



City of Edwardsville
**PARKS &
RECREATION**

SPECIAL EVENT PERMIT APPLICATION

Packet 2024

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

www.cityofedwardsville.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 _____
(please provide final and full name of event)

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 _____

Please provide a full description of your event in detail.

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)

These are items that the city can provide upon request.

_____ Bandstand Use

_____ Security Fence

_____ Trash Cans

_____ City Barricades

_____ Sidewalk Closure

_____ Vendors

_____ Electricity

_____ Street Closure

_____ Water Usage

_____ Restrooms

_____ Traffic Control

_____ Lake Use

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

Attach Map of Event Layout to Application- REQUIRED

Other Services at Event (not provided by this city)

_____ Inflatables

_____ Cooking/Food Served

_____ Carnival Rides

_____ Decorations/Signs/Display

_____ Port-a-pots

_____ Tents

Other (Specify) _____

_____ 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 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:



EVENT APPLICATION APPROVAL TIMELINE

The Recreation, Arts & Special Events Board (R.A.S.E.) meets on the 1st Tuesday of the month. Meeting location alternates between the R.P. Lumber Center and Governor Edwards Room on the first floor of 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. **Any new special events going through RASE Board are REQUIRED to have a representative present at the meeting.**

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

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

R.A.S.E. BOARD MEETING SCHEDULE 2024

January 2, 2024	Due December 22, 2023	(Events in March or After)
February 6, 2024	Due January 26, 2024	(Events in April or After)
March 5, 2024	Due February 23, 2024	(Events in May or After)
April 2, 2024	Due March 22, 2024	(Events in June or After)
May 7, 2024	Due April 26, 2024	(Events in July or After)
June 4, 2024	Due May 24, 2024	(Events in August or After)
July 2, 2024	Due June 21, 2024	(Events in September or After)
August 6, 2024	Due July 26, 2024	(Events in October or After)
September 3, 2024	Due August 23, 2024	(Events in November or After)
October 1, 2024	Due September 20, 2024	(Events in December or After)
November 5, 2024	Due October 25, 2024	(Events in January 2025 or After)
December 3, 2024	Due November 22, 2024	(Events in February 2025 or After)

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

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

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



EVENT FEES

(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, labor and contract services.)
- ☐ CONTRACTOR COSTS
- ☐ CITY EQUIPMENT AND LABOR COST
- ☐ EXCESS ELECTRICAL COST
- ☐ POLICE DEPARTMENT ASSISTANCE
- ☐ PARKS LABORERS (trash, etc.)

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

_____ **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.

_____ **Contractor Usage and Fees.** At the City's discretion, contractor 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.

_____ **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.

_____ **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

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 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 0.0725 = \$ _____
Total receipts Current Tax Rate for this Location Amount tax due

005 005 001860380160 730 083119 3 00000000000000

_____ **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. 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

MUNICIPAL TAX RETURN - FOOD & BEVERAGE

Please type or print

Business Name & Local Address	Filing Period
_____	_____
_____	Federal ID#
_____	_____
Corporate Name & Mailing Address	IL Business Tax#
_____	_____
_____	Operator's Name
_____	_____

FOOD AND BEVERAGE TAX (Per Ordinance No. 6636-02-2020)

1. Total gross receipts for food and beverage	_____
2. Tax Rate of 1%	X .01
3. AMOUNT OF FOOD AND BEVERAGE TAX	_____
4. SUBTOTAL	_____
5. Penalty of 5% per month	_____
TOTAL TAX TO BE REMITTED (add lines 4 through 5)	_____

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



Special Event Grant

About the Program

The City of Edwardsville Special Events Grant Program is established to enhance the economic impact of special events held in our community. The grant is a reimbursement grant and not designed to cover the entire cost of an event. The program is designed to assist an organization in their event by reimbursing marketing and municipal fees incurred. Priority will be given to distinctive and creative projects or events that support the goals and mission of the City of Edwardsville. Organizations are limited to one grant per year. The program year is 5/1/2024 to 4/30/2025.

Policies and Procedures

Any organization marketing a project/event to attract visitors to Edwardsville may apply for Special Event Grant. Each event must be approved by the Recreation, Arts, and Special Events Board. Qualifying events must meet the following criteria:

- a. Grant applications are due March 1, 2024.
- b. Maximum grant award shall not exceed \$8,000.
- c. Organizations are limited to one grant per program year.
- d. Event must be free to the public.
- e. Applicant will be notified of grant award via letter or email.
- f. Entities with tax leveling authority are not eligible to apply.

Requirements

1. The applicant must be a registered non-profit organization with the Illinois Secretary of State at the time of application.
2. All materials and advertisements should identify, where possible, the City of Edwardsville as a sponsor of the event.
3. Applicant must submit evidence of all required payments. The following are acceptable forms of proof: vendor invoices, copies of credit card receipts, copies of canceled checks, on-line bill pay transaction registers, original tear sheets of print ads, screenshots of online ads, samples of printed materials, or statements of other acceptable evidence of payments. No advance payments are authorized.
4. All receipts, project budget recap, and ancillary supporting documentation must be submitted within 90 days from last day of event.

5. All invoices for charges for services must be paid prior to grant reimbursement. City charges may include, but are not limited to, public safety, public works, parks personnel and equipment. 6. This grant is 100% reimbursement post-event completion.

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.

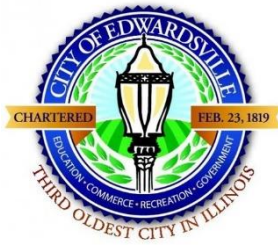
Unauthorized Uses of Funding

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, 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 ____/____/____

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

- | | |
|--|---|
| ☐ Parade/Assembly Application | ☐ Hold Harmless Agreement |
| ☐ Map and/or Layout | ☐ Certificate of Insurance |
| ☐ Tax Discussion | ☐ \$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 |
|-------------------------------------|-------------------------------------|--|

