



Meeting Date: February 3, 2026

Meeting Time: 5:00 P.M.

Meeting Location: City Council Chambers

118 Hillsboro Ave

Recreation, Arts & Special Events (RASE) Board Meeting Agenda

RASE Board Members

Janet Haroian, Chair

Tanner Alexander

Tony Green

Suzanne Weiss

Jeanette Mallon

Josh Fark

Lauren Szakielo

- I. **ROLL CALL**
- II. **PUBLIC COMMENT**
- III. **APPROVAL OF MINUTES**
 - A. November 7, 2025 - Regular Meeting Minutes
- IV. **EVENTS & FACILITIES REQUEST**
 - A. Earth Day– Nature Preserve Foundation (Saturday, April 19)
 - B. Celebrating the Spirit of 1776 – Madison County Historical Society (Sunday, June 28)
 - C. Edwardsville Rotary Criterium – Edwardsville Rotary (Friday, August 14 and Saturday, August 15)
 - D. Unity Fest – Edwardsville Unity (Saturday, September 26)
 - E. Edwardsville Book Fair – Edwardsville Library (Saturday, October 3)
 - F. Living History Day – Madison County Historical Society (Sunday, October 4)
- V. **RECREATION REPORT**
- VI. **PROGRAM REPORT**
- VII. **WILDEY PROGRAM REPORT**
- VIII. **RP LUMBER CENTER REPORT**
- IX. **DIRECTOR'S REPORT**

**Recreation Arts and Special Events
Board Meeting Minutes
October 7, 2025**

Approved Signature: /s/ J. Haroian _____

By Approval Date:

I. Meeting was called to order at 5:00 p.m. by Janet Haroian. The meeting was held in person at City Hall. Members in attendance at City Hall were Lauren Szakielo, Josh Fark, Jeanette Mallon, Suzanne Weiss, Tony Green, and Tanner Alexander.

Parks staff in attendance at City Hall included Nate Tingley, Grace Pellock, Canee’ Brown, Phil Zamora, Matt Clark, and Lydia Bond.

and Lt. Matt Senci were also in attendance.

II. There were no public comments.

III. Minutes read from the September meeting –

Suzanne Weiss motioned to approve the minutes as written, and Jeanette Mallon seconded the motion. The minutes were approved as written.

Events and Facilities Requests:

Ugly Christmas Sweater 5K – Trinity Lutheran (Saturday, December 13):

Grace Pellock presented the Ugly Christmas Sweater 5K special event application on behalf of Trinity Lutheran.

The Start and Finish lines will both be in the Trinity Lutheran Church front parking lot. The route will use N Fillmore St and Chapman St, to the MCT trail, where they will continue down to Old Carpenter Rd. From there, they will turn around and head back the same way to Trinity Lutheran’s front parking lot. The estimated start time is 9 AM and estimated end time is 10:30 AM.

Motion to approve (Fark) Trinity Lutheran Ministries, seconded (Szakielo) and voted all ayes to forward to ACS.

IV. Recreation Report

Canee' Brown gave the Recreation Report.

- a) Fall adult basketball league began in September. We originally had 5 teams, but we shifted one team to our winter league due to competitive balance.
- b) Youth basketball league registration was extended for one day. We currently have 120 participants to date. Numbers are a bit lower due to other area programs.
- c) Our AVP tournament went really well. Our women's champions were from Florida and Georgia, and our men's champions were from California and Nova Scotia.
- d) Our adult softball playoffs are starting soon at Plummer Family Park.
- e) Adult kickball playoffs are in two weeks for our co-ed and women's teams.
- f) Youth Kickball Day tournament is set for October 13th, when school is out for Columbus Day. We have 85 kids registered. It'll be from 9:30 AM to 4:00 PM. We provide games, pizza, and concessions. We are adding Spikeball this year.
- g) Our youth pickleball league currently has 16 kids. They get lessons, as well as games.
- h) Metro East Mayhem Rugby continues to be a great partner for us, and we have seen an increased interest this season. We're hoping for a 2026 youth tournament.
- i) YMCA's fall soccer season is wrapping up in the next few weeks.
- j) SLYSA games are continuing to run through the end of November.
- k) We will host Play It Forward Sportz (softball) for three tournaments and Savy Sports (softball) for one tournament this October.
- l) We will also be hosting OMG Pickleball's 5th Annual Harvest Classic Pickleball Tournament, and that will run from October 9th to October 12th.

V. Program Report

Grace Pellock gave the Program Report.

- a) Our September movie in the park was "Wicked". This was our largest turnout for summer movies. The event included Glinda to take pictures with before the movie started. Local businesses offered themed specials. Overall, it was a successful event.

- b) Family Campout was also a huge success. We had 32 families in attendance and some really beautiful weather for this event.
- c) Our Halloween Party in the Park is set for Saturday, October 25th. We currently have 14 businesses signed up to come and pass out candy.
- d) Santa has been booked for Nickel Plate Station visits for the year. His arrival to Nickel Plate will be on Saturday, November 29th. He will make his grand entrance in the city firetruck and the event will include train rides, free cookies, hot chocolate, and more at the Children's Museum.
- e) Winter Market Festival will be Saturday, December 6th. We currently have 30 vendors signed up. The market will be in City Park and include our annual tree lighting ceremony, carolers, and food trucks.
- f) Pumpkin Glow is this coming weekend at the Watershed.
- g) Friends of Leclaire movie night is also this Saturday at Leclaire Field.
- h) The last day of Goshen Market will be on Saturday, October 18th.
- i) Leclaire Parkfest will be on Sunday, October 19th
- j) Edwardsville Halloween Parade will be on October 31st.

VI. R.P. Lumber Center Report

Phil Zamora gave the R.P. Lumber Center Report.

- a) We have a new full-time coordinator, Matt Clark, who has been at the Center since its opening.
- b) The Center's current Learn to Skate session has 101 participants. The next session starts October 25th.
- c) High school hockey has 82 games scheduled at RPLC, plus championships and all-star games.
- d) EHS Hockey Fights Cancer games start on Friday, October 10th, and continue almost every Friday evening through January.
- e) Try Skating for Free this Saturday is an event being hosted at the center in partnership with U.S. Figure Skating and the St. Louis Sports Commission. They are going to be raffling off 14 Learn to Skate registrations.

I. Wildey Theatre Report

Amanda Prior-Alton gave the Wildey Theatre Report.

- a) September had four sold out shows, featuring Thunderstruck, Artimus Pyle, Man in Black, & Jump.
- b) We hosted three weddings and three private parties in September.
- c) Coming up, we have two nights with the bands Blood Brothers, Heartsfield, and Rare Earth. Tribute bands include Bohemian Queen, Mersey Beatles, and Sabbath. We have twelve concerts scheduled in October.
- d) We have three weddings, four private events, and three corporate events in October.
- e) We're hosting the Continental Convo on October 3rd.
- f) On October 16th, we're hosting the city employee flu shot clinic, as well as coordinating with the Library to host a night with author Troy Taylor.
- g) On October 25th we will be participating in the city's Downtown Trick or Treat event. We'll be handing out candy as well as popcorn.
- h) Our Tuesday movies for the month of October will be Ghostbusters on the 7th, Rosemary's Baby on the 14th, Abbott & Costello Meet Frankenstein on the 21st, and Hocus Pocus on the 28th.

II. Directors Report

Nate Tingley gave the Directors Report.

- a) The laborers continue utilizing the forestry mulcher at Richards Woods.
- b) They assisted with painting Leon Corlew Splash Pad and restrooms alongside the local Painters' Union. Training crews repainted the splash pad surface, bathrooms, and doors.
- c) In addition, our laborers helped facilitate Volunteer Day with Father McGivney High School students who assisted with various parks tasks, such as raking and mulching. Volunteers worked at Drda Woods, Richards Woods, and Leon Corlew.

- d) Their recent work also includes clean up at City Park, maintenance at Plummer Family Park, installation of a new shade structure at Brent Leh Dog Park, mulching various parks, and preparation for upcoming special events.
- e) Our horticulture coordinator, Marc Miller, has continued his work on the 50/50 Tree Planting Program, fall tree plantings in our parks, and the installation of watershed signage. He has also been working on the Goshen Island landscape project and the coordination of the SIUE grant for right-of-way trees.
- f) Darin Lee, our Parks Superintendent, has been overseeing projects like the completion of the Children's Museum water line replacement and the installation of the new shade structure at Brent Leh Dog Park.
- g) The Leclaire Park retaining wall project is out for bid. The scope of work includes removing/replacing the upper wall and the lakeside wall, with the lake being lowered about 3ft during construction. The design features a wall to stop short of the shoreline for a grass slope with mower access and a bench integrated into the wall for seating.
- h) Shortly after the AVP tournament, we held a debrief and post-event review, along with planning for next year.
- i) We are working with TWM on the Crocker Gardens and Gerber & Governors properties.
- j) We have also acquired the Goshen & Gerber parcel, where there potentially will be a roundabout.

Haroian adjourned the meeting at 5:40 PM.

The next meeting is scheduled for November 4, 2025.

Minutes submitted by: Lydia Bond



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Earth Day 2026
(please provide final and full name of event)

Date Requested for Event 4/18/2026 Nature of Event Education

Applicant Name Jeffrey Bark Age 47 Date of Birth 3/10/1979

Daytime Contact # [redacted] Email: [redacted]

Business/Organization Name Nature Preserve Foundation IRS 501(c) Tax Exempt # [redacted]

Address 1591 Tower Ave City/State/Zip Edwardsville, IL 62025

Office Contact # () - - Email: _____

Additional Responsible Parties: Name _____ Phone/Email _____

Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time 7:30 a.m. / p.m. TO 1:00 a.m. (p.m.) (Include set up and tear down)

Actual Event Time 8:30 a.m. / p.m. TO 12:00 a.m. / p.m.

Expected # of attendees 300-400

Purpose of Event Education

Please provide a full description of your event in detail (REQUIRED).

This is NPF's annual event which celebrates Earth Day at the Watershed and includes a community bike ride, community tables, native plants and a large free educational event at the Nature Center

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____

Leclair Park _____

Vadalabene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: Watershed Nature Center & parking lot (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

____ Bandstand Use

____ Security Fence

Trash Cans

City Barricades

____ Sidewalk Closure

____ Vendors

Electricity

____ Street Closure

____ Water Usage

____ Restrooms

____ Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

____ Inflatables

____ Carnival Rides

____ Decorations/Signs/Display

____ Port-a-pots

____ Tents

Other (Specify) See attached

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city's website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO *Coffee only probably*

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** -- The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City's Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (Page 10)

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

DJ for background ambience

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

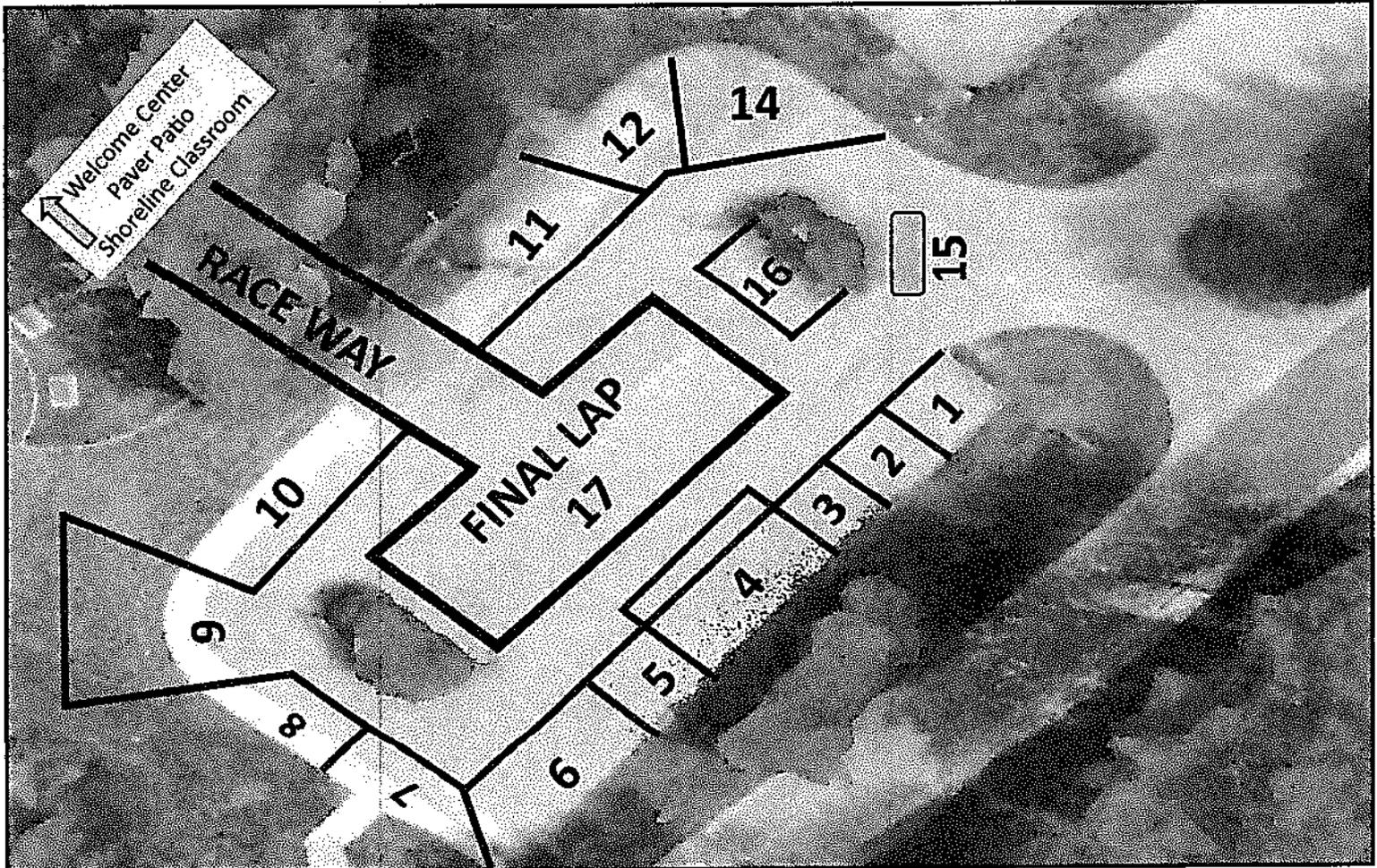
Signature _____

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.

Watershed Earth Day Event Map - 2024

TABLE VENDOR NAME	NUMBER	TABLE TYPE
Snack Stand – Country Financial	1	Sponsor
First Community Credit Union	2	Community
Edwardsville Garden Club	3	Community
Green Thumb Nursery (Plant Sale)	4	Vendor
Woodlawn Cemetery	5	Community
Massage Lux (Start 9 am)	6	Sponsor
The Cyclery and Fitness Center	7	Community
Amazing Smiles Orthodontics	8	Sponsor
Partners for Pets	9	Community
Edwardsville Art Center	10	Community
Tree Giveaway	11	Event
DJ Daryl (7:30 – 10 am)	12	Event
Award Ceremony	14	Event
NPF Welcome Table	15	Event
Sun Up Coffee	16	Vendor
Final Lap / & WholeBody Yoga (8 am)	17	Event/Sponsor
Race Registration (7:30 am)	Paver Patio	Event
Discovery Day (10 am)	Welcome Center	Event
ShED Talks (10 am)	Shoreline Classroom	Event
Bird Walk (10:30 am)	Welcome Center	Event

EVENT SCHEDULE
6:30 Set Up
7:15 Parking Lot Closed
7:30 to 8:30 Race Packet Pick Up
7:30 DJ Starts
8:00 Plant Sale Starts
8:00 Yoga
8:30 5K Starts
9:10 5K Awards
9:00 Massages Start
9:30 1 Mile Fun Run Starts
10:00 DJ Stops
10:00 Discovery Day Starts
10:00 ShED Talk Starts
10:30 Bird Walk Starts
11:00 Event Ends





Special Event Permit Application



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COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name "Celebrating the Spirit of 1776"
(please provide final and full name of event)

Date Requested for Event 6/28/2026 Nature of Event Educational

Applicant Name Stephen Hansen Age 105 Date of Birth 1/1/1921
(Just joking!)

Daytime Contact # ([redacted]) Email: shansen@siue.edu

Business/Organization Name MCHS IRS 501(c) Tax Exempt # [redacted]

Address 801 N. Main St. City/State/Zip Edwardsville, IL 62025

Office Contact # () - Email: shansen@siue.edu

Additional Responsible Parties: Name Stephen Hansen Phone/Email [redacted]
Name Fred Faust Phone/Email [redacted]

EVENT SPECIFICS

Total Reservation Time 12: noon a.m. / p.m. TO 4:00 a.m. / (p.m.) (Include set up and tear down)

Actual Event Time 1:30 a.m. / p.m. TO 3:30 a.m. / p.m.

Expected # of attendees 250

Purpose of Event Educational and

Please provide a full description of your event in detail (REQUIRED).

The MCHS and EPL will provide a program to celebrate the 250th anniversary of the Declaration of Independence. Re-enactors will portray Benjamin Franklin and Abigail Adams from the Bandstand. Other re-enactors will provide interpretation and explanation of the Declaration of Independence. The EPL + Children's Museum will have families decorate and large cardboard birthday cake (moveable)

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____
Joe Glik Park _____

Leclaire Park _____
Leon Corlew Park _____

Vadalabene Fields _____
Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

- | | | |
|---|------------------------|--|
| <input checked="" type="checkbox"/> Bandstand Use | _____ Security Fence | <input checked="" type="checkbox"/> Trash Cans |
| _____ City Barricades | _____ Sidewalk Closure | _____ Vendors |
| <input checked="" type="checkbox"/> Electricity | _____ Street Closure | _____ Water Usage |
| <input checked="" type="checkbox"/> Restrooms | _____ Traffic Control | _____ Lake Use |

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

- | | | |
|-------------------|----------------------|---------------------------------|
| _____ Inflatables | _____ Carnival Rides | _____ Decorations/Signs/Display |
| _____ Port-a-pots | _____ Tents | |

Other (Specify) _____

Event Has Alcohol? YES NO

How will you prevent alcohol from being sold to minors? (REQUIRED)

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Event Has Food or Merchandise Vendors? YES **NO**

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- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*
- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.

- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (Page 10)

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature _____ *N/A*

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.

EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

HA

An application fee of \$250 shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

HA

In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

HA

Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

HA

Charges for Use of City Personnel (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

AA **Charges For Use of City Equipment.** The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

AA **Contractor Usage and Fees.** At the City's discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.

AA **Potential Charges For The Use of Electrical Services.** The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

AA **Commercial Events Donation Requirement.** All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

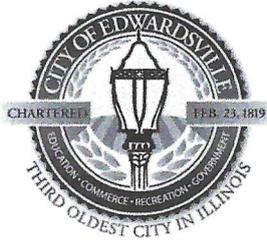
If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
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3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

AA I am over 21 years of age.

AA I agree to adhere to all policies set forth by the City of Edwardsville.

AA I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

AA All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signatur



Date 1 1271 26

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

Madison County Historical Society
CELEBRATING THE SPIRIT OF 1776
Event Planning Guide

Who Are You?

The Madison County Historical Society (MCHS) is a private non-profit 501.c.3 organization. The MCHS purpose is to “open doors” to history through its library, museum, and educational programs. Its activities include a newsletter, speaker series, educational programs, online exhibits, and a variety of other public educational programs designed to preserve our history and inform the public about Madison County’s rich and diverse history. More information can be found at www.madcohistory.org.

Purpose of Event

MCHS, in partnership with the Edwardsville Public Library, will provide a program to celebrate the 250th anniversary of the Declaration of Independence. The purpose of the event is to provide the public with an engaging educational program that celebrates the semiquincentennial of the U.S.

What Are You Planning?

The program “Celebrating the Spirit of 1776” on Sunday, June 28th at City Park will feature re-enactors portraying Benjamin Franklin, Abigail Adams and other historic figures from 1776. We will also decorate a large cardboard birthday cake, which will be coordinated by the Public Library and the Children's Museum. Lastly, we will have exhibits on the Declaration of Independence hosted by re-enactors who will explain the exhibit.

What does this event offer the community?

“Celebrating the Spirit of 1776” offers the community an entertaining way to engage with its history. Attendees can learn about our shared past while learning important aspects about our history.

Event dates and hours

The program will be on Sunday, June 28th, from noon until 4:30 at City Park.

Set up/tear down

Fencing

None.

First Aid

No special arrangements are needed.

Lay-out

See attached map for City Park for the Chautauqua.

Noise

There will be amplification for speakers. The event will be completed by 4 p.m.

Food

MCHS will be selling beverages.

Street Closure

None required.

Special Effects

None.

N Kansas St

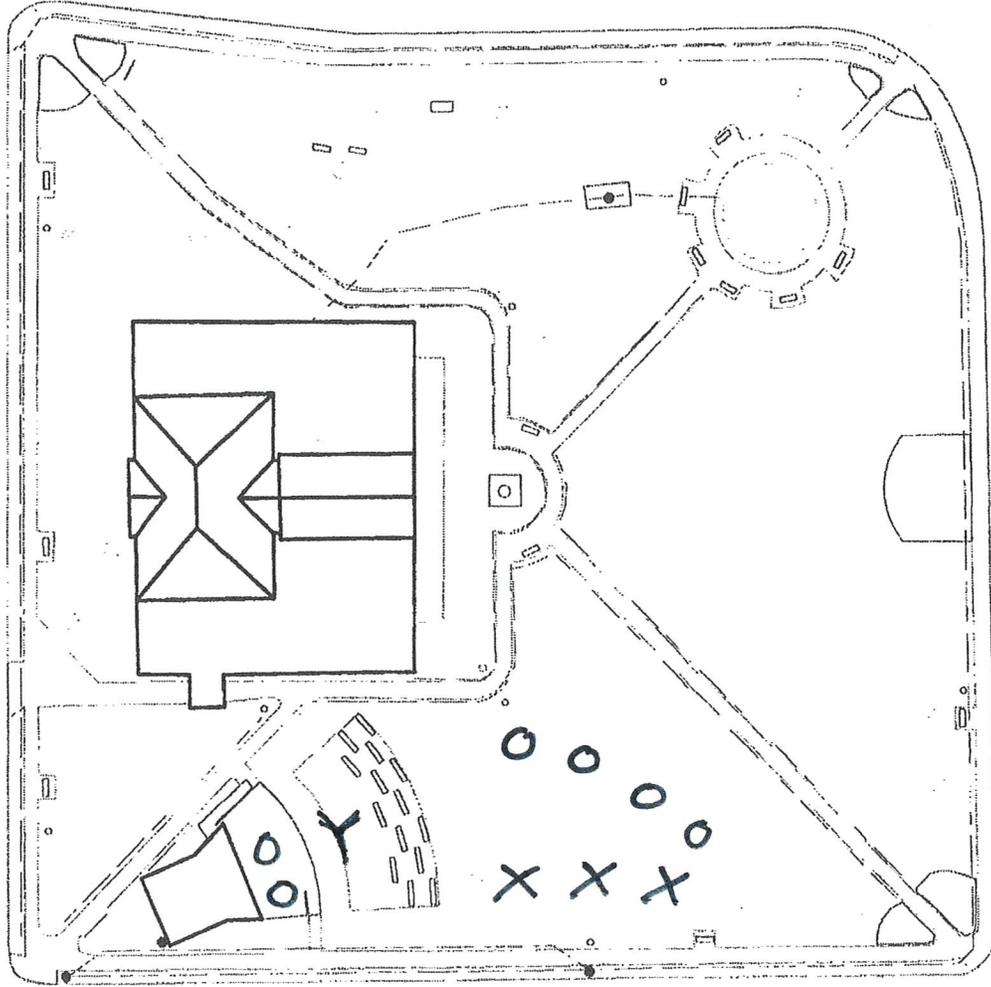
N Buchanan St

- Building
- Sidewalk / EOP
- Tree Base
- Outdoor Structure
- Landscape
- Electric

E Vandalia St

S Kansas St

S Buchanan St



E Park St

Public Works

Park Street Plaza

Alley

Disclaimer: This map is intended for general informational use only and does not represent a legal record. The map and information contained therein are provided without any warranty of any kind. In no event will the City of Edwardsville be liable for any damages of any type arising from the use of this map. If any discrepancies are found, please forward that information to the Department of Public Works at (618) 692-7535.

10/2/18

X = information tents
 O = temporary exhibits + re-enactors
 Y = cake decorating

January 22, 2026

TO: Members of the Recreation, Arts and Special Events Board

CC: Mayor Art Risavy, City Administrator Eric Williams, Public Works Director Ryan Zwijack, Police Chief Mike Fillback, Fire Chief Brendan McKee, Parks & Recreation Director Nate Tingley, Economic Development Director James Arnold, Superintendent of Streets & Fleet Matt Taul, Lieutenant Matt Senci, Special Events & Marketing Coordinator Grace Pellock.

On behalf of the Edwardsville Rotary Club, it is my honor to request the date(s), and new location for our 16th Edwardsville Rotary Criterium Festival.

Last year we explored the possibility of the attached course and use of City Park for the Criterium. Due to the fact construction did not prohibit the use of the "normal" course route, and unexpected detour cost, we returned and had a successful 2025 race. With Main St construction, and our normal Entertainment Zone area to be under construction, we request the use of the new course and the use of City Park.

Speaking on behalf of the Edwardsville Rotary Club, I believe the City Park will provide a vibrant location for the heart of this event. Many services are already there needed to conduct such a large endeavor. The course will provide racers a flat track with wide turns. The start/finish line will be near the Ryan Garbs Gold Star Memorial. This will be a great spectator viewing spot. Racing will run counter clockwise. Many light towers will be rented.

I have updated the request for an Open Container Perimeter and attached a map. I would like the ability for downtown bars and restaurants to experience the Criterium and their patrons to be able to leave their establishment with an alcoholic beverage during Criterium hours. It is requested that anyone leaving an establishment with a beverage do so with a plastic cup for the safety of the racers.

Ingress/Egress on this course is recommended at Main/Park and we request police presence at this critical spot. Residential and business specific traffic will not be prevented from entering or leaving the closed course. But it will be done so with the strictest of safety and monitoring. We are requesting that general public parking be excluded from the middle of the course to reduce the volume of cars crossing Main/Park. We will have volunteers at this location assisting the Police.

The Kids Zone will be located on the grass of City Park providing an improved experience versus a parking lot. The five free Kids Races, always a highlight of the Criterium, will continue. Last year we introduced the Community Ride, and it too continues. Our event will once again be the final stop for the Illinois Cup series.

Park Street will provide a great setting for the Entertainment Zone food and beverage services. (Need closed Friday, August 14th) Robert "Chick" Fritz will handle the alcohol beverage trailer. We will have an ID/payment tent next to their trailer with basset trained volunteers. There will be food trucks/vendors who will abide by all necessary requirements. Please see the Special Event Permit Application for information about the Criterium Pre-Party in City Park. It is a Criterium kickoff event and City summer music finale. Band plays from 6:00 p.m. to 10:00 p.m. With the many Criterium use tents to be set Friday the 14th, the Park St vendors can also setup during the day Friday. This will be a great use of the Park rather than let it sit empty that night. We think the public will love the Friday concert.

The proposed 2026 Criterium schedule for Saturday, August 15:

Roads closure	11:00 a.m.
First race	2:00 p.m.
Racing ends	10:30 p.m.
Entertainment Zone Ends	11:00 p.m.
Streets re-open goal	Midnight

I welcome your questions.

Sincerely,

Brian Mulhall

Race Director, 2026 Edwardsville Rotary Criterium Festival



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Edwardsville Rotary Criterium Festival
(please provide final and full name of event)

Date Requested for Event 08 / 15 / 2026 Nature of Event Cycling, Family, Entertainment, Fundraiser

Applicant Name Brian Mulhall Age 63 Date of Birth 10 / 31 / 1962

Daytime Contact # ([REDACTED]) Email: [REDACTED]

Business/Organization Name Edwardsville Rotary Club IRS 501(c) Tax Exempt # [REDACTED]

Address PO Box 593 City/State/Zip Edwardsville/IL/62025

Office Contact # () - Email:

Additional Responsible Parties: Name Phone/Email

Name Phone/Email

EVENT SPECIFICS

Total Reservation Time 11 : 00 a.m. / p.m. TO 12 : 00 a.m. / p.m. (Include set up and tear down)

Actual Event Time 2 : 00 a.m. / p.m. TO 11 : 00 a.m. / p.m.

Expected # of attendees 5,000

Purpose of Event Fundraiser for Edwardsville Rotary Club

Please provide a full description of your event in detail (REQUIRED).

Professional and amateur cycling races on a closed course in Downtown Edwardsville. This is the 16th Criterium. It is considered a great community event with something for most everyone. There will be a Kids Zone on the grass of City Park. The free Kids Races will take place around the dinner hour and are considered a highlight of the festival. The Community Ride returns which allows the public to take a few laps around the course. There will be food and beverages on Park St. and live music on the band stage. Night racing is back with the final two races taking place after sunset. As an **added event** this year, the Criterium will partner with the City of Edwardsville for a **Pre-Criterium Party In The Park** on the evening of Friday, August 14th. Food and beverage will be sold on Park St coordinated by the Edwardsville Rotary. This will be the last in a series of 2026 Friday Summer Musicals. Profit from the Criterium goes to the Edwardsville Rotary Club for their grants, scholarships and service projects. In the 24-25 Rotary year the club donated \$130,000 toward mostly Madison County need. The Criterium helps pave the way for this giving.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park

Leclaire Park _____

Vadalabene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use

_____ Security Fence

Trash Cans

City Barricades

_____ Sidewalk Closure

Vendors

Electricity

Street Closure

_____ Water Usage

Restrooms

Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables

_____ Carnival Rides

_____ Decorations/Signs/Display

Port-a-pots

Tents

Other (Specify) _____

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

We check IDs for the purchase of tokens and a wrist band (provided) must be worn to purchase and alcoholic beverage.

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city's website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (Page 10)

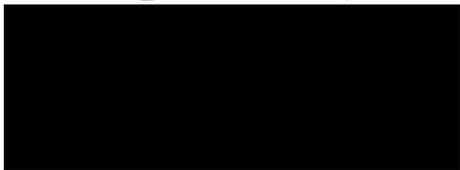
All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature



1/22/2026

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.

EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

BMA **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

BMA In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

BMA Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

BMA **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

B/M

Charges For Use of City Equipment. The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

B/M

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Potential Charges For The Use of Electrical Services. The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

B/M

Commercial Events Donation Requirement. All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

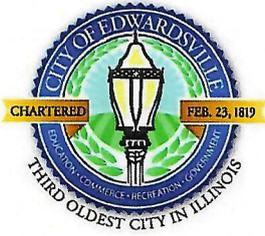
If NO, Name of Charity _____

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2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

BM I am over 21 years of age.

BM I agree to adhere to all policies set forth by the City of Edwardsville.

BM I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

BM All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____

Date 1/22/2026

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

2026 Edwardsville Rotary Criterium - Open Container Areas



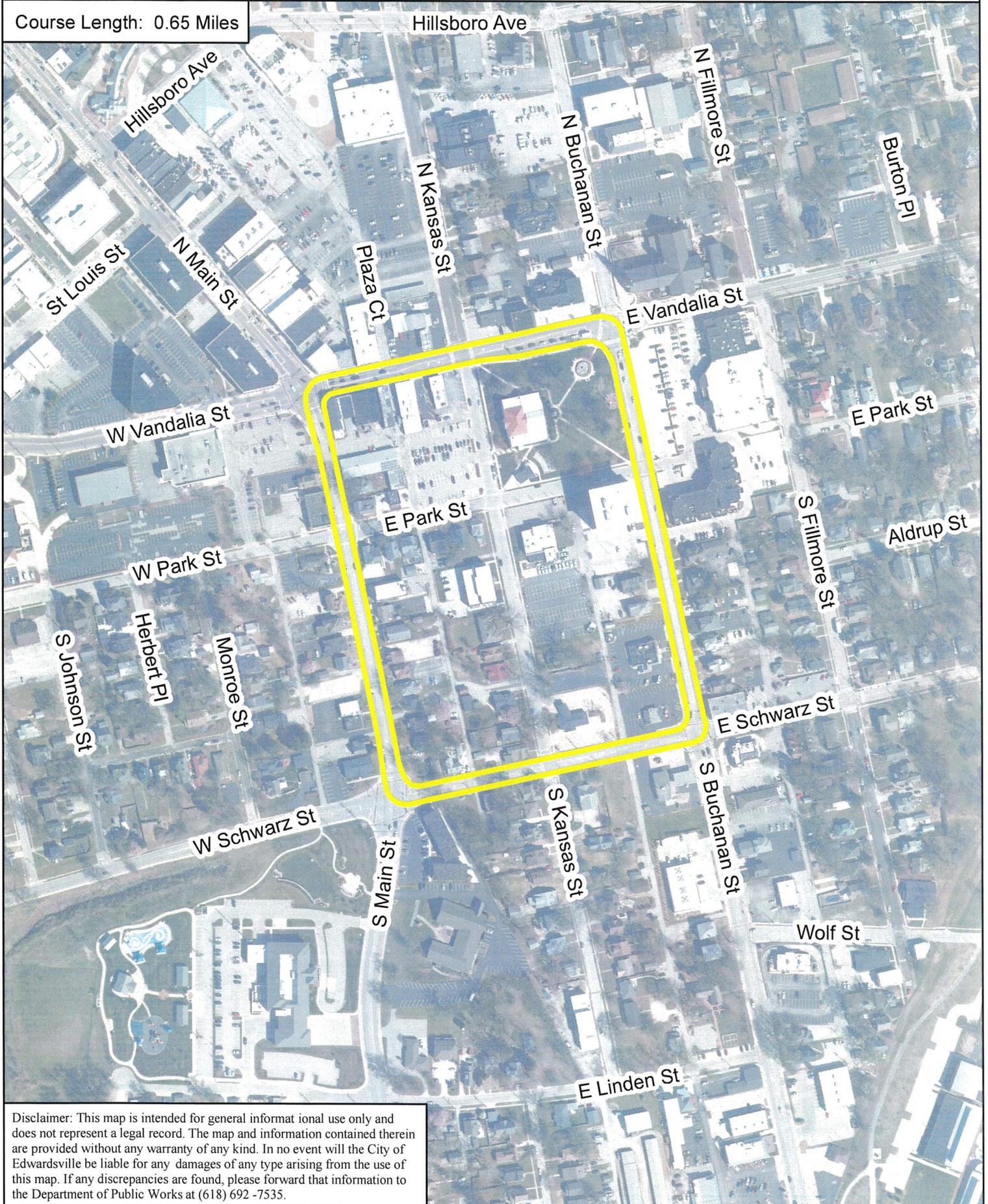
 Open Container Areas
(Permitted During Event)



Disclaimer: This map is intended for general informational use only and does not represent a legal record. The map and information contained therein are provided without any warranty of any kind. In no event will the City of Edwardsville be liable for any damages of any type arising from the use of this map. If any discrepancies are found, please forward that information to the Department of Public Works at (618) 692-7535.



Course Length: 0.65 Miles



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Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Unity Fest 2026
(please provide final and full name of event)

Date Requested for Event 09/26/26 Nature of Event Community celebration

Applicant Name Jesse Allen Age 53 Date of Birth 06/17/1972

Daytime Contact # [redacted] Email: [redacted]

Business/Organization Name Edwardsville Unity IRS 501(c) Tax Exempt # [redacted]

Address P.O. Box 575 City/State/Zip Edwardsville, IL 62025

Office Contact # (618) 960-3431 Email: ssocialschool@gmail.com

Additional Responsible Parties: Name Jamal McLaughlin Phone/Email [redacted]

Name Alex Bertrand Phone/Email [redacted]

EVENT SPECIFICS

Total Reservation Time 8:00 (a.m.) p.m. TO 6:00 a.m. / (p.m.) (Include set up and tear down)

Actual Event Time 11:00 (a.m.) p.m. TO 4:00 a.m. (p.m.)

Expected # of attendees 2,000

Purpose of Event Celebration of our common humanity

Please provide a full description of your event in detail (REQUIRED).

Unity Fest includes interfaith prayers, diverse performers and powerful speakers in an effort to promote racial, religious and cultural harmony. The event is fun, family friendly and completely free to the community.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____

Leclaire Park

Vadalabene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use

_____ Security Fence

Trash Cans

_____ City Barricades

_____ Sidewalk Closure

_____ Vendors

Electricity

_____ Street Closure

Water Usage

Restrooms

_____ Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables

_____ Carnival Rides

Decorations/Signs/Display

Port-a-pots

Tents

Other (Specify) _____

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city's website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

If yes, please note and follow all of the following:

Food trucks must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event. If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a **Temporary Food Event Coordinator Information Sheet** at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. **Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.** If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (Page 10)

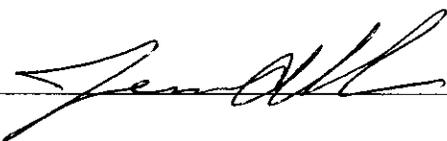
All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

All performances will be kept at an acceptable volume to the Leclair neighborhood. This is year #5 and as far as I know, there have been no complaints.

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature 

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.

EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

JA

An application fee of \$250 shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

JA

In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

JA

Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

JA

Charges for Use of City Personnel (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

JA

Charges For Use of City Equipment. The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

JA

Contractor Usage and Fees. At the City's discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.

JA

Potential Charges For The Use of Electrical Services. The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

JA

Commercial Events Donation Requirement. All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

I am over 21 years of age.

I agree to adhere to all policies set forth by the City of Edwardsville.

I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____

Date 12/19/25

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

Leclaire Park

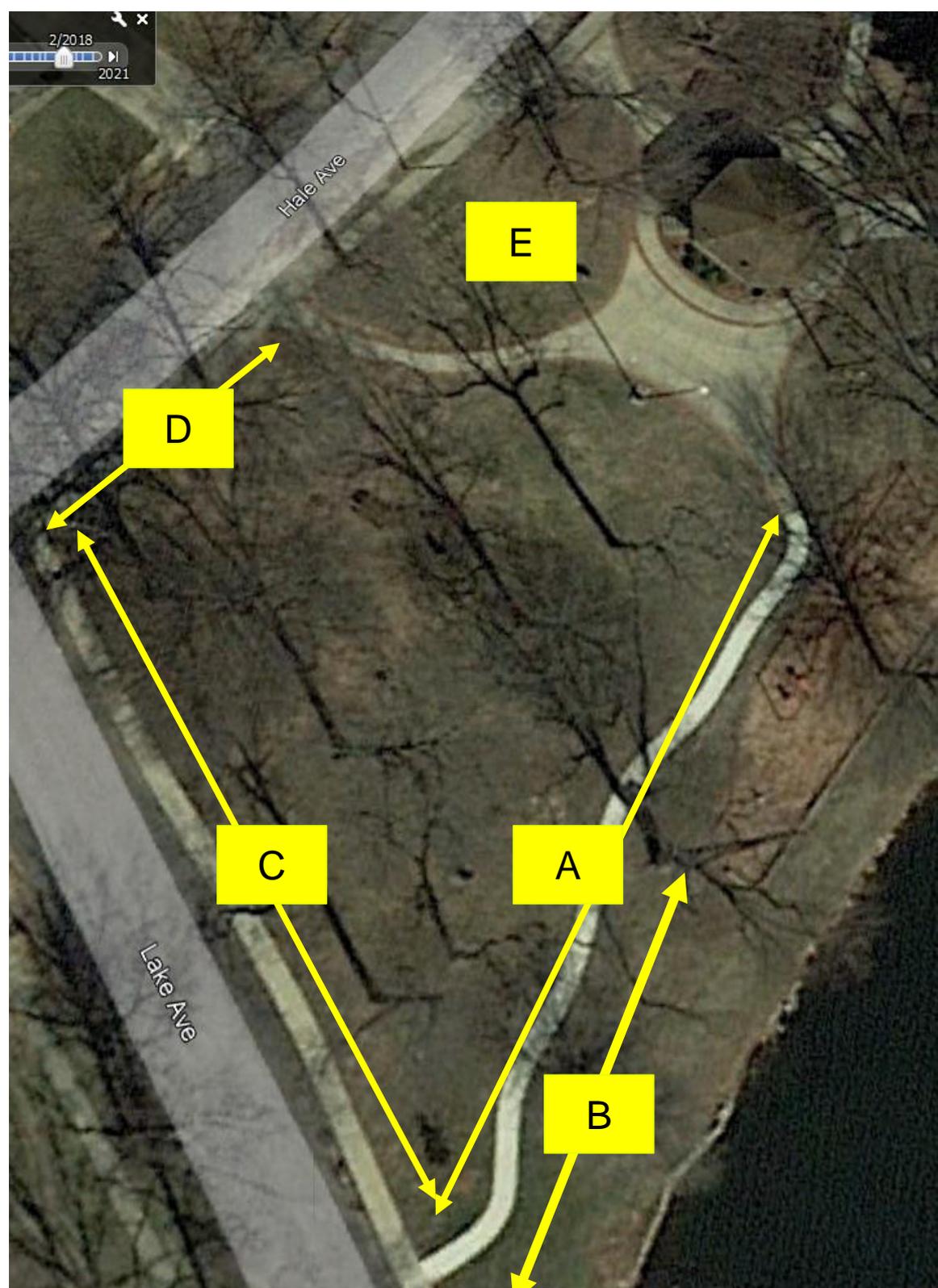
- **North Pavilion 10x20 ft**
 - Panel Discussion
- **“Beach” lawn 30 ft**
 - Family Yoga, toys
- **Audience area**
- **Welcome Table**
- **Bandstand 30 ft**
 - Prayers
 - Speakers
 - Performers
- **Booth area**
- **East Pavilion 20x30 ft**
 - East Lawn 50x50 ft



Booth space

Zone	Leng (ft)	Booths
A	170	14
B	88	7
C	150	12
D	60	5
E	118	9

Bandstand 30 ft wide
Concrete in front 20x40 ft
Lawn approx 100x100 ft.



Booth space

1. First Baptist
2. Unitarian church, Alton
3. church 3
4. church 4
5. Baha'i Faith
6. Islamic Center of Edwardsville?
7. Racial Harmony
8. NAACP Edwardsville
9. Fuller Dome
10. District 7 - groups info
11. YMCA?
12. Edwardsville Library?
13. Edwardsville Community Foundation?
14. Children's Museum?
15. Happy Up Toys
16. Edwardsville Police?
17. Watershed?
18. SIUE - Diversity & Inclusion?





Sandwich event board



Large event banner on poles or attached to fence



Large event banner on poles or attached to tree



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER JOE D DEVARY (24391) 128 WEST ST EDWARDSVILLE, IL 62025-0000	CONTACT NAME: JOE D DEVARY PHONE (A/C No. Ext): 618-288-6565 E-MAIL ADDRESS: JOE.DEVARY@COUNTRYFINANCIAL.COM	FAX (A/C No): 618-659-7495	
	INSURER(S) AFFORDING COVERAGE INSURER A: COUNTRY Mutual Insurance Company		NAIC # 20990
INSURED 4049913 EDWARDSVILLE UNITY NFP PO BOX 575 EDWARDSVILLE, IL 62025	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			AB9367675	6/16/2025	6/16/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			AB9367675	6/16/2025	6/16/2026	COMBINED SINGLE LIMIT (Ea accident)	\$
				Covered on Gen Liab			BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			N / A			WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

POLICY INFORMATION:

HIRED AUTOS LIMIT AND NON-OWNED AUTOS LIMIT ARE INCLUDED IN THE EACH OCCURRENCE LIMIT AND GENERAL AGGREGATE LIMIT OF THE GENERAL LIABILITY

CERTIFICATE HOLDER

CITY OF EDWARDSVILLE
 118 HILLSBORO AVE
 EDWARDSVILLE, IL 62025

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Edwardsville Book Festival
(please provide final and full name of event)

Date Requested for Event 10 / 3 / 2026 Nature of Event Celebration of books and reading

Applicant Name Katherine Rose Age _____ Date of Birth ____/____/____

Daytime Contact # (618) 692-7556 Email: Katheriner@edwpl.org

Business/Organization Name Edwardsville Public Library IRS 501(c) Tax Exempt # _____

Address 112 S. Kansas St. City/State/Zip Edwardsville, IL 62025

Office Contact # (618) 692-7556 Email: Katheriner@edwpl.org

Additional Responsible Parties: Name Diana Sussman Phone/Email dianas@edwpl.org

Name Greg Kessler Phone/Email gregk@edwpl.org

EVENT SPECIFICS

Total Reservation Time 6 : 30 (a.m./p.m.) TO 4 : 00 a.m. (p.m.) (Include set up and tear down)

Actual Event Time 9 : 00 (a.m./p.m.) TO 2 : 00 a.m. (p.m.)

Expected # of attendees 1000

Purpose of Event To bring the community together to enjoy books + share the joy of reading and writing.

Please provide a full description of your event in detail (REQUIRED).

Local and regional authors will be invited to attend as well as new and used book sellers. Book-related craft vendors will also be invited and food trucks will be available to give people an opportunity to purchase food.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park X

Leclaire Park _____

Vadalabene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

X Bandstand Use

_____ Security Fence

X Trash Cans

X City Barricades

_____ Sidewalk Closure

_____ Vendors

X Electricity

X Street Closure

_____ Water Usage

X Restrooms

_____ Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Park St, between Buchanan and Kansas St. closed by 7AM + through the event

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables

_____ Carnival Rides

_____ Decorations/Signs/Display

_____ Port-a-pots

_____ Tents

Other (Specify) _____

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
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- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

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If yes, please note and follow all of the following:

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- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:
 - City of Edwardsville
 - Parks Department
 - 118 Hillsboro, PO Box 407
 - Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
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- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** *(Page 10)*

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

Will use speakers to play Streamed music.

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature_  _____

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



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KR I agree to adhere to all policies set forth by the City of Edwardsville.

KR I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

KR All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____

Date 12/9/2025

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name "Living History Days - Chautauqua"
(please provide final and full name of event)

Date Requested for Event 10 / 4 / 26 Nature of Event Educational

Applicant Name Madison Co. Hist. Soc. Age _____ Date of Birth ____/____/____

Daytime Contact # [REDACTED] Email: shansen@siue.edu

Business/Organization Name Madison County Historical Society IRS 501(c) Tax Exempt # [REDACTED]

Address 801 N. Main City/State/Zip Edwardsville, IL 62025

Office Contact # () _____ - _____ Email: shansen@siue.edu

Additional Responsible Parties: Name Stephen Hanson Phone/Email [REDACTED]

Name Fred Faust Phone/Email [REDACTED]

EVENT SPECIFICS

Total Reservation Time 12 : noon a.m. / p.m. TO 4 : 30 a.m. (p.m.) (Include set up and tear down)

Actual Event Time 1 : 00 a.m. (p.m.) TO 4 : 00 a.m. (p.m.)

Expected # of attendees 250

Purpose of Event Educational

Please provide a full description of your event in detail (REQUIRED).

The Chautauqua is a program designed to bring Madison County history to life through re-enactors, demonstrations, and activities. The program will offer live music and early pioneer re-enactors.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park

Leclaire Park _____

Vadalabene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use

_____ Security Fence

Trash Cans

_____ City Barricades

_____ Sidewalk Closure

_____ Vendors

Electricity

_____ Street Closure

_____ Water Usage

Restrooms

_____ Traffic Control

_____ Lake Use

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables

_____ Carnival Rides

_____ Decorations/Signs/Display

_____ Port-a-pots

_____ Tents

Other (Specify) _____

Event Has Alcohol? YES NO

How will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city's website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

Food trucks must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event. If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served. There is no fee for this application. Event coordinator must contact the Madison County Health

Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES, NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*
- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.

- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (Page 10)

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

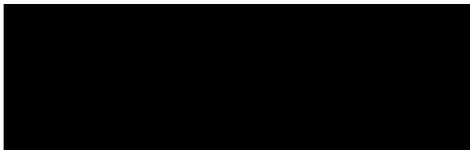
Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

There will be 3 live musical performances
during the afternoon

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature _____



If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.

EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

 AH **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

 AH In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

 AH Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

 AH **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

AA **Charges For Use of City Equipment.** The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

AA **Contractor Usage and Fees.** At the City's discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.

AA **Potential Charges For The Use of Electrical Services.** The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

AA **Commercial Events Donation Requirement.** All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

SH I am over 21 years of age.

SH I agree to adhere to all policies set forth by the City of Edwardsville.

SH I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

SH All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature

[Redacted Signature]

Date 1 / 27 / 26

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

Madison County Historical Society
LIVING HISTORY DAYS
Event Planning Guide

Who Are You?

The Madison County Historical Society (MCHS) is a private non-profit 501.c.3 organization. The MCHS purpose is to “open doors” to history through its library, museum, and educational programs. Its activities include a newsletter, speaker series, educational programs, online exhibits, and a variety of other public educational programs designed to preserve our history and inform the public about Madison County’s rich and diverse history. More information can be found at www.madcohistory.org.

Purpose of Event

MCHS “Living History Days - Chautauqua” is a program designed to bring Madison County history to life through re-enactments, demonstrations, and activities. The purpose of the event is to provide the public with an engaging educational program.

What Are You Planning?

“Living History Days - Chautauqua” will offer activities on Sunday, October 4th at City Park. The Chautauqua will feature live music from the Edwardsville High School, and re-enactors portraying historic figures.

What does this event offer the community?

MCHS “Living History Days - Chautauqua” offers the community an entertaining way to engage with its history. Attendees can learn about our shared past while learning important aspects about our history.

Event dates and hours

The Chautauqua will be on Sunday, October 4th, from noon until 4:30 at City Park.

Set up/tear down

MCHS will be responsible for set up and tear down. For the Chautauqua, MCHS will require the bandstand and bathrooms to be opened. We will need electrical

access for our sound system. We will also need additional trash and recycling barrels.

We do not expect any special challenges for set up or tear down.

Clean up

MCHS will be responsible for clean up.

Fire Safety

No special fire safety needs are required.

Insurance

MCHS will have \$2 million liability insurance.

Beer

MCHS will sell beer from the concession stand. Liquor Permit is pending.

Police

Because of the nature of these events, MCHS does not anticipate needing special police presence. However, MCHS will consult with the Edwardsville Police Department to make a final determination.

Port-a-pots

None required.

Trash

We request trash and recycling barrels.

Parking

We will use the municipal lot on Kansas and street parking for the Chautauqua at City Park.

Vendors

We will invite food trucks.

Fencing

None.

First Aid

No special arrangements are needed.

Lay-out

See attached map for City Park for the Chautauqua.

Noise

There will be amplification for sound and music at the Chautauqua in City Park.
The event will be completed by 4 p.m.

Food

MCHS will be selling beverages.

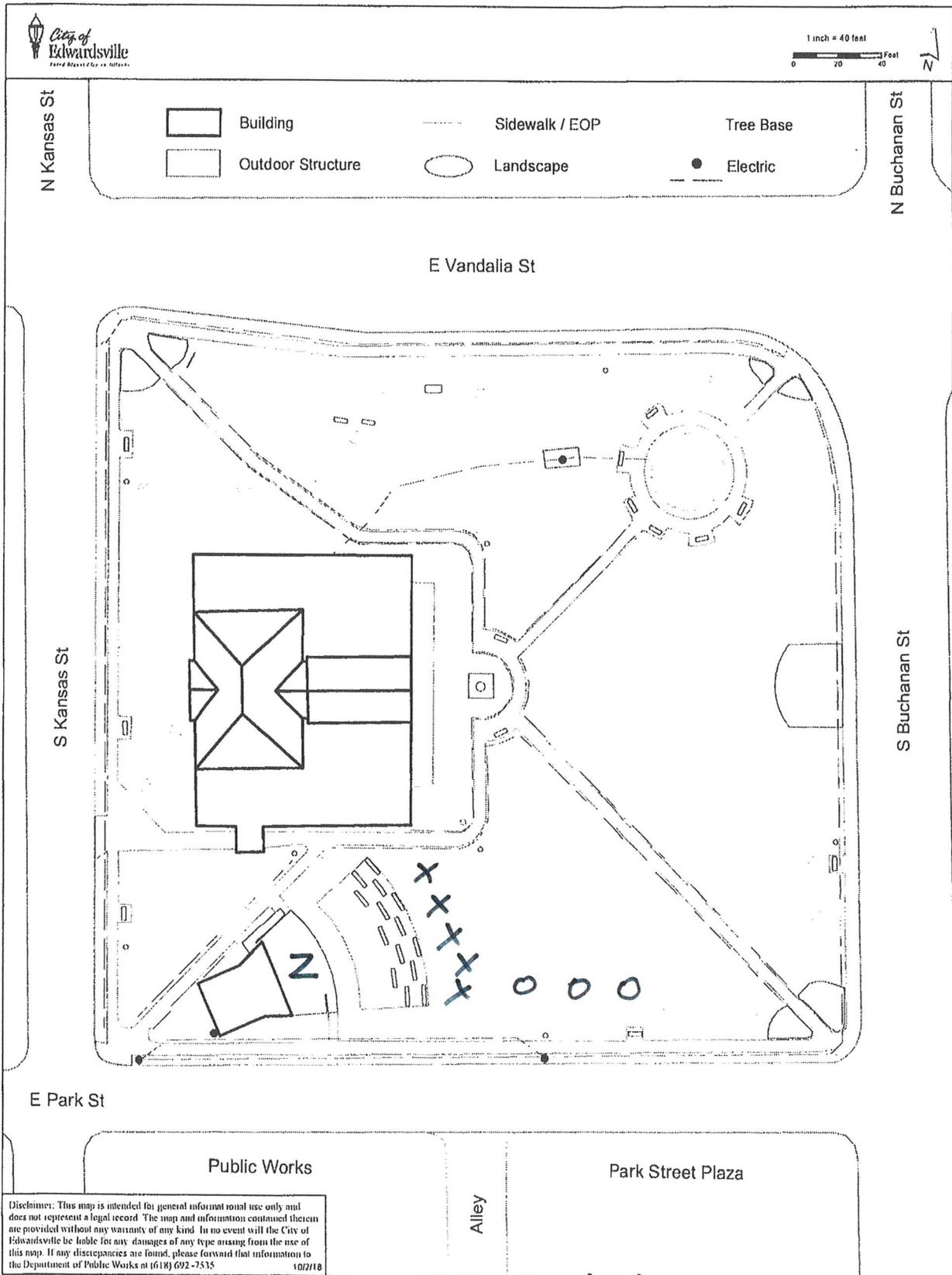
Street Closure

None required.

Special Effects

None.

2026 Living History Days - Chautauqua



x = extra chairs
 o = info tents
 2 = performers



Special Event

Permit Application

All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name

Wags at Watershed

(please provide

final and full name of event)

Date Requested for Event 11 / 7 / 26 Nature of Event Fundraiser

Applicant Name Patty Barney Age 57 Date of Birth 1 / 30 / 1969

Daytime Contact # ([REDACTED]) Email: development@partnersforpetsil.org Business/Organization

Name Partners for Pets Humane Society IRS 501(c) Tax Exempt # [REDACTED]

Address: 9136 Lower Marine Rd City/State/Zip St Jacob, IL 62281

Office Contact # (618) 540-7387 Email: info@partnersforpetsil.org

Additional Responsible Parties: Name _____ Phone/Email _____

Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time 8 : 30 a.m. / p.m. TO 11 : 30 a.m. / p.m. (Include set up and

tear down) Actual Event Time 8 : 00 a.m. / p.m. TO 11 : 00 a.m. / p.m.

Expected # of attendees 100

Purpose of Event Raise funds to support abandoned pets in Madison County

Please provide a

full description of your event in detail (REQUIRED).

A memorial community dog walk honoring Dr. Brent Leh. Community members register to walk their dog(s) to raise money for Partners for Pets shelter mission of saving abandoned pets in our county. Partners for Pets will have an informational tent and some adoptable pets.

1

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____	Leclaire Park _____	Vadalabene Fields _____
Joe Glik Park _____	Leon Corlew Park _____	Winston Brown Fields _____

Other: Watershed _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

<input type="checkbox"/> Bandstand Use	<input type="checkbox"/> Sidewalk	<input checked="" type="checkbox"/> Trash Cans
<input type="checkbox"/> City Barricades	Closure <input type="checkbox"/> Street	<input type="checkbox"/> Vendors
<input checked="" type="checkbox"/> Electricity	Closure <input type="checkbox"/> Traffic	Water Usage
<input checked="" type="checkbox"/> Restrooms		

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application-

(REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

- Inflatables Carnival Rides Decorations/Signs/Display Port-a-pots
- Tents

Other (Specify)

Event Has Alcohol? • YES • X NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

—

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

2

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You

can find the city approved food truck list on the city's website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a ***Temporary Food Event Coordinator Information Sheet*** at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? • YES • X NO

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

3

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a ***Temporary Food Event Coordinator Information Sheet*** at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. ***Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.*** If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City's Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting [https://www.cityofedwardsville.com/655/Food Trucks](https://www.cityofedwardsville.com/655/Food%20Trucks). If you get someone off of this list they will need to register with the city prior to your event. If you have

any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.

- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? • YES • X NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- **CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- **GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

4

- **PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- **GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- **ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (*Page 10*)

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? • XYES • NO Please note surrounding

residential areas and noise ordinance. Plans for bands or entertainment:

 We use a speaker for announcements

—

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature Patty Barney

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



EVENT APPLICATION APPROVAL TIMELINE

The Recreation, Arts & Special Events Board (R.A.S.E.) meets on the 1st Tuesday of the month. Meeting location alternates between a few different locations such as City Hall, R.P. Lumber Center, and the Wildey Theater, starting at 5:00 pm.

Applications for community events will be reviewed and taken action upon at this time.

All requesting parties are encouraged to attend the meeting to answer questions. **Any new special events going through RASE Board are REQUIRED to have a representative present at the meeting.**

_____PB_____ **Commercial Events Donation Requirement.** All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property. **Applicant is a Not-For-Profit? • X YES • NO**

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.

8

9

10



Special Event Grant

About the Program

All applications and supporting materials must be submitted to the park office or scanned and emailed to gpellock@cityofedwardsville.com 7 work days prior to the meeting in order to be included on the agenda.

Please allow a minimum of eight (8) weeks for processing the request. If the event closes a state highway, please allow a minimum of twelve (12) weeks for processing the request.

R.A.S.E. BOARD MEETING SCHEDULE 2026

January 6, 2026 Due December 26, 2025 (Events in March or After) February 3, 2026 Due January 23, 2026 (Events in April or After) March 3, 2026 Due February 20, 2026 (Events in May or After) April 7, 2026 Due March 27, 2026 (Events in June or After) May 5, 2026 Due April 24, 2026 (Events in July or After) June 2, 2026 Due May 22, 2026 (Events in August or After) July 7, 2026 Due June 26, 2026 (Events in September or After) August 4, 2026 Due July 24, 2026 (Events in October or After) September 1, 2026 Due August 21, 2026 (Events in November or After) October 6, 2026 Due September 25, 2026 (Events in December or After) November 3, 2026 Due October 23, 2026 (Events in January 2027 or After) December 1, 2026 Due November 20, 2026 (Events in February 2027 or After)

Once the event is approved by the R.A.S.E. Board, it will then go to the next approval

process. 1. Administrative & Community Services Committee (ACS)

2. Edwardsville City Council - First and third Tuesday of the month.

Upon official approval by the City Council, notification of approval will be sent to the applicant.



EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.) ___PB_____ **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and

discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

PB In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

PB Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

___PB___ Charges for Use of City Personnel (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

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___PB___ Charges For Use of City Equipment. The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

_PB Contractor Usage and Fees. At the City's discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.

___PB___ Potential Charges For The Use of Electrical Services. The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

_____PB_____ **Commercial Events Donation Requirement.** All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property. **Applicant is a Not-For-Profit? • X YES • NO**

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.

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Special Event Grant

About the Program



HOLD HARMLESS AGREEMENT THE APPLICANT IS

RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

I am over 21 years of age.

I agree to adhere to all policies set forth by the City of Edwardsville.

I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature Patty Barney Date 1 / 15 / 26

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.



Wags @ Watershed Memorial Dog Walk

● Start & Finish Lines / Information Table

■ Walker's Path

January 27, 2026
 RASE Board Report
 Jeremy Dempsey
 Sports and Recreation Coordinator

Updates

Sports Leagues	
Sports Registration	We opened spring sports registration for 2026 on January 1st. We will open summer sports registration on March 1st.
Youth Basketball	We ended up having over 120 registrations for our Co-Ed Rookies, 2nd/3rd, and 4th/5th grade boys basketball programs, and those seasons will wrap up next week.
Adult Basketball	Our winter session of adult basketball started the week of January 18th, with games on Wednesdays for our competitive division and Thursdays for our recreational division.
Plummer Family Park	
Rentals	We opened our rentals for our 2026 season on January 12th for residents and on January 14th for non-residents.
Start of the Season	We start our weeknight rentals on February 16th with Glen Ed soccer kicking off their season.
Tournament Season	We kick off the Plummer Tournament season on February 28th with Wash U Women's Ultimate Frisbee. Over the course of the 2026 season, we will be hosting over 30 tournaments.

- We are in the process of hiring a few more staff members to join our Team for the 2026 season.
- We will be hosting trainings for our new staff on February 21st, with on-the-job training for all staff starting the following weekend at the Wash U Women's Ultimate Frisbee tournament.

February 3, 2025
 RASE Board Report
 Grace Pellock
 Special Events and Activities Report

Updates

Event Recap	
Winter Market Festival	We had another successful Winter Market Festival. We had amazing weather which made for a great turnout for the day! We had a total of around 65 vendors show up.
Yoga	Starting in January, yoga instructor Donna Bartley is hosting a free yoga class at the Wildey Theatre every Tuesday till May. The program has had HUGE attendance. An average about 80 people per night so far!
Upcoming Events	
Daddy Daughter Dance	The dance will be taking place on Valentine’s Day Weekend, Friday, February 13, Saturday, February 14, and Sunday, February 15. We are completely sold out for Friday and Saturday and currently have 90 people signed up for Sunday night. Participants will get to enjoy a DJ, photo booth, food, and friendship bracelet making!
Other Summer Prep	Bands for summer concerts have been finalized as well as the summer movie line-up. Route 66 planning is well underway! Festival bands are finalized, kids zone activities are booked, vendor applications are out, and car show changes are in the works

February 3, 2026
 RASE Board Report
 Amanda Prior-Alton
 Wildey Theatre

Updates

Winter Recap	
Notable Concerts	Two sold out nights with Anthology, Breakfast in America & Hard Promises, Don Was & PanDetroit Ensemble, Peter Mayer, Gary Hoey, Infatuation and Dueling Pianos were well attended
Private Events	We hosted 8 private parties in the event spaces and 2 private movies
Community Events	Three sold out showings of White Christmas (FOW fundraiser), Sold out Opera Edwardsville Performance, Municipal Band Holiday Show, Resuming Tuesday night Yoga, hosted Great Rivers and Routes Meeting
Upcoming Events	
Notable Concerts	John Waite, Dailey & Vincent, Chris Cain, Dogs of Society, Texas Flood
Private Events	February has 4 private events and Daddy/Daughter Dance scheduled
Building Improvements	We are about halfway through the lobby renovation project, bought 2 new remote operated spotlights and new movie projector.

RP Lumber Center Updates

Programming	
Learn to Skate	202 participants in current session. Homeschool class has grown from 2 to 12 participants with growing interest
Hockey	High school hockey playoffs are set to begin. Spring season schedule is in the works with partnership with East Alton Ice arena and Elite hockey
Figure Skating	St Louis was host site for figure skating championships. 5 rink skaters were chosen to be "sweepers" for the event.
Special Events	Tentatively booked Texas Roadhouse Meat cutting competition in October.