by the Executive Director. Locations may be restricted by, but not limited to, the presence of underground utilities, vegetation, natural features or access. The installation and removal dates of tents and other equipment brought to the special event site must be approved by the Executive Director.

WEDDINGS:

Wedding requests which have more than 100 attendees expected are required to apply for a Special Event Permit.

SECURITY:

The Conservation District has the right to require additional security and support staff, which may need to be supplied by other agencies. The security personnel hired by the holder of the event will operate under the direction of the Executive Director and shall be the sole expense of the Special Event Sponsor. A Special Event application will not be approved until a security and emergency plan has been finalized for the event. The following are acceptable security providers:

- Boone County Sheriff Department
- City of Belvidere Police Department
- Illinois State Police
- Other Security Services must be submitted for review and approval.

SPECIAL EVENT APPLICATIONS:

Parties wishing to make a request for a Special Event shall complete the application. Coordination of event details with the Executive Director prior to application submittal is recommended.

INSURANCE:

The Special Event Sponsor shall provide a Certificate of General Liability Insurance, naming Boone County Conservation District as Additional Named Insured (**NOT AS A CERTIFICATE HOLDER**), with a minimum amount of \$1,000,000 per occurrence coverage. The Conservation District must receive the certificate at least thirty (30) days prior to the event.

ALCOHOL:

Not permitted under any circumstance.

DELIVERIES:

The Conservation District cannot accept delivery of any equipment and/or supplies for your event. The event sponsor must provide a person(s) to accept all deliveries.

FEES AND CHARGES:

The Conservation District will review the application and determine the amount of staff time, services and facilities that will be needed and necessary to assure the event will be held with the health and safety of the participants, the public, and natural resources, in mind. From this, the Conservation District will determine the appropriate fees and deposits to be assessed for the event. These **non-refundable** fees will be due within 2 weeks of approval. Said Special Event attendance shall not be increased by the Special Event Sponsor once the Conservation District determines the appropriate assessment.

DEPOSITS:

In addition to the **non-refundable** fees that will be charged, a cleanup/damage deposit will also be required. The amount of deposit, if required, will be determined by the attendance at the Special Event, the area involved, the nature of the event and the potential for excessive damage or other liability to the Conservation District, but typically the deposit amount will be equal to the fees charged.

The party shall be held responsible if the area used is not left in the same condition at the end of the Special Event as it was found to be at the beginning. The area used for the Special Event shall be inspected following the event. If for any reason there is damage to any part of the area which was reserved for the Special Event, or damage to another area as a direct result of the event, the extent of the damage shall be determined and the dollar amount of any repair, replacement or reimbursement for time and materials will be deducted from the deposit paid by the party.

In any or all cases, if the amount of damage, extra cleanup required, and/or costs for services furnished by the Conservation District exceeds the deposit paid, the party shall be billed for the balance, to be paid in full no more than 30 days from the billing date. If payment is not received from the party within that time, all future Special Event requests will be denied and, in addition, the Conservation District is entitled to pursue all legal remedies to recover costs. (This provision shall apply even in cases where the party was not required to pay a security deposit for the Special Event.)

The deposit may also be kept by the Conservation District when the event holder intentionally has not followed the event plan submitted by the holder and approved by the Conservation District, or when a violation of laws, regulations, or policies has occurred. If the violation is flagrant, the Conservation District may also refuse to allow the event holder any future privileges.

APPLICATION REVIEW AND DECISION:

Once a party submits an application for a Special Event, the Executive Director will review the application and make a determination for denial or approval, (see Criteria section). Applications to conduct events in a conservation area or facility that proposes utilizing substantial area or atypical activity within said site or facility will be referred to the Board of Trustees for a final determination. The Conservation District Board of Trustees will vote on final approval or denial at their regularly scheduled monthly meeting and the applicant will be notified in writing of the Board's decision and of all fees, deposits and any special conditions that will be required.

Adopted by the Boone County Conservation District Board of Trustees on the ____ day of _____, 2013.

BY: _____
President

ATTEST: _____
Secretary

Fee Schedule for Special Events:

\$200 permit fee

Site usage fee ranging from \$20/day to \$200/day will be determined after review of permit

\$52.00/hour rate per person for BCCD staff assigned to event

Capacity of Facilities:

Spencer Conservation Area Pavilion	96 – 128 people
Dawson's River Road School House	46 people
BCCD Festival Grounds	Limit not established
Kinnikinnick Creek Conservation Area	
o Woods Road Shelter and Parking	42 – 56 people
o Parkview North Shelter and Parking	48 - 64 people
o Equestrian Trail and Parking	10 rigs
Edwards Park and Conservation Area	54 – 72 people
Tuttle Clarkson Natural Area	39 – 40 people
Long Prairie Trail	Limit not established

Other BCCD Sites will be considered on a case by case basis.