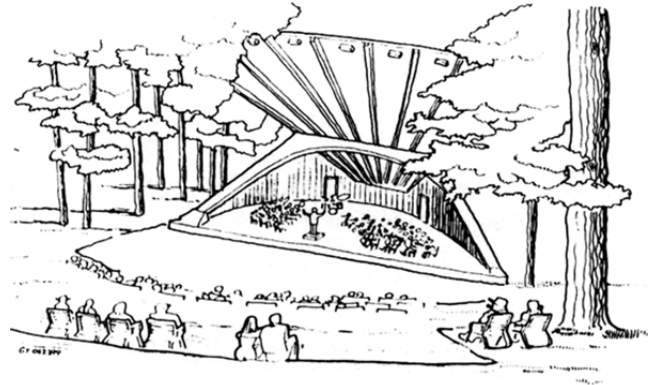




Sinnissippi Music Shell Rental Fees & Policies 2017

The Rockford Park District welcomes the opportunity to share one of the community's most treasured jewels, the Sinnissippi Music Shell, with our citizens. The following outlines the fees and policies related to rental of the Music Shell. The Sinnissippi Music Shell is a public forum. It is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use.

Dedicated in 1950, the Music Shell in Sinnissippi Park is an acoustic amphitheater which can accommodate as many as 1,000 on benches, and up to 3,000 on the terraces and lawn.



The Music Shell features:

- A concrete proscenium stage, which measures 55' x 28' at its widest points
- A shallow, ground-level orchestra pit, which separates the stage from the seating area
- General house sound for Full-Service Rentals
- Multiple outlets available on the stage
- Convenient load-in and out adjacent to the Music Shell
- Disability friendly features at certain areas (call for more information)
- Restrooms

Reservations

The Music Shell can be reserved by contacting Don Stein at (815) 987-8827 or donstein@rockfordparkdistrict.org. Patrons reserving the Music Shell must be 18 years of age or older. **Reservations can be accepted up to one year prior to the date of the event.**

To lock in a rental date, partial payment (*based on current fees*) is required at the time of the reservation.

Dates and Hours

The Music Shell season runs from **May 8 to September 17**. Events must occur during daylight hours (*dawn to dusk*) and **may not exceed five hours**. Rental time includes setup and strike.

Music & Sound

Excessive noise is prohibited due to the proximity of neighboring homes and golf operations. Permits will not be issued for events featuring rock, alternative, metal, rap, or any extreme forms of musical presentation. Sound amplification must comply with City "Noise" Ordinances, not played excessive in sound or operated unlawful that may cause or create any unnecessary or unusual noise at any time which annoys, injures, or endangers the comfort, repose, health or safety of others unless such noise is necessary for the protection or preservation of property or of the health, safety, or life of some person. The Park District reserves the right to set sound levels for all rentals and/or immediately revoke the approval for sound amplification if found in violation.

Sinnissippi Twin Shelters

The Twin Shelters located at the top of the Sinnissippi Music Shell area are available for rental, although are not included with the Music Shell rental. Twin Shelters offer sheltered picnic table seating for up to 160, with close proximity to restrooms and accessible parking to compliment your music shell rental. Additionally, a special use permit is required for activities that exceed shelter capacity, bounce houses or like inflatable equipment, large equipment of any kind, or for use of property for purposes other than a picnic.

Twin Shelter Fee
\$150 (\$180.00 non-resident)

Special Use Permit Fee
\$30.00

Fees

A) **FULL SERVICE:** Requires 45 days advance reservation. Includes house sound system, small storage/dressing room, production staff, and manager on duty.

Resident: \$475, \$150 partial payment due at the time of the reservation

Non-Resident: \$525, \$150 partial payment due at the time of the reservation

Note: The above fees could increase should the Park District determine additional Event Staff is needed. The need for additional staff would depend on event logistics such as high-risk activities, crowd size, and/or presence of alcohol. Fees for Event Staff are \$20 per staff member per hour.

B) **SELF SERVICE:** Includes electricity only. Group provides own sound. The rental fee includes a two-hour rehearsal the night before for wedding requests, subject to availability.

Resident: \$175, \$50 partial payment due at the time of the reservation

Non-Resident: \$200, \$50 partial payment due at the time of the reservation

Partial payment will be applied to the total rental cost. Fees and hours include set-up and strike. Rentals that run over their scheduled time will be charged additional rental fees in half-hour increments.

Payment

Full payment is due no later than 2 weeks prior to the day of the reservation. Non-submission of payment by the deadline will indicate that services are no longer needed, and the reservation will be cancelled unless other arrangements have been made with Park District staff.

Required Insurance

A Certificate of Insurance including proof of General Liability Insurance, covering bodily injury, personal injury, and property damage, with limits of not less than \$1,000,000 per occurrence may be required, when applicable. The Certificate of Insurance must list the Rockford Park District as the certificate holder along with "additionally insured."

Cancellations

If a cancellation becomes necessary, please call (815) 987-1697 as soon as possible. **Failure to cancel the rental 48 hours in advance of event time will result in loss of partial payment.** The Park District reserves the right to cancel any scheduled rental in the case of an emergency. Examples may include, but are not limited to power outage, flooding of facility, severe weather, etc. Partial payment may be refunded in the event of inclement weather.

Vendors/Merchandise

On-site vendors/merchandise sales are prohibited unless a special use permit has been issued. A Certificate of Insurance listing the Rockford Park District as "additionally insured" may be required.

Personal Property

The Park District is not responsible for personal property of groups and individuals using the Music Shell. User groups are responsible for load in and load out of personal property and equipment.

Park Rules & Regulations

All signs, banners, etc. must be hung using the existing system. Tape, tacks, nails, etc. are strictly prohibited. Any damages or excessive clean-up as a result of the rental will result in invoiced charges associated with additional maintenance and repair costs. For a complete list of Park Rules and Regulations please visit <http://www.rockfordparkdistrict.org/index.php/facilities/parks/shelter-rentals>.

Failure to abide by these policies and park regulations may result in cancellation of reservation and/or refusal of future reservations.

CUSTOMER SERVICE • SE HABLA ESPAÑOL • PHONE 815-987-8800



We welcome the opportunity to assist guests with disabilities so they can enjoy ALL our facilities, programs, and services. For assistance and information on accessibility, contact Customer Service at 815-987-8800.