



Meeting Date: March 3

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. February 3, 2026 - Regular Meeting Minutes
- IV. **EVENTS & FACILITIES REQUEST**
 - A. Cystic Fibrosis Charity Walk – Metro East Great Strides (Sunday, May 3)
 - B. Goshen Market – Goshen Market Foundation (Saturday, May 9-October 17)
 - C. Bonifest – St. Boniface Church (Friday, May 22 & Saturday, May 23)
 - D. Bonifest Run – St. Boniface Church (Saturday, May 23)
 - E. Watershed Endurance Run – Final Lap Racing (Saturday, August 8)
 - F. Edwardsville Art Fair – Edwardsville Art Center (Friday, September 25-Sunday, September 27)
 - G. Leclaire Parkfest – Friends of Leclaire (Saturday, October 18)
- 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
February 3, 2026**

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 in Council Chambers. Members in attendance at City Hall were Lauren Szakielo, Josh Fark, and Tanner Alexander.

Parks staff in attendance at City Hall included Nate Tingley, Grace Pellock, Jeremy Dempsey, Phil Zamora, Amanda Prior-Alton, and Lydia Bond.

Lt. Michael Lybarger, Adam Davis, and Stephen Hanson were also in attendance.

- II. Please note that the special event application, Wags at the Watershed, was added to the agenda after it was posted.

- III. Minutes read from the October meeting –

Tanner Alexander motioned to approve the minutes as written, and Josh Fark seconded the motion. The minutes were approved as written.

Events and Facilities Requests:

Earth Day – Nature Preserve Foundation (Saturday, April 19):

Adam Davis presented the Earth Day special event application on behalf of the Nature Preserve Foundation.

The only significant change to the application is a community bike ride instead of their usual 5K run. The estimated start time is 8:30 AM, and the estimated end time is 12:00 PM.

Motion to approve (Szakielo) Earth Day, seconded (Alexander), and voted all ayes to forward to ACS.

Celebrating the Spirit of 1776 – Madison County Historical Society (Sunday, June 28):

Stephen Hansen presented the Celebrating the Spirit of 1776 special event application on behalf of the Madison County Historical Society.

The MCHS and EPL will provide a program to celebrate the 250th anniversary of the Declaration of Independence. Reenactments will portray Benjamin Franklin and Abigail Adams on the bandstand in City Park. The estimated start time is 1:30 PM, and the estimated end time is 3:30 PM.

Motion to approve (Fark) Celebrating the Spirit of 1776, seconded (Szakielo), and voted all ayes to forward to ACS.

Edwardsville Rotary Criterium – Edwardsville Rotary (Friday, August 14 and Saturday, August 15):

Nate Tingley presented the Edwardsville Rotary Criterium special event application on behalf of the Edwardsville Rotary.

Changes to the application include the addition of a Pre-Criterium Party in the Park on Friday evening. This new addition will feature a live concert at the bandstand alongside various food and beverage trucks to kick off the weekend festivities. Saturday's races have an updated course that will begin on South Buchanan Street, proceed with a left turn onto E. Vandalia Street, followed by a left onto South Main Street, a left onto East Schwarz Street, and a final left turn to return to the starting point on South Buchanan Street.

Motion to approve (Szakielo) Edwardsville Criterium, seconded (Fark), and voted three ayes and one nay to forward to ACS.

Unity Fest – Edwardsville Unity (Saturday, September 26):

Grace Pellock presented the Unity Fest special event application on behalf of Edwardsville Unity. There were no significant changes to the application from previous years.

Motion to approve (Fark) Unity Fest, seconded (Alexander), and voted all ayes to forward to ACS.

Edwardsville Book Fair – Edwardsville Library (Saturday, October 3):

Grace Pellock presented the Edwardsville Book Fair special event application on behalf of the Edwardsville Library. There were no significant changes to the application from previous years.

Motion to approve (Alexander) Edwardsville Book Fair, seconded (Szakielo), and voted all ayes to forward to ACS.

Living History Day – Madison County Historical Society (Sunday, October 4):

Steve Hansen presented the Living History Day special event application on behalf of the Madison County Historical Society. There were no significant changes to the application from last year.

Motion to approve (Alexander) Living History Day, seconded (Fark), and voted all ayes to forward to ACS.

Wags at the Watershed – Partners for Pets (Saturday, November 7):

Grace Pellock presented the Wags at Watershed special event application on behalf of Partners for Pets.

Wags at Watershed is a repeated event held at the Watershed. Community members will register to walk their dog(s) to raise money for Partners for Pets in honor of Dr. Brent Leh. Partners for Pets will have an informational tent and some adoptable pets. There were no significant changes to the application from last year.

Motion to approve (Fark) Wags at Watershed, seconded (Szakielo), and voted all ayes to forward to ACS.

IV. Recreation Report

Jeremy Dempsey gave the Recreation Report.

- a) Spring sports registration for the 2026 season successfully opened on January 1, with summer sports registration scheduled to follow on March 1.
- b) The youth basketball programs saw significant engagement this season, with over 120 participants enrolled across the Co-Ed Rookies and the 2nd through 5th-grade boys' divisions; these seasons are slated to conclude next week.
- c) The winter adult basketball session commenced the week of January 18, featuring competitive division games on Wednesdays and recreational play on Thursdays.
- d) The 2026 reservation calendar opened to residents of Edwardsville on January 12 and to non-residents on January 14.
- e) Weeknight rentals are set to begin on February 16, marked by the start of the Glen Ed soccer season.

- f) The tournament season at Plummer Family Park will officially kick off on February 28 with the Washington University Women's Ultimate Frisbee event.
- g) This marks the beginning of a busy 2026 schedule, as the facility prepares to host over 30 tournaments throughout the year.
- h) To support these expanded operations, the department is currently in the process of hiring additional staff members to join the team for the upcoming season.
- i) We will be hosting trainings for our new staff on February 21, with on-the-job training for all staff starting the following weekend at the Washington University Women's Ultimate Frisbee event.

V. Program Report

Grace Pellock gave the Program Report.

- a) We had another successful Winter Market Festival. The weather was nice, and we had 65 vendors come out that day.
- b) Free yoga at the Wildey Theatre started back in January, every Tuesday, and will run until May. The program has had great attendance with an average of about 80 people per night.
- c) Daddy Daughter dances will be taking place on Valentine's Day Weekend, Friday, February 13, Saturday, February 14, and Sunday, February 15.
- d) Tickets for both the Friday and Saturday evening dances are completely sold out. We currently have 90 people signed up for Sunday night. Participants will get to enjoy a DJ, photo booth, food, and friendship bracelet making.
- e) The lineup of bands for the summer concert series has been finalized.
- f) The schedule for our summer movie series has also been finalized.
- g) Planning for the Route 66 festival is progressing steadily. The musical lineup is now finalized, and all activities for the Kids Zone have been secured. Additionally, vendor applications have been distributed, and revisions to the car show format are currently being developed.

VI. R.P. Lumber Center Report

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

- a) The R.P. Lumber Center has had a high level of engagement in its skating programs, with the current "Learn to Skate" session reaching a total of 202 participants.
- b) In athletics, high school hockey playoffs are set to begin shortly, and the spring hockey schedule is currently being developed through a strategic partnership with the East Alton Ice Arena and Elite Hockey.
- c) The facility was also well-represented on a regional stage during the recent figure skating championships hosted in St. Louis, where five skaters from the rink were selected to serve as "sweepers" for the event.
- d) Looking ahead to the fall, the Center has tentatively booked the Texas Roadhouse meat-cutting competition for October 2026.

I. Wildey Theatre Report

Amanda Prior-Alton gave the Wildey Theatre Report.

- a) The Wildey Theatre had a successful start to the year, with January featuring two sold-out performances by Anthology, Breakfast in America, and Hard Promises.
- b) All three screenings of White Christmas as well as the Opera Edwardsville performance were sold out.
- c) The theatre also hosted the Municipal Band for a holiday show and facilitated eight private parties and two private movie screenings in its event spaces.
- d) The facility's schedule remains busy with Tuesday night yoga resuming and a lineup of upcoming performers, including John Waite, Dailey & Vincent, Chris Cain, Dogs of Society, and Texas Flood.
- e) February will host four private events alongside the well-loved Daddy-Daughter Dance.
- f) The theater is currently undergoing a lobby renovation project, which is halfway completed, and has recently upgraded its technical capabilities with the purchase of two new remote-operated spotlights and a high-definition movie projector.

II. Directors Report

Nate Tingley gave the Directors Report.

- a) The laborers have completed the removal of holiday decorations from the downtown area and City Park. In addition to seasonal snow removal, the labor team has focused on the repair and maintenance of vehicles and equipment, facility upkeep at Plummer Family Park, and various interior painting projects.
- b) Horticulture Coordinator Marc Miller continues to collaborate with the Edwardsville Enhancement Committee on strategic tree plantings and is currently working alongside Public Works to improve the Goshen island medians.
- c) Darin Lee, our Parks Superintendent, has been overseeing several key capital projects, including the resurfacing of the playground and ongoing concrete work at Springer Woods. Mr. Lee is also managing the procurement process for the all-abilities playground by securing concrete bids and establishing a construction timeline. Additional administrative focus is being directed toward ADA access quotes, the review of new park development plans, and City Park fountain plans.
- d) Director Nate Tingley is currently overseeing several infrastructure improvements at Richards Woods, with a primary focus on the development of parking facilities, restrooms, trails, and bridge work. In addition to these site projects, administrative efforts are being directed toward conducting internal employee evaluations and finalizing budget requests for the 2027 fiscal year. These tasks are being managed concurrently with ongoing planning sessions for new park developments.

Haroian adjourned the meeting at 6:06 PM.

The next meeting is scheduled for March 3rd, 2026.

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 Metro East, IL Cystic Fibrosis Foundation Great Strides Walk

(please provide final and full name of event)

Fundraising charity walk to raise awareness and funds so that we can get one step closer to curing cystic fibrosis

Date Requested for Event 05 / 03 / 26 Nature of Event to curing cystic fibrosis

Applicant Name Ali Reider Age 31 Date of Birth 07 / 25 / 1994

Daytime Contact # [REDACTED] Email: areider@cff.org

Business/Organization Name Cystic Fibrosis Foundation IRS 501(c) Tax Exempt # [REDACTED]

Address 10900 Manchester Road, Suite 206 City/State/Zip Kirkwood, MO 63122

Office Contact # [REDACTED] Email: gateway@cff.org

Additional Responsible Parties: Name Anna McCloud Phone/Email [REDACTED]

Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time 7 : 30 a.m. / p.m. TO 3 : 00 p.m. a.m. / p.m. (Include set up and tear down)

Actual Event Time 10 : 00 a.m. a.m. / p.m. TO 2 : 00 p.m. a.m. / p.m.

Expected # of attendees 350

Purpose of Event Charity fundraising walk for local CF Community. We will walk together to bring hope and joy to those affected by CF and work towards a future where everyone can breathe easier.

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

Participants will arrive and turn in any funds they might have and check in with our volunteers starting at 10 a.m., breakfast and visit with our sponsors. At ~10:45 a.m. we will have a quick ceremony and start the walk. They will have the option to walk 1.5 or 3 miles. The route started/ended in the Watershed Nature Center parking lot and circled the lake along the trails. It is a casual walk with strollers and leashed dogs, not a timed event or race. The parking lot was set-up with 10x10 tents for our teams to congregate and sponsors to distribute information. Our registration tent is a 20x20 rental. We have an inflatable archway that is set-up at the start that needs electric.

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 Nature Center

(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:

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.)

 AM **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.

 AM 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.

 AM 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.

AM **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.

_____AM_____ **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.

AM **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.

_____AM_ **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.

AM_ **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

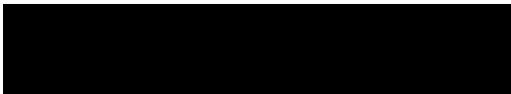
THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

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 2 / 24 / 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.



Special Event Permit Application



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

Event Name The Land of Gshen Community Market
(please provide final and full name of event)

Date Requested for Event 5/9/26-10/17/26 Nature of Event Farmers Market

Applicant Name Ann Herrington Age 46 Date of Birth 11/22/1979/

Daytime Contact # [REDACTED] Email: ann@goshenmarketfoundation.org

Business/Organization Name Goshen Market Foundation IRS 501(c) Tax Exempt # [REDACTED]

Address P O Box 1030 City/State/Zip Edwardsville, IL 62025

Office Contact # (618) 515 - 5681 Email: info@goshenmarket.org

Additional Responsible Parties: Name Sherrie Hickman Phone/Email [REDACTED]

Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time 6 :00 am a.m. / p.m. TO 1 : 30pm a.m. / p.m. (Include set up and tear down)

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

Expected # of attendees 1200

Purpose of Event Farmers Market

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

30-70 local producers set up stalls on St. Louis St. and in the adjacent parking lot to sell their products. All products are grown, raised, or made within 100 miles of the City of Edwardsville. We provide children's activities on the green space as well as live music, and space for other nonprofit and community organizations. We have themed days that highlight local agriculture and activities

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: Market will be held in Cassens Transport Parking lot for (Please Call Parks Office)
The Art Fair, Criterium and Route 66,

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.)

Market staff will use Market barricades to close Kansas and Park Streets as shown on map

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:

~~Single and small group musicians will play live music from the back of the bandstand between the hours of 8am and 12pm. Small amplifier will be used so that Market customers can hear the music. Music will be kept to a volume that does not disrupt the business of vendors or others~~

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.)

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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.

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AH **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.

AH **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.

AH **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.

AH I am over 21 years of age.

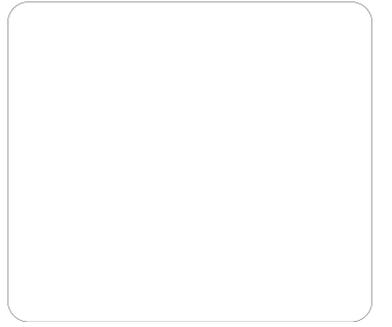
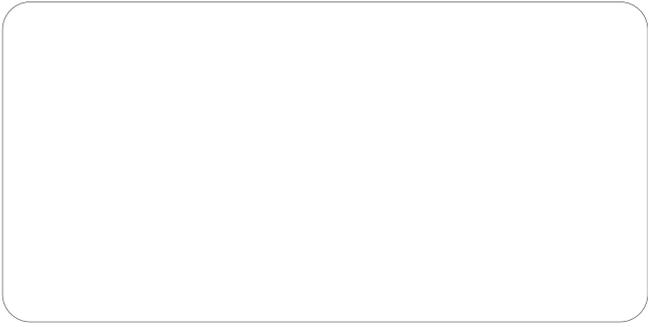
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AH I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

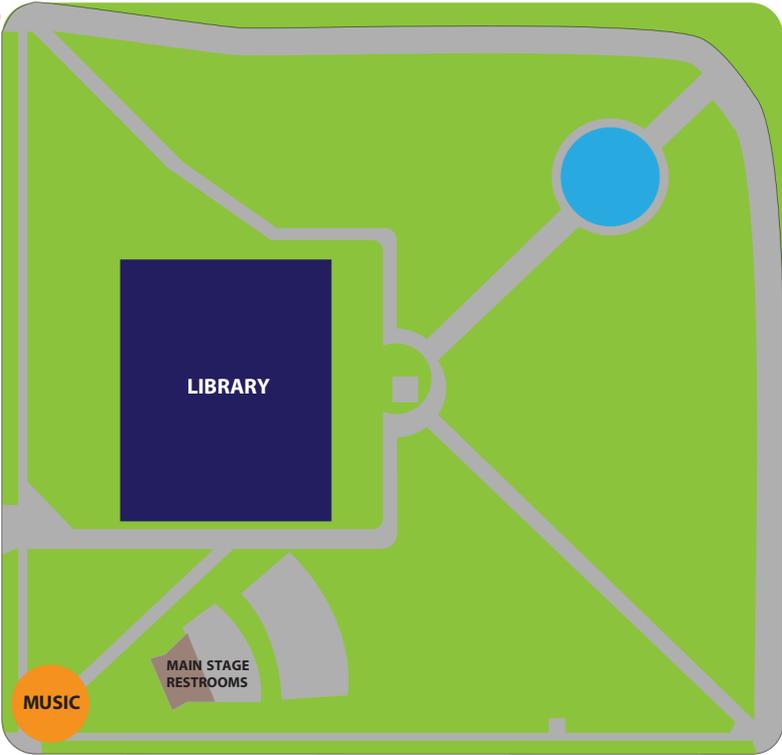
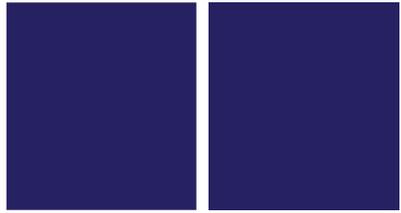
AH All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____ Date 2 / 11 / 26

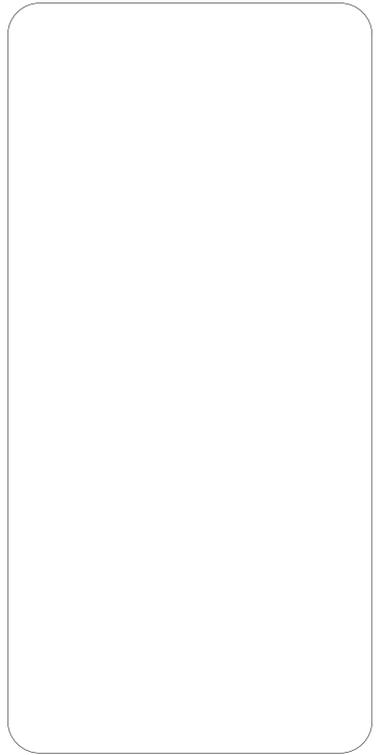
Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.



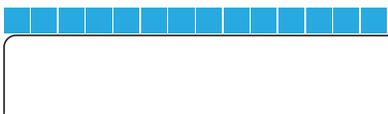
W. VANDALIA



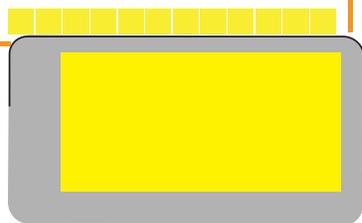
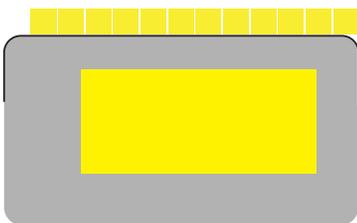
S. BUCHANAN



ALLEY



KANSAS





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 Bonifest
(please provide final and full name of event)

Date Requested for Event 05 / 23 / 2026 Nature of Event Fundraiser

Applicant Name Ryan Hentz Age 50 Date of Birth 06 / 01 / 1975

Daytime Contact # [redacted] Email: rhentz@st-boniface.com

Business/Organization Name St. Boniface Church IRS 501(c) Tax Exempt # [redacted]

Address 110 N. Buchanan City/State/Zip Edwardsville IL 62025

Office Contact # (618) 610 - 2070 Email: stbchurch@st-boniface

Additional Responsible Parties: Name Emily Gates Phone/Email [redacted]
Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time Friday 6:00 a.m. / p.m. TO Sunday 12:00 a.m. / p.m. (Include set up and tear down)

Actual Event Time Saturday 10:00 a.m. / p.m. TO Saturday 12:00 a.m. / p.m. Friday- 7:00pm to midnight

Expected # of attendees _____

Purpose of Event Fundraiser

Please provide a full description of your event in detail (REQUIRED).
Annual Bonifest, Parish Carnival and Pickie
Rides food music.

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.)

Buchanan from Vandalia to Hillsboro with acceptance for Businesses on Buchanan
Filmore from Vandalia to Hillsboro

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)

EPD Valid ID course for stand chairs and workers

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.
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Event Has Food? YES NO

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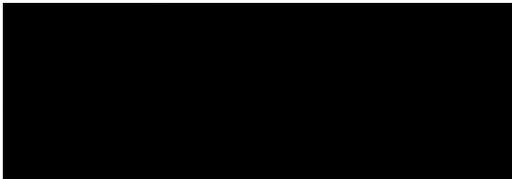
Event Has Live Bands, Amplified Music, etc.? YES NO

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

Stage with Bands and Music from 4pm - 12am on May 22
10Am - 12Am May 23

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)

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Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

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RH I am over 21 years of age.

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

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

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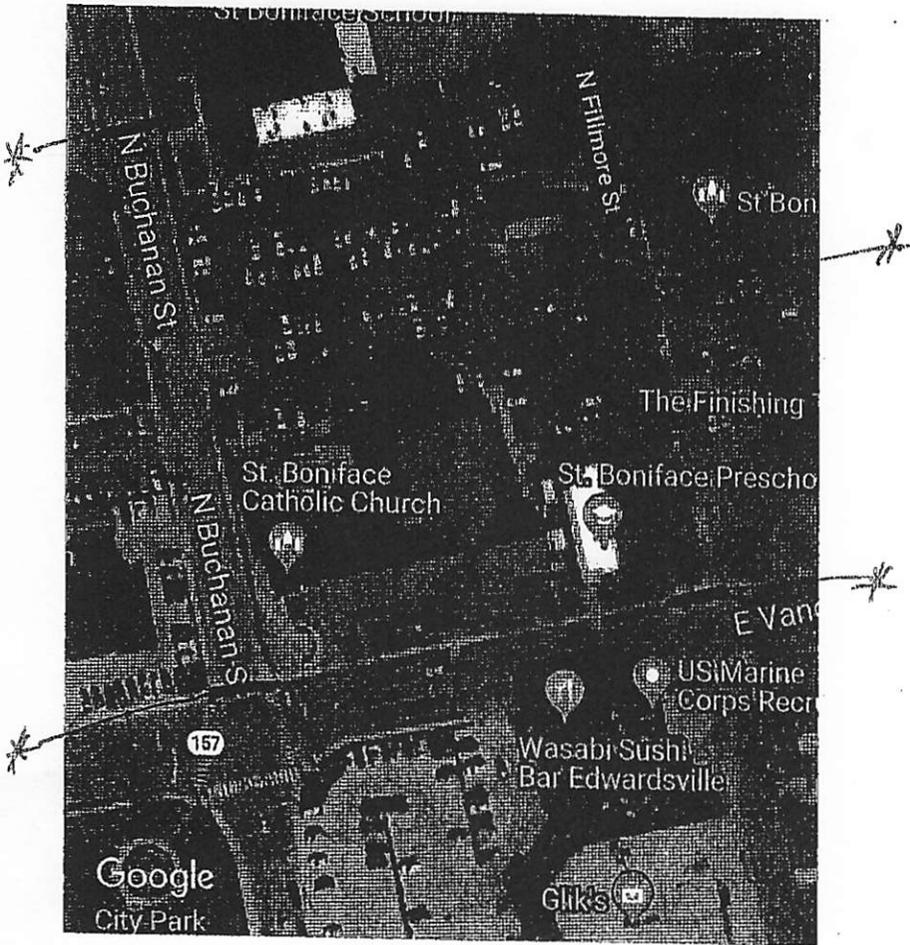
Applicant Signature _____

Date 02/23/26

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.

Find a place

Q



Tap to see quick actions

Buchanan St. Normal for Bonifest From Vandalia to the first Drive of Post office

Filmore - From Vandalia to first Residential Drive.



City of Edwardsville
**PARKS &
 RECREATION**

PARADE/ASSEMBLY PERMIT -- APPLICATION --

PURSUANT TO SECT. 114-61 OF CODIFIED ORDINANCE OF CITY OF EDWARDSVILLE

Questions? Contact Parks and Recreation Department at 618-692-7538

EVENT NAME: Bona Run

SPONSOR (CLUB, ORGANIZATION, INDIVIDUAL)

NAME: St. Boniface

ADDRESS: 110 N. Buchanan

TELEPHONE: [REDACTED] E-MAIL: rhentz@st-boniface

SPONSOR'S REPRESENTATIVE

NAME: Ryan Hentz BIRTH DATE 6/1/75

ADDRESS: 740 Hillsboro ave

TELEPHONE: [REDACTED] E-MAIL: rhentz@st-boniface.com

EVENT SPECIFICS

DATE OF PARADE OR ASSEMBLY: 5/23/24

PARADE/ ASSEMBLY SET UP TIME 5:30 Am TEAR DOWN TIME 10:00 Am

PARADE/ ASSEMBLY START TIME 8:00 Am ESTIMATED END TIME 10:30 Am

EVENT START/END ADDRESS/LOCATION(S) 110 N. Buchanan

EVENT ROUTE (List affected streets below)

See rt. on file

Attach Map of Parade or Assembly Route

(Include Starting/Ending Point Layout)

ESTIMATED NUMBER OF TOTAL ENTRIES/PARTICIPANTS

FLOATS: _____ BANDS: _____

MARCHING GROUPS: _____ VEHICLES: _____

ATTENDANCE EXPECTED: 800

EVENT SUPPORT AND PLAN

NUMBER OF MARSHALS TO ASSIST WITH CROWD CONTROL 40

MARSHALS VOLUNTEER _____ PAID POLICE DEPARTMENT ?

DESIGNATED VIEWING AREA FOR HANDICAP OR IMPAIRED _____

DESIGNATED AREA FOR LOST CHILDREN main ticket booth

WILL CLEAN--UP PERSONNEL BE NEEDED? YES _____ NO f

IF YES, INDICATE REASON: (ANIMALS, CONFETTI, ETC) _____

IF YES, CLEAN UP PERSONNEL PROVIDED BY SPONSOR _____ PARKS LABOR _____

WEATHER CONDITIONS (CONTINGENCY):

RAIN DATE (ONLY IF DESIRED) _____

INSURANCE REQUIREMENT

____ YES NO Will there be floats or motorized vehicles not designated for normal road use as part of the event on the public right of way?

YES ____ NO Will the event consist of 25 people or more?

If "YES" to either above question, attach a Certificate of Insurance for \$1,000,000 comprehensive general liability naming the City of Edwardsville as additionally insured.

____ YES NO Is this event closing a state highway?

If "YES", attach an additional Certificate of Insurance for \$1,000,000 naming the Illinois Department of Transportation as the additionally insured.



EVENT FEES

(Please Initial After Reading)

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

- APPLICATION FEE
- NEW EVENT DEPOSIT FEE
- STREET CLOSURE (costs will include equipment usage and Public Works staffing)
- SPECIAL SIGNAGE
- CITY EQUIPMENT COST
- POLICE DEPARTMENT ASSISTANCE
- PARKS LABORERS (trash, etc)

PARADE/ASSEMBLY FEES *(Please Initial After Reading)*

RH

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.

Read and Agreed to all guidelines stated in this Parade and Assembly Application.

Signature

[Redacted Signature]

Date

02/23/26



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, its 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.

RH I am over 21 years of age.

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

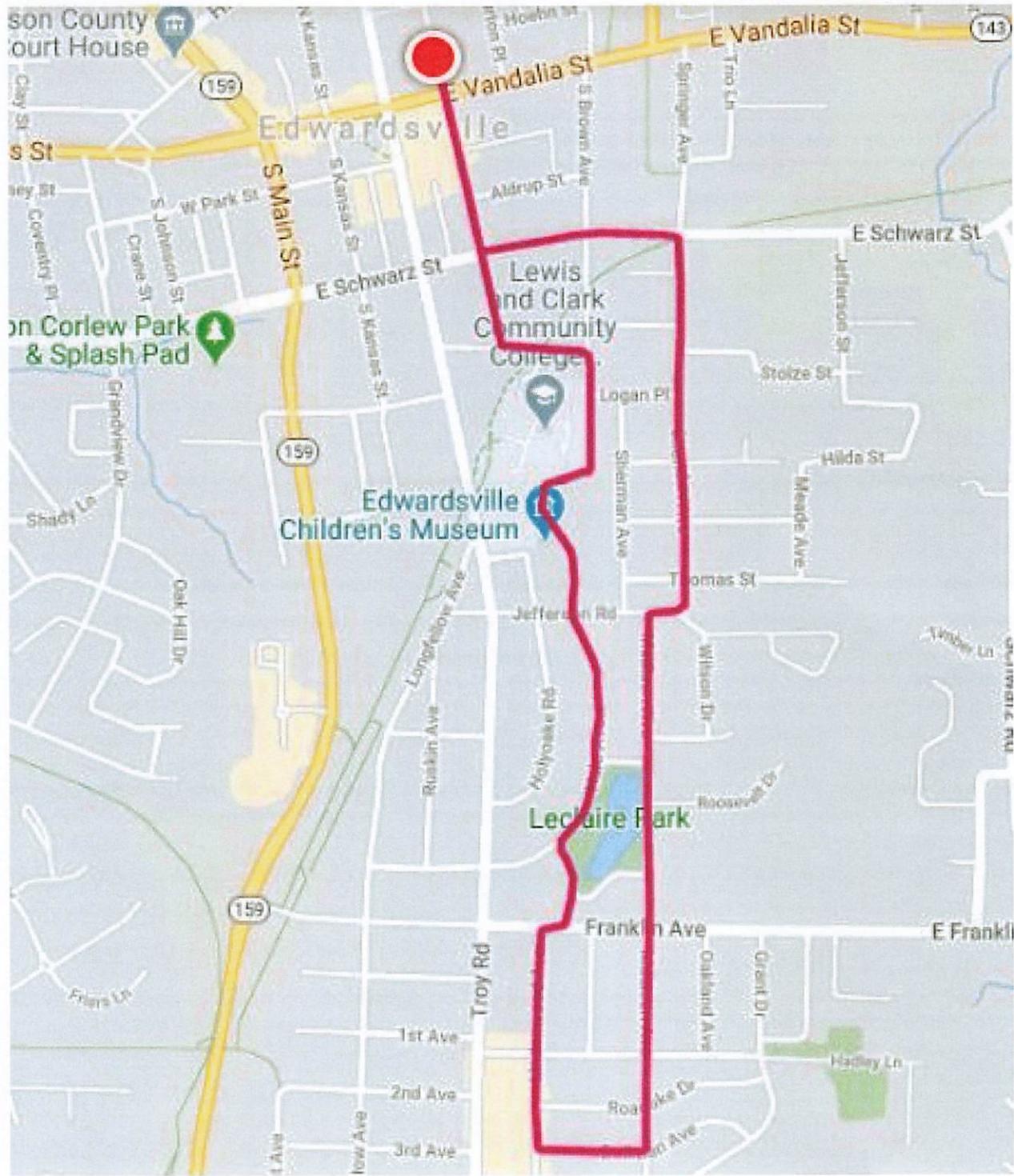
RH I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

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

Applicant Signature _____

Date 07/23/24

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. Permit is valid only for dates and times listed and must be posted on site during the event.



What: **The Watershed Endurance 6HR/3HR Runs**

Where: Watershed Nature Center, Edwardsville, IL 62025

When: Saturday, August 8th, 2026, 6PM-12AM

Who: Final Lap Race Management is a small business based in Collinsville and has been in business since 2012. Final Lap Racing offers is the premier race service company in the Metro-East. Final Lap Racing provides services to many area events including Bonifest 5K, Route 66 10K, SIUE Homecoming 5K/10K and Edwardsville Turkey Trot. More information at <https://finallapracing.com>



Times: Event will be held in the evening to decrease exposure to the summer heat and humidity. Both distances will end at midnight Saturday, August 9th.

- Setup Times – 4:30PM – 6:00PM
- 6 HR – Start 6:00 PM - 12:00 AM
- 3 HR – Start 9:00 PM – 12:00 AM
- Cleanup Time: 12:00AM - 1:00AM

Event Description: The Watershed Endurance Runs is a unique event to challenge an individual's physical abilities. The event will consist of a 3-hour and 6-hour timed run taking place on the 1 Mile path around the Watershed Nature Center. The route surface is 50% gravel and 50% pavement. Participants can run, jog, walk or even take a break in between loops. The event is to see how many miles individuals can complete within the 3 or 6 hours limit. So, how far can you go?

Benefit: Proceeds from the event will directly benefit the Watershed Nature Center, Nature Preserve Committee to support its goal of re-connecting people of all ages, background and abilities to nature, protect and restore ecologically functional lands and waters, and promote active, healthy, sustainable communities and livelihoods. *Final Lap has donated \$7,685 to the Watershed Nature Preserve Committee the past 4 years from the event's proceeds!*

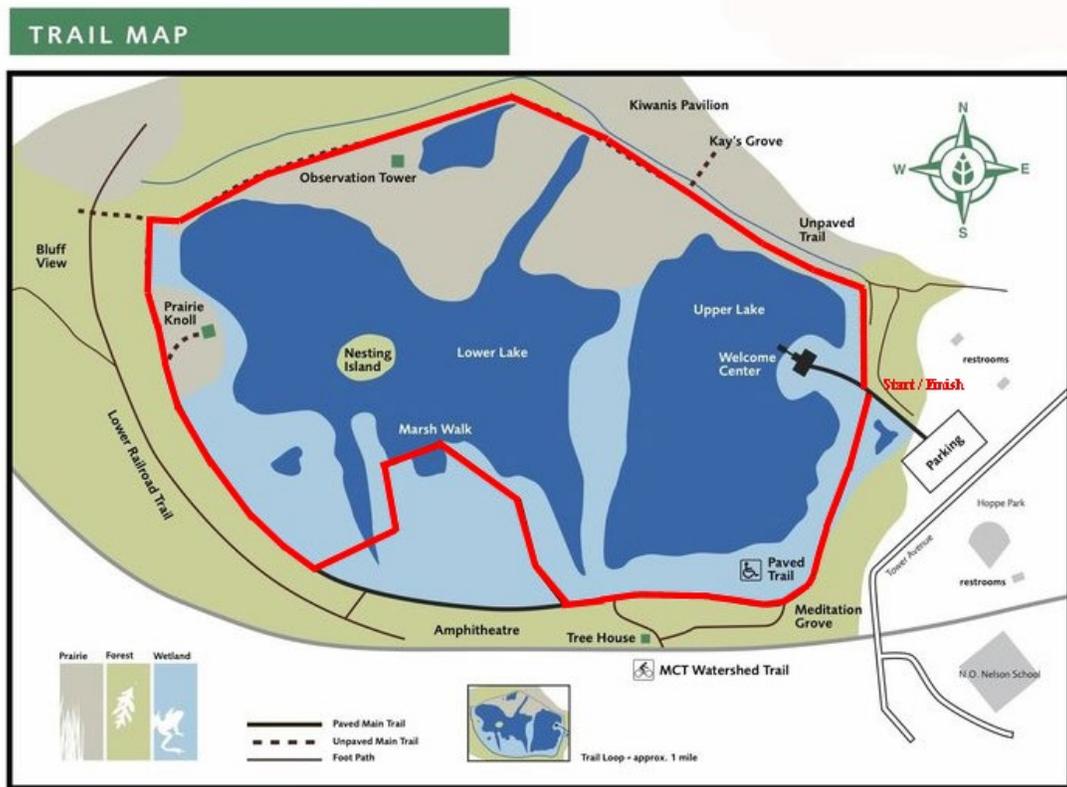
Field Limit: 140 total participants

Packet Pickup: Early packet pickup – Runwell on Friday, August 7th from 3pm to 6pm. Raceday packet pickup will be from 5:00PM – 9:00PM inside the Watershed Nature Center Welcome Center.

Awards: Male & Female Overall and Top 2 Male & Female age group winners – 29 & under, 30-30, 40-49, 50-59, 60+ in both races. Awards will be based on number of loops completed and finish time within the timed limit.

Aid Station: An aid station tent will be setup. This will be supplied with water, electrolyte drink, energy gels, fruit, snacks and first aid. There will no cooked food on-site. Participants are encouraged to provide their own aid during event. Event will be a cup-less event to minimize waste. Restrooms will be available inside the Welcome Center and in parking lot near basketball/sand volleyball courts.

Course Map & Layout: A 1.01 Mile loop clockwise starting and finishing at the walking path to the Welcome Center. Participants will continuous run around the path around Watershed in a clockwise direction. The marsh walk path will be used.



Event Waiver signed by each Participants

In consideration of you accepting this entry, I, the participant, intending to be legally bound do hereby waive and forever release any and all rights and claims for damages or injuries that I may have against the City of Edwardsville, Final Lap Race Management, Inc., Watershed Nature Center, Nature Preserve Foundation and all of their agents assisting with the event, sponsors and their representatives, volunteers and employees for any and all injuries to me or my personal property. This release includes all injuries, illnesses and/or damages suffered by me before, during or after the event. I recognize, intend and understand that this release is binding on my heirs, executors, administrators, or assignees.

I know that running a race is a potentially hazardous activity. I should not enter and run unless I am medically able to do so and properly trained. I assume all risks associated with running in this event including, but not limited to: falls, contact with other participants, the effects of weather, traffic, and course conditions, and waive any and all claims which I might have based on any of those and other risks typically found in running a race. I acknowledge all such risks are known and understood by me. I agree to abide by all decisions of any race official relative to my ability to safely complete the run. I certify as a material condition to my being permitted to enter this race that I am physically fit and sufficiently trained for the completion of this event and that a licensed Medical Doctor has verified my physical condition.

In the event of an illness, injury or medical emergency arising during the event I hereby authorize and give my consent to the Event Director to secure from any accredited hospital, clinic and/ or physician any treatment deemed necessary for my immediate care. I agree that I will be fully responsible for payment of any and all medical services and treatment rendered to me including but not limited to medical transport, medications, treatment and hospitalization.

As it applies to my participation in this event, I agree to abide by the Center for Disease Control (CDC)'s recommendations for the prevention of the spread of COVID-19 and attest to having read the CDC's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>. I also agree to abide by any COVID-19 distancing and other safety guidelines issued by the State of Illinois, Madison County Health Department, City of Edwardsville and by Final Lap Race Management, Inc. for my participation in this event.

Further, I grant permission to all the foregoing to use my name, voice and images of myself in any photographs, motion pictures, results, publications or any other print, videographic or electronic recording of this event for legitimate purposes.

This event follows the standard running industry policy: All entry fees are non-refundable. We reserve the right to postpone or cancel the event due to circumstances beyond our control such as a natural disaster or emergency or as required to protect the safety of participants and staff. No refunds will be issued under these circumstances. We reserve the right to change the details of the event without prior notice. I understand that my entry fee is nonrefundable.

By submitting this entry, I acknowledge (or a parent or adult guardian for all children under 18 years) having read and agreed to the above release and waiver including the no refund policy.



City of Edwardsville
**PARKS &
RECREATION**

PARADE/ASSEMBLY PERMIT -- APPLICATION --

PURSUANT TO SECT. 114-61 OF CODIFIED ORDINANCE OF CITY OF EDWARDSVILLE

Questions? Contact Parks and Recreation Department at 618-692-7538

EVENT NAME: Watershed Endurance 6Hr/3Hr Runs

SPONSOR (CLUB, ORGANIZATION, INDIVIDUAL)

NAME: Final Lap Racing

ADDRESS: 1136 Pisa Dr. Caseyville, IL

TELEPHONE: [REDACTED] E-MAIL: Finallapracings@gmail.com

SPONSOR'S REPRESENTATIVE

NAME: Diana Pollow BIRTH DATE 06/28/1987

ADDRESS: [REDACTED]

TELEPHONE: 562-714-5731 E-MAIL: diana.finallapracings@gmail.com

EVENT SPECIFICS

DATE OF PARADE OR ASSEMBLY: August 8-9th, 2026

PARADE/ ASSEMBLY SET UP TIME 4:30pm, 8h August TEAR DOWN TIME 12:00am, 9 August

PARADE/ ASSEMBLY START TIME 6:00 pm, 8th August ESTIMATED END TIME 1:00am, 9 August

EVENT START/END ADDRESS/LOCATION(S) Watershed Nature Center

EVENT ROUTE (List affected streets below)

The event will be taking place in the 1 Mile path around the Watershed Nature Center.

Attach Map of Parade or Assembly Route

(Include Starting/Ending Point Layout)

ESTIMATED NUMBER OF TOTAL ENTRIES/PARTICIPANTS

FLOATS: 0 BANDS: 0

MARCHING GROUPS: 0 VEHICLES: 0

ATTENDANCE EXPECTED: 140

EVENT SUPPORT AND PLAN

NUMBER OF MARSHALS TO ASSIST WITH CROWD CONTROL 5

MARSHALS VOLUNTEER 0 PAID POLICE DEPARTMENT 0

DESIGNATED VIEWING AREA FOR HANDICAP OR IMPAIRED _____

DESIGNATED AREA FOR LOST CHILDREN N/A

WILL CLEAN--UP PERSONNEL BE NEEDED? YES X NO _____

IF YES, INDICATE REASON: (ANIMALS, CONFETTI, ETC) TRASH

IF YES, CLEAN UP PERSONNEL PROVIDED BY SPONSOR _____ PARKS LABOR X

WEATHER CONDITIONS (CONTINGENCY):

RAIN DATE (ONLY IF DESIRED) _____

INSURANCE REQUIREMENT

YES X NO Will there be floats or motorized vehicles not designated for normal road use as part of the event on the public right of way?

X YES NO Will the event consist of 25 people or more?

If "YES" to either above question, attach a Certificate of Insurance for \$1,000,000 comprehensive general liability naming the City of Edwardsville as additionally insured.

YES X NO Is this event closing a state highway?

If "YES", attach an additional Certificate of Insurance for \$1,000,000 naming the Illinois Department of Transportation as the additionally insured.



EVENT FEES

(Please Initial After Reading)

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

- APPLICATION FEE
- NEW EVENT DEPOSIT FEE
- STREET CLOSURE (costs will include equipment usage and Public Works staffing)
- SPECIAL SIGNAGE
- CITY EQUIPMENT COST
- POLICE DEPARTMENT ASSISTANCE
- PARKS LABORERS (trash, etc)

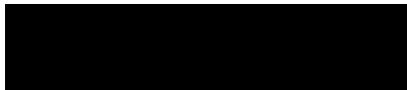
PARADE/ASSEMBLY FEES *(Please Initial After Reading)*

DP

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.

Read and Agreed to all guidelines stated in this Parade and Assembly Application.

Signature _____



Date 01/28/2026



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, its 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

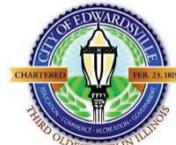
[Redacted Signature]

Date 01 / 28 / 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. 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 12th Annual Edwardsville Art Fair
(please provide final and full name of event)

Date Requested for Event 09 / 25-27 2026 Nature of Event Art Fair

Applicant Name Beth Browne Age 47 Date of Birth 05 / 21 / 1978

Daytime Contact # () [REDACTED] Email: director@edwardsvilleartscenter.com

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

Address 340 Montclair Ave City/State/Zip Edwardsville IL 62025

Office Contact # () [REDACTED] Email: office@edwardsvilleartscenter.com

Additional Responsible Parties: Name Carolyn Tidball Phone/Email _____
Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time 9/23/26 8 a.m. / p.m. TO 9/28/26 4 a.m. / p.m. (Include set up and tear down)

Actual Event Time : _____ a.m. / p.m. TO : _____ a.m. / p.m. Sept 25 5pm - 9pm,
Sept 26 11am - 9pm
Sept 27 11am - 3pm

Expected # of attendees 10000

Purpose of Event Art & Cultural Community Event

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

The Edwardsville Art Fair is a three-day, juried cultural arts festival featuring approximately 100 local, regional, and national artists. Guests enjoy live performances by local musicians, free artist demonstrations, hands-on arts and crafts activities for children, a dedicated Children's Art Gallery, and a variety of local food vendors. With an estimated attendance of 10,000 visitors, the Art Fair serves as a major annual fundraiser supporting the mission of the Edwardsville Arts Center, a 501(c)(3) nonprofit organization connecting the community through the arts.

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.)

Evening of 09/24 - 09/28. Street closures to include: S. Kansas St from the corner of Vandalia to E Park and E Park St from the corner of S. Buchanan to Taqueira Z lot entrance.

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)

Alcohol will be provided by food service and will provide basset trained professionals for sales service.

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:

Stage performances will run:

~~Sept 25; 5-9pm~~
~~Sept 26; 11am-9pm~~
~~Sept 27; 11am - 3pm~~

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

Signat 

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.)

BB _____ **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.

BB

_____ 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.

BB

_____ 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.

BB

_____ **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.

BB **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.

BB **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.

BB **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.

BB **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.

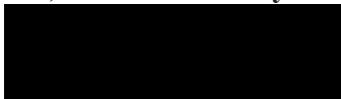
BB I am over 21 years of age.

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

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

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

Applicant Signatur



Date 2/16/2025 / /

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.

GRASS ARTISTS (booths 21-81): 7am -10am Load-In on Friday

ARRIVAL AND UNLOADING:

1. Enter eastbound on Park St. (114 E. Park Street). See map for details.
2. Stop at the Artist Check-in to retrieve artist packet and unloading permit. **Place unloading permit on dashboard.**
3. For closest access to your booth location, park on Park St. or Kansas St. to unload your tent and your work. Please unload your tent, fixtures, and artwork, and **immediately move** your vehicle **prior** to setting up your space.
4. Vehicles **must** be off Park St. and Kansas St. by **10:00am.**
5. You may pick up your t-shirt and drop off your art donation, if applicable, at the information booth.

VOLUNTEER AND GATOR HELP To request unloading assistance or the gator to haul your things, visit the Information Booth or find a volunteer in an Art Fair shirt.

IMPORTANT:

1. Cars may **NOT** drive on the grass.
2. Cars may **NOT** park in the Dominoes parking lot, in spots designated for the Public Works Dept, or the Edwardsville Library.
3. Unload your vehicle and move your car **BEFORE** you begin setting up your tent.
4. ALL vehicles must be off Park St. and Kansas St. by 10:00 am.



STREET ARTISTS (booths 1-16 and 83-92): 10:30am-12:30pm on Friday

ARRIVAL AND UNLOADING:

1. Enter eastbound on Park St. (114 E. Park Street). See map for details.
2. Stop at the Artist Check-in to retrieve artist packet and unloading permit. **Place unloading permit on dashboard.**
3. Move onto Park St. or Kansas St. Artists may park their vehicles to unload in the **middle lane ONLY**.
4. See map for tent placement, parking lane, and exit lane dependent on which street your tent is on.
5. PLEASE practice **extreme caution** when parking your vehicle, unloading your vehicle, and exiting.
6. Unload your vehicle, move items to your space, and **immediately move your vehicle prior to setting up your space.**
7. **Vehicles must be off Kansas St. and Park St. by 12:30pm.**
8. You may pick up your t-shirt and drop off your art donation, if applicable, at the information booth.

LANE USAGE ON PARK ST:

Right Lane: Booth installation
Middle Lane: Parked vehicles
Left Lane: Exiting traffic

LANE USAGE ON KANSAS ST:

Left Lane: Booth installation
Middle Lane: Parked vehicles
Right Lane: Exiting traffic

VOLUNTEERS: To request unloading assistance, visit the Information Booth or find a volunteer in a lime green Art Fair shirt.

IMPORTANT:

1. Cars may **NOT** drive on the grass.
2. Cars may **NOT** park in the Dominoes parking lot, in spots designated for the Public Works Dept, or the Edwardsville Library.
3. Unload your vehicle and move your car **BEFORE** you begin setting up your tent.
4. ALL vehicles must be off Park St. and Kansas St. by **12:30 pm.**



EMERGING ARTISTS/STUDENT GROUPS: 12:30-4:00pm Load-In on Friday

ARRIVAL AND UNLOADING:

1. Enter eastbound on Park St. (114 E. Park Street). See map for details.
2. Move into the middle lane of Park St. Unloading should happen in the **middle lane ONLY**.
3. Booths will be installed on the right lane. Exit lanes for passing vehicles will be on the left. PLEASE practice **extreme caution** when parking your vehicle, unloading your vehicle, and exiting in the left lane. See map for exiting directions.
4. Unload your vehicle, move items to your space, and **immediately move** your vehicle prior to setting up your space.
5. When exiting your vehicle, turn right onto Kansas St., away from the fair grounds.

LANE USAGE ON PARK ST.:

Right Lane: Booth installation

Middle Lane: Parked vehicles

Left Lane: Exiting traffic

ARTIST PACKETS AND VOLUNTEERS: You may pick up your artist packets and request volunteers to assist with unloading at the Information Booth.

IMPORTANT:

1. Cars may **NOT** drive on the grass.
2. Cars may **NOT** park in the Dominoes parking lot, in spots designated for the Public Works Dept, or the Edwardsville Library.
3. Unload your vehicle and move your car **BEFORE** you begin setting up your tent.
4. ALL vehicles must be off Park St. by **4:00 pm**.



Emerging Artists Load-In
12:30pm - 4pm ONLY

LOAD-OUT on SUNDAY, at 3pm:

VEHICLES AND UNLOADING:

1. **No cars are allowed on Park St. or Kansas St. until all artist booths are moved off of the road!**
2. **Street booths** - please break down your booth and move your items onto the grass or sidewalk in a timely manner so that we can allow cars to pull onto Park St. and Kansas St. as soon as possible.
3. Artists may utilize parking in the Kansas St. parking lot, Public Works Building lot, or behind the Madison Mutual building until cars are allowed to enter Park and Kansas streets.
4. **Cars may NOT drive on the grass.**
5. We will have a gator available to help artists who are far away from their vehicles, and many volunteers will be available to help. Look for art fair shirts.

VOLUNTEERS AND GATOR: To request help from the gator, let the Information Booth know that you need assistance and we will have him come to you as soon as possible. Once pavement artists have their tents/artwork off of the road, cars will be invited to pull into those roads for loading.

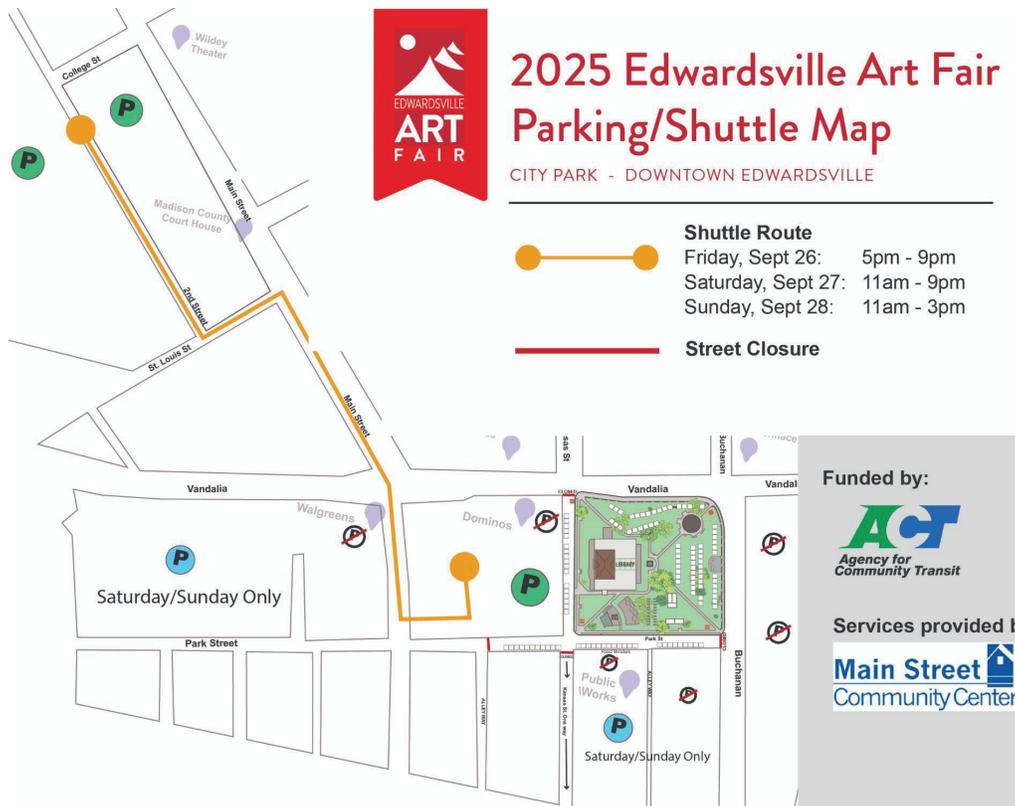
FREE ARTIST PARKING:

Fri, Sat and Sun:

- Parking lot next to and behind Madison County Courthouse. There will be a shuttle running during fair hours.
- Parking lot next to Library on Kansas St. (if possible, park further away to leave room for visitors)
- Parking lot between Park St. and Vandalia St. (next to Busey Bank)

Sat and Sun (and Friday after 5pm):

- Parking lot behind Public Works building. **DO NOT PARK IN THE PUBLIC WORKS FRONT LOT.** This is for loading in and out performers.
- Parking lot between Park St. and Vandalia
- **DO NOT PARK IN DOMINOS LOT.**





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 Leclaire Parkfest

(please provide final and full name of event)

Date Requested for Event 10 / 18 / 2026 Nature of Event community appreciation

Applicant Name Rebecca Reardon Age 59 Date of Birth 07 / 19 / 1966

Daytime Contact # [REDACTED] Email: rlynnreardon@gmail.com

Business/Organization Name Friends of Leclaire (FOL) IRS 501(c) Tax Exempt # N/A

Address P.O. Box 644 City/State/Zip Edwardsville, IL 62025 Office Contact # [REDACTED] (We don't have an "office") Email: rlynreardon@gmail.com

Additional Responsible Parties: Name Elizabeth Krause Phone/Email [REDACTED] : elizabethkrause07@gmail.com

Name Mike Reinhart Phone/Email [REDACTED] : michaelreinhardt@yahoo.com

EVENT SPECIFICS

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

Actual Event Time 11:00 a.m. TO 5:00 p.m.

Expected # of attendees 5,000 over the course of the day

Purpose of Event Promote awareness of and appreciation for historic Leclaire and Edwardsville by hosting a beloved family-friendly festival.

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

The 34th annual Leclaire Parkfest will be held from 11am to 5pm on Sunday, October 18, 2026. It takes several hours to set up with the assistance of FOL members and gracious volunteers, but take down goes swiftly.

Beginning at the north end of the park, there is typically a book sale benefitting the American Cancer Society at the picnic shelter. FOL hosts games near the playground equipment, administered by Edwardsville High School volunteers.

Food vendors are stationed immediately North of the bandstand, along with the required handwashing station; there are picnic tables for dining nearby. Food trucks set up on Hale. We hope that Sneaky's will once again vend beer and Samm's Last Chance Saloon will vend wine and a specialty cocktail; they will handle all of the required insurance needs.

Craft booths (wood workers, knitters, ceramics, glass, quilting, etc.), and not-for profit groups are typically on the south side of the band stand and wind around to the south end of the lake where there is a pet adoption booth. On the Madison Avenue side of the park, Mike Leitner organizes a popular exhibit of vintage cars, trucks and tractors. A corral with rescued mustangs delights the many children who attend the festival. They didn't attend last year due to the rain on Saturday, but we hope they will return. The Gaslight Squares and The Lodge Brothers performed in the bandstand. Sheafor and Simes and the VWs featuring Spencer McDole once again delighted guests at the picnic shelter on Madison Avenue. FOL members chattered about moving Sheafor and Simes to the bandstand in 2026, but Drew Sheafor told me they enjoy that side of the park.

A trolley stops by the park on Hale every half hour over the course of four hours; FOL members provide narrated tours of the historic district. FOL aims to assist other not-for-profits in raising needed funds they use to benefit the community throughout the year by providing booth space at a very reasonable rate. Vendors are typically limited to individual crafters, authors, not-for-profit organizations and select food and beverage vendors such as Sneaky's, Big T's Honey and kettle corn vendor Tricerapops.

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): FOL coordinates with Leclaire Elementary School to provide overflow parking; we submit an additional COI for this purpose. We rent two hand washing stations, in accordance with requirements.

Event Has Alcohol? YES NO

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

Our alcohol vendor(s) check IDs.

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:

- ï **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.
- ï **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

- ï 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.
- ï 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.
- ï 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.
- ï For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? X YES D 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:

- ï **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.

- i **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.

- ii **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.

- iii **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? X YES D 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.? X YES D NO

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

Two bands perform in the bandstand. Two bands perform at the picnic shelter on Madison Avenue. Amplification is controlled. Many guests actually thought the bandstand performers were too quiet last year. Performances do not start until 11am and wrap at or before 5pm.

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.)

RR 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.

RR 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.

RR 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.

RR **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.

RR **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.

RR **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.

RR **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.

RR **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.

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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.

ee I am over 21 years of age.

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

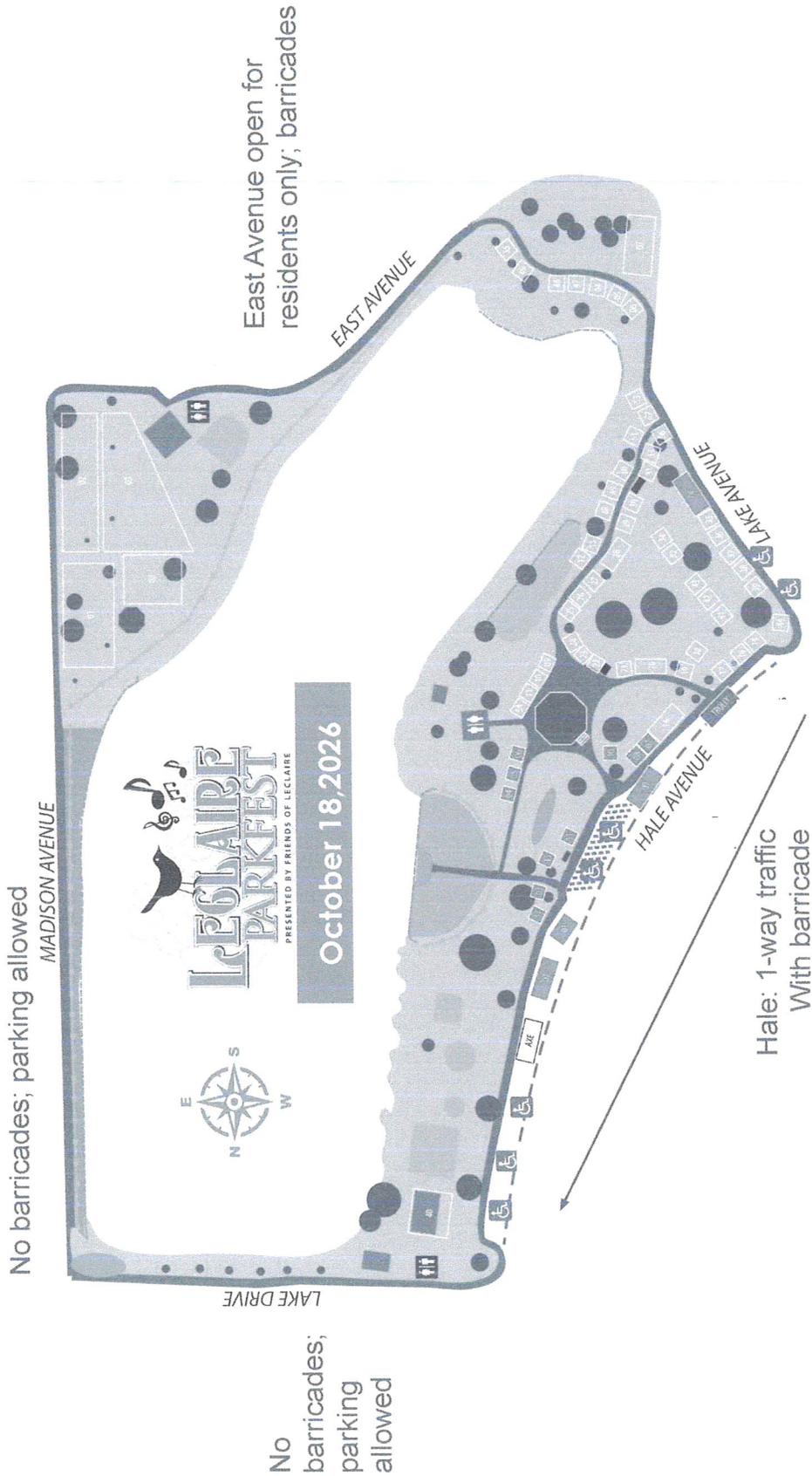
ee I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

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

Applicant Signature _____

Date 02/08/2026 _____

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.



No barricades; parking allowed

MADISON AVENUE

LECLAIR PARKFEST
PRESENTED BY FRIENDS OF LECLAIR

October 18, 2026

LAKE DRIVE

No barricades; parking allowed

East Avenue open for residents only; barricades

EAST AVENUE

LAKE AVENUE

HALE AVENUE

Hale: 1-way traffic
With barricade

February 26, 2026
 RASE Board Report
 Jeremy Dempsey
 Sports and Recreation Coordinator

Updates

Sports Leagues	
Sports Registration	Summer sports registration opened up on Sunday, March 1 st .
Adult Basketball	We will be wrapping up the winter season this month.
Spring Sports	Towards the end of the month, we will be wrapping up the registration for some of our spring sports and begin putting together leagues and schedules to be able to start in early and mid-April.
Plummer Family Park	
Rentals	Our rental season officially started(with rentals every day) on March 1 st .
Plummer Sports Leagues	Our Plummer sports season will kick off with youth rugby on the 8 th and adult kickball towards the end of the month.
Tournament Season	Plummer tournament season kicked off this past weekend with Wash U Women’s Ultimate. We had schools like Iowa State, Arkansas, Marquette, Notre Dame, Michigan, and Wisconsin just to name a few.

- We hosted our all staff training on February 21st for all of our new hires as well as our returning staff who are not away at college.
- This month we will have 5 tournaments with Wash U finishing up their Women’s tournament on March 1st and the Wash U Men’s Tournament wrapping up the month of March on March 27th-29th.

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

Updates

Event Recap	
Daddy Daughter Dance	The dance took place on Valentine's Day Weekend, Friday, February 13, Saturday, February 14, and Sunday, February 15. We were completely sold out for all three nights. Participants will get to enjoy a DJ, photo booth, food, and friendship bracelet making!
Yoga	Yoga instructor Donna Bartley is hosting a free yoga class at the Wildey Theatre every Tuesday till May. The program has had great attendance. An average about 50 people per night now!
Upcoming Events	
Paws in the Park	Our doggie Easter egg hunt is back! Registration is now up and we have around 25 dogs that have pre-registered. We will have a small variety of vendors in attendance to sell/giveaway items to dogs and their owners. We will also have goodie bags for the first 50 registered. All profit goes toward the MEHS.
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

March 3, 2026
RASE Board Report
Amanda Prior-Alton
Willey Theatre

Updates

February Recap	
Notable Concerts	Sold out shows with John Waite, Dogs of Society, Texas Flood & Dailey&Vincent
Community Events	Hosted three nights of Daddy/Daughter Dance, Tuesday Night Yoga, League of Women Voters Primary Candidate Forum
Upcoming Events	
Notable Concerts	Sons of Cream, Mr. Blue Sky, HeadEast, Brooklyn Charmers, Angel and Boys in the Band
Private Events	Hosting two weddings and five private parties in March
Building Improvements	Lobby refresh is almost complete, trim work in final production stage
Personnel	Hired two new production members, two concessionaires, interviewing for shift supervisor

RP Lumber Center Updates

Programming	
Learn to Skate	Session 25 begins March 11, as of 2/26 we're at 115 registrations
Hockey	Season is winding down for both High School and club hockey. EHS wins Varsity and JV championships. 4 Twin Bridges teams headed to Blue Note Cup Final. 27 registered for Hockey Initiation program beginning Feb 28.
Figure Skating	Figure skating club hosting their annual spring show on March 21. This year's theme is Beauty and the Beast. Two shows are scheduled.
Special Events	SIUE spring skate booked for April 11-12 th .