



# SPECIAL EVENT PERMIT APPLICATION

Packet 2023

*Thank you for your interest in hosting a special event at one of our wonderful City of Edwardsville parks. We are committed to making this process as simple as possible. Our Parks and Recreation staff is here to help you along the way.*

- *Special Events Permit Application*
- *Approval Timeline*
- *Event Fees*
- *Certificate of Insurance Instructions*
- *Liquor License Information*
- *Food Truck Policy*
- *Taxes Instructions and Examples*
- *Special Events Grant (aka Tourism Grant)*
- *Hold Harmless Agreement*

Edwardsville Parks and Recreation

(618) 692-7538

[parks@cityofedwardsville.com](mailto:parks@cityofedwardsville.com)

[www.cityofedwardville.com/parks](http://www.cityofedwardville.com/parks)



# 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** \_\_\_\_\_

Date Requested for Event \_\_\_\_/\_\_\_\_/\_\_\_\_ Nature of Event \_\_\_\_\_

Applicant Name \_\_\_\_\_ Age \_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Contact # ( ) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Business/Organization Name \_\_\_\_\_ IRS 501(c) Tax Exempt # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Office Contact # ( ) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Additional Responsible Parties: Name \_\_\_\_\_ Phone/Email \_\_\_\_\_

Name \_\_\_\_\_ Phone/Email \_\_\_\_\_

## **EVENT SPECIFICS**

Total Reservation Time \_\_\_\_:\_\_\_\_ a.m. / p.m. TO \_\_\_\_:\_\_\_\_ a.m. / p.m. (Include set up and tear down)

Actual Event Time \_\_\_\_:\_\_\_\_ a.m. / p.m. TO \_\_\_\_:\_\_\_\_ a.m. / p.m.

Expected # of attendees \_\_\_\_\_

Purpose of Event \_\_\_\_\_

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

City Park \_\_\_\_\_

Leclaire Lake \_\_\_\_\_

Vadalebene Fields \_\_\_\_\_

Joe Glik Park \_\_\_\_\_

Leon Corlew Park \_\_\_\_\_

Winston Brown Fields \_\_\_\_\_

Other: \_\_\_\_\_ (Please Call Parks Office)

**Requested Event Needs** (Please Check ALL That Apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Amplified Sound          | <input type="checkbox"/> Fireworks          | <input type="checkbox"/> Sidewalk Closure |
| <input type="checkbox"/> Bandstand Use            | <input type="checkbox"/> Inflatable Rides   | <input type="checkbox"/> Street Closure   |
| <input type="checkbox"/> Carnival Rides           | <input type="checkbox"/> Lake Use           | <input type="checkbox"/> Tent Placement   |
| <input type="checkbox"/> City Barricades          | <input type="checkbox"/> Parking Facilities | <input type="checkbox"/> Traffic Control  |
| <input type="checkbox"/> Cooking/Food Served      | <input type="checkbox"/> Port-a-Pots        | <input type="checkbox"/> Trash Cans       |
| <input type="checkbox"/> Decorations/Sign/Display | <input type="checkbox"/> Restrooms          | <input type="checkbox"/> Vendors          |
| <input type="checkbox"/> Electricity              | <input type="checkbox"/> Security Fence     | <input type="checkbox"/> Water Usage      |

Other (Specify) \_\_\_\_\_

**Other Services at Event**

Alcohol Served      Is alcohol going to be served? How will you prevent alcohol from being sold to minors? Please keep in mind that all local and state permits and additional insurance must be obtained before the event. (See Page 6 for More Information)

Food Truck      Food trucks must be on the approved list by the MADISON COUNTY HEALTH DEPARTMENT (618-692-8954) 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 Page 6 for More Information)

Vendors      If vendors will be selling items, they need to collect all appropriate taxes. (Pages 7-10)

Noise      Will event feature live bands, amplified music, etc. Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**Attach Map of Event Layout**  
(Sample maps available on website or by request)



## EVENT APPLICATION APPROVAL TIMELINE

The Recreation, Arts & Special Events Board (R.A.S.E.) meets on the 1<sup>st</sup> Tuesday of the month on the 1<sup>st</sup> floor in the Governor Edwards Room at City Hall at 5:00 pm.

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

All requesting parties are encouraged to attend the meeting to answer questions.

All applications and supporting materials must be submitted to the park office by the Wednesday prior to the meeting at 5:00 pm in order to be included on the agenda.

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

### R.A.S.E. BOARD MEETING SCHEDULE 2023

January 3, 2023	Due December 28, 2022	(Events in March or After)
February 7, 2023	Due February 1, 2023	(Events in April or After)
March 7, 2023	Due March 1, 2023	(Events in May or After)
April 4, 2023	Due March 29, 2023	(Events in June or After)
May 2, 2023	Due April 26, 2023	(Events in July or After)
June 6, 2023	Due May 31, 2023	(Events in August or After)
July 5, 2023	Due June 28, 2023	(Events in September or After)
August 1, 2023	Due July 26, 2023	(Events in October or After)
September 5, 2023	Due August 30, 2023	(Events in November or After)
October 3, 2023	Due September 27, 2023	(Events in December or After)
November 7, 2023	Due November 1, 2023	(Events in January 2023 or After)
December 5, 2023	Due November 29, 2023	(Events in February 2023 or After)

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

1. **Administrative & Community Services Committee (ACS)** – Second and fourth Thursday of the month
2. **Edwardsville City Council** - First and third Tuesday of the month

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



## **EVENT FEES** *(Please Initial After Reading)*

### **MUNICIPAL SERVICES REQUESTED** (at cost of event organizers)

- APPLICATION FEE
- NEW EVENT DEPOSIT FEE
- 20% CHARITY DONATION FEE
- STREET CLOSURE (costs will include equipment usage and Public Works staffing)
- CITY EQUIPMENT COST
- EXCESS ELECTRICAL COST
- POLICE DEPARTMENT ASSISTANCE
- PARKS LABORERS (trash, etc.)

*(Please Initial After Reading)*

\_\_\_\_\_ **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.

\_\_\_\_\_ 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.

\_\_\_\_\_ **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.

\_\_\_\_\_ **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.

\_\_\_\_\_ **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.

\_\_\_\_\_ **Waste Management Costs.** The City may require the placement of bulk waste receptacles and collection services at the expense of the applicant depending on the nature of the event or program.

***CHECK IF YOU ARE INTERESTED IN A RECYCLING TENT PROVIDED BY COOL CITIES.***

\_\_\_\_\_ **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.

### **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](http://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.

### **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](mailto:eh@co.madison.il.us) or call 618-296-6079.



## TAX PROCESS

- ✓ **Special Event Sales Tax** (Page 8)
- ✓ **City Of Edwardsville – Food & Beverage Tax** (Page 10)

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

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.**



# Special Event Tax Collection Report and Payment Coupon

Form IDOR-6-SETR (R-03/16)



## Read this first

Exhibitors: All exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the exhibit. The current tax rate for the location of the special event is printed on the coupon to assist you in calculating your tax due. If you have questions, call us at (847)294-4475 .

Event coordinators: Please distribute this form to each exhibitor making sales at your special event.

## Special Event Information

ILLINOIS STATE FAIR - SPRINGFIELD

Start Date: August 8, 2019

801 E SANGAMON AVE  
SPRINGFIELD IL 62702-1813

End Date: August 18, 2019

08450008

18603-80160

# SAMPLE

The current tax rate for this event is 7.25%.

## Please complete the following coupon and send it with your payment to:

COLLECTION SUPPORT  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19035  
SPRINGFIELD IL 62794-9035

Make your payment payable to the Illinois Department of Revenue.



### Illinois Department of Revenue Special Event Tax Payment Coupon

Form IDOR-6-SETR (R-03/16)

(133)

Mail completed form to:  
COLLECTION SUPPORT  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19035  
SPRINGFIELD IL 62794-9035

08450008

ILLINOIS STATE FAIR - SPRINGFIELD

18603-80160

August 8, 2019 - August 18, 2019

### Step 1: Identify yourself

Business name: \_\_\_\_\_ Telephone no. (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_  
Name: \_\_\_\_\_ Social Security no. \_\_\_\_\_-\_\_\_\_\_  
Address: \_\_\_\_\_ FEIN: \_\_\_\_\_  
\_\_\_\_\_  
<Other no.> \_\_\_\_\_  
Email address: \_\_\_\_\_

### Step 2: Figure your tax due

Sales Related Taxes \$ \_\_\_\_\_ X  $\frac{0.0725}{\text{Current Tax Rate for this Location}}$  = \$ \_\_\_\_\_  
Total receipts Amount tax due

005 005 001860380160 730 083119 3 000000000000

\_\_\_\_\_ **Event Has Food?**     **YES**     **NO**

- **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 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.*

Form below is found on the City website or can be emailed. [www.cityofedwardsville.com](http://www.cityofedwardsville.com). If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.



Finance Department  
 118 Hillsboro Avenue  
 Edwardsville, IL 62025  
 (618) 692-7500  
[www.cityofedwardsville.com](http://www.cityofedwardsville.com)

**MUNICIPAL TAX RETURN - FOOD & BEVERAGE**

*Please type or print*

<b>Business Name &amp; Local Address</b>	<b>Filing Period</b> _____
_____	<b>Federal ID#</b> _____
_____	<b>IL Business Tax#</b> _____
<b>Corporate Name &amp; Mailing Address</b>	<b>Operator's Name</b> _____
_____	
_____	

FOOD AND BEVERAGE TAX (Per Ordinance No. 6636-02-2020)	
1. Total gross receipts for food and beverage	_____
2. Tax Rate of 1%	<u>    X .01    </u>
3. AMOUNT OF FOOD AND BEVERAGE TAX	_____
4. SUBTOTAL	_____
5. Penalty of 5% per month	_____
<b>TOTAL TAX TO BE REMITTED (add lines 4 through 5)</b>	_____

Under Penalties as Provided by Law, I Declare that to the best of my Knowledge and Belief, the information on this form is True, Correct and Complete.

\_\_\_\_\_  
 Signature of Taxpayer

\_\_\_\_\_  
 Signature of Preparer

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Date Signed                      Telephone

\_\_\_\_\_  
 Date Prepared                      Telephone

Make Check Payable to: CITY OF EDWARDSVILLE, 118 Hillsboro Avenue, PO Box 407, Edwardsville, IL 62025

rev. 4/20

## **Authorized Uses of Funding**

### **Special Events Grant funding is available for the following types of uses:**

1. Advertising and promotional campaigns supporting events or marketing projects in media such as broadcast, web, regional print, and distribution.
2. Printing and distribution of promotional pieces, creative design, printing, copying, ad placement cost, and distribution of direct mail.
3. Creating an Internet website promoting the event linked to the Edwardsville website to increase participation, attendance, and awareness of the event.
4. Municipal charges for services related to the project or event including, City of Edwardsville provided public safety, public works, and parks expenses.

## **Unauthorized Uses of Funding**

1. Prize money, scholarships, awards, plaques, or certificates.
2. Travel expenses related to any traveling exhibit, contest judges, or staff travel.
3. Projects restricted to private or exclusive participation.
4. Private entertainment, food, beverages, and lodging.
5. Legal, medical, engineering, accounting, auditing, planning, feasibility studies, consulting services, or fees.
6. Salaries or supplements to salaries for existing or future staff, or employment of personnel directly related to the project or event.
7. Tangible personal property including, but not limited to, office furnishings or equipment, permanent collections, or individual pieces of art.
8. Interest or reduction of deficits and loans.
9. Expenses incurred or obligated prior to or after the project period.
10. Advertising and other promotional materials promoting future events.
11. Payments for services or goods purchased for previous or other events.
12. Capital or infrastructure projects.
13. Deposits on exhibits.
14. Entities with tax leveling authority.
15. Other items may be deemed ineligible by the Finance Committee and/or City Council.

## **Event Guidelines**

### **Major Events:**

- Staged in the City of Edwardsville that will attract large numbers of visitors to the city. Examples are multiple day sporting, art, food, and entertainment festivals.

### **Marketing Assistance:**

- Increasing the effectiveness of funded organization's outreach via TV, radio, and print publication. Examples would be production of brochures, maps, documentaries, special package promotions, and marketing programs.



## **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 \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**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.**

## Staff Review

Date Received \_\_\_\_\_

RASE Meeting Date \_\_\_\_\_ Approved  Denied

ACS Meeting Date \_\_\_\_\_ Approved  Denied

City Council Meeting Date \_\_\_\_\_ Approved  Denied

\* State Road Closure – Summary & Amendment sent to ACS \_\_\_\_\_

Approved by City Council \_\_\_\_\_

Request Letter sent to IDOT \_\_\_\_\_

Notification Sent to Event Representative \_\_\_\_\_

### **PARKS AND RECREATION**

- |  |   |
|--|---|
| <input type="checkbox"/> Parade/Assembly Application | <input type="checkbox"/> Hold Harmless Agreement  |
| <input type="checkbox"/> Map and/or Layout           | <input type="checkbox"/> Certificate of Insurance |
| <input type="checkbox"/> Tax Discussion              | <input type="checkbox"/> \$250 application fee    |

### **POLICE DEPARTMENT**

Contact \_\_\_\_\_ Estimated Cost \_\_\_\_\_

- With Street Closure       On-Duty Officer Assistance       No Assistance Required
- Conditional \_\_\_\_\_ Off-Duty Officer(s) Is/Are Hired By the Organization to Assist At Event

### **PUBLIC WORKS DEPARTMENT**

Contact \_\_\_\_\_ Estimated Cost \_\_\_\_\_

- Street Closure       Barricades       No Parking Signs
- Set-up by: \_\_\_\_\_

### **PARKS LABORERS**

Contact \_\_\_\_\_ Estimated Cost \_\_\_\_\_

- Trash Cans       Electrical       \_\_\_\_\_ Number Of On Site Labor Staff

