



City of Edwardsville
**PARKS &
RECREATION**

PARADE OR ASSEMBLY PERMIT APPLICATION

Packet 2023

Thank you for your interest in hosting a parade or assembly in the City of Edwardsville. We are committed to making this process as simple as possible. Our Parks and Recreation staff is here to help you along the way.

This application is for any of the following on City roadways:

- *Parades*
- *Bike Races*
- *Marathons/Competitive Runs*
- *Fun-runs/walks*

This Packet Contains:

- *Parade/Assembly Permit Application*
- *Certificate of Insurance Instructions*
- *Approval Timeline*
- *Event Fees*
- *Event Fee Waiver Policy*
- *Hold Harmless Agreement*

Edwardsville Parks and Recreation

(618) 692-7538

parks@cityofedwardsville.com

www.cityofedwardville.com/parks



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: _____

SPONSOR (CLUB, ORGANIZATION, INDIVIDUAL)

NAME: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

SPONSOR'S REPRESENTATIVE

NAME: _____ BIRTH DATE _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

EVENT SPECIFICS

DATE OF PARADE OR ASSEMBLY: _____

PARADE/ ASSEMBLY SET UP TIME _____ TEAR DOWN TIME _____

PARADE/ ASSEMBLY START TIME _____ ESTIMATED END TIME _____

EVENT START/END ADDRESS/LOCATION(S) _____

EVENT ROUTE (List affected streets below)

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: _____

EVENT SUPPORT AND PLAN

NUMBER OF MARSHALS TO ASSIST WITH CROWD CONTROL _____

MARSHALS VOLUNTEER _____ PAID POLICE DEPARTMENT _____

DESIGNATED VIEWING AREA FOR HANDICAP OR IMPARED _____

DESIGNATED AREA FOR LOST CHILDREN _____

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

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.



APPLICATION APPROVAL TIMELINE

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.

The Recreation, Arts & Special Events Board (R.A.S.E.) meets on the 1st Tuesday of the month on the 1st 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.

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)** – Thursday preceding the City Council Meeting
2. **Edwardsville City Council** - First and third Tuesday of the month

If requesting closure of a state highway, additional time needs to be considered.

1. **Parade Resolution and Summary** Written and Sent to:
2. **Administrative & Community Services Committee (ACS)** – Thursday preceding the City Council Meeting
3. **Edwardsville City Council** - First and third Tuesday of the month
4. **IDOT** - Approved resolution and summary sent to Illinois Department of Transportation approval letter. (Allow 2-4 weeks for approval)

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
- 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)*

_____ **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 _____



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. 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"/> Certificate of Insurance |
| <input type="checkbox"/> Map and/or Layout | <input type="checkbox"/> \$250 application fee |
| <input type="checkbox"/> Hold Harmless Agreement | |

POLICE DEPARTMENT

Contact _____ Estimated Cost _____

- | | | |
|---|---|---|
| <input type="checkbox"/> Approved With No Street Closure | <input type="checkbox"/> Rolling Street Closures | <input type="checkbox"/> No Assistance Required |
| <input type="checkbox"/> Partial (Lane) Closure | <input type="checkbox"/> On-Duty Officer Assistance | |
| <input type="checkbox"/> Condition That _____ 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

PARKS LABORERS

Contact _____ Estimated Cost _____

- Trash Cans Electrical _____ Number Of On Site Labor Staff

