

## ***Event Planning Guide***

The Edwardsville Parks Department has prepared this guide to help you think about your event and plan more effectively. This guide also lists many of the concerns and questions for which the Recreation Arts & Special Events Board may look for answers. Not all items may apply to your event. Our goal, like yours, is for you to have a safe and successful event. Should you have any questions, please feel free to contact us at 618-692-7538.

WHO YOU ARE: Tell us a little bit about your group and what you do. If it is a benefit/fundraising event, who is it for?

PURPOSE OF THIS EVENT:

What is the purpose of the event? What do you hope to accomplish?

WHAT ARE YOU PLANNING:

What are you planning to do? Remember the location, date(s), set up/tear down times, duration, etc.

WHAT DOES THIS EVENT HAVE TO OFFER THE COMMUNITY:

What makes this event unique?

### EVENT OVERVIEW

EVENT DATE & HOURS: Please indicate the actual date(s) and times the event will take place.

SET UP OF THE EVENT: When will you begin setting up the event? Are there any challenges facing you in regards to setting up?

CLEAN UP/TEAR DOWN: Who is responsible for clean up and tear down? When will this be done?

FIRE SAFETY: How will your group address concerns for fire safety (provide details on food cooked on site)?

INSURANCE: A \$1 million general liability insurance policy is required for all public events held on City Property. If alcohol is being sold, dram shop insurance is also required.

BEER AND WINE: Is alcohol going to be served? If so, is it going to be limited to a controlled area? How will you prevent alcohol being sold to minors? Please keep in mind that all local and state permits and additional insurance must be obtained prior to the event.

**POLICE OFFICERS/SECURITY GUARDS:** The Police Department will determine if your event requires officers to be onsite. The number of officers that may be required may vary due to the size of the crowd you are anticipating and whether alcohol is served. The City will consider security guards in lieu of police officers but require proof of the company's license and bonds.

**PORT-A-POTS:** With events held in parks or other areas that do not have adequate restroom facilities these may be needed.

**TRASH:** How do you plan to keep the area clean during the event and remove trash after the event?

**PARKING:** Where will you direct event patrons to park? Have you identified alternate parking options?

**VENDORS:** If you have vendors selling items, they need to have a City of Edwardsville business license if they do not already have one.

**FENCING:** Will any areas of your event be fenced off?

**FIRST AID:** How will you handle first aid and safety at your event?

**ANTICIPATED LAY OUT:** Attach a map showing the tentative layout of the event. A specific event layout will be required no less than seven days prior to your event.

**NOISE:** Will your event feature live bands, amplified music? If so, please keep in mind that many of our parks and public areas are in close proximity to residential areas.

**FOOD:** If you will be serving food during your event, you will need proper permits and inspections. Contact the Madison County Health Department for assistance in obtaining these. Information is available at [www.madisonchd.org](http://www.madisonchd.org) or by calling 618-692-8954.

**STREET CLOSURES:** If your event requires the closure of streets for any length of time, you must indicate the portion of the requested street that will be closed and the times the closure will be in effect. It is your responsibility to stay within the requested parameters.

**SPECIAL EFFECTS:** If your event is going to involve any special effects (fireworks, black powder, theatrical lighting, etc., please note this so any concerns can be raised and resolved early).

If you have any other questions while preparing your Special Event Permit, please contact the Park Office at 618-692-7538 and our staff will be glad to assist you further.



N Kansas St

N Buchanan St



Building



Sidewalk / EOP

Tree Base



Outdoor Structure



Landscape

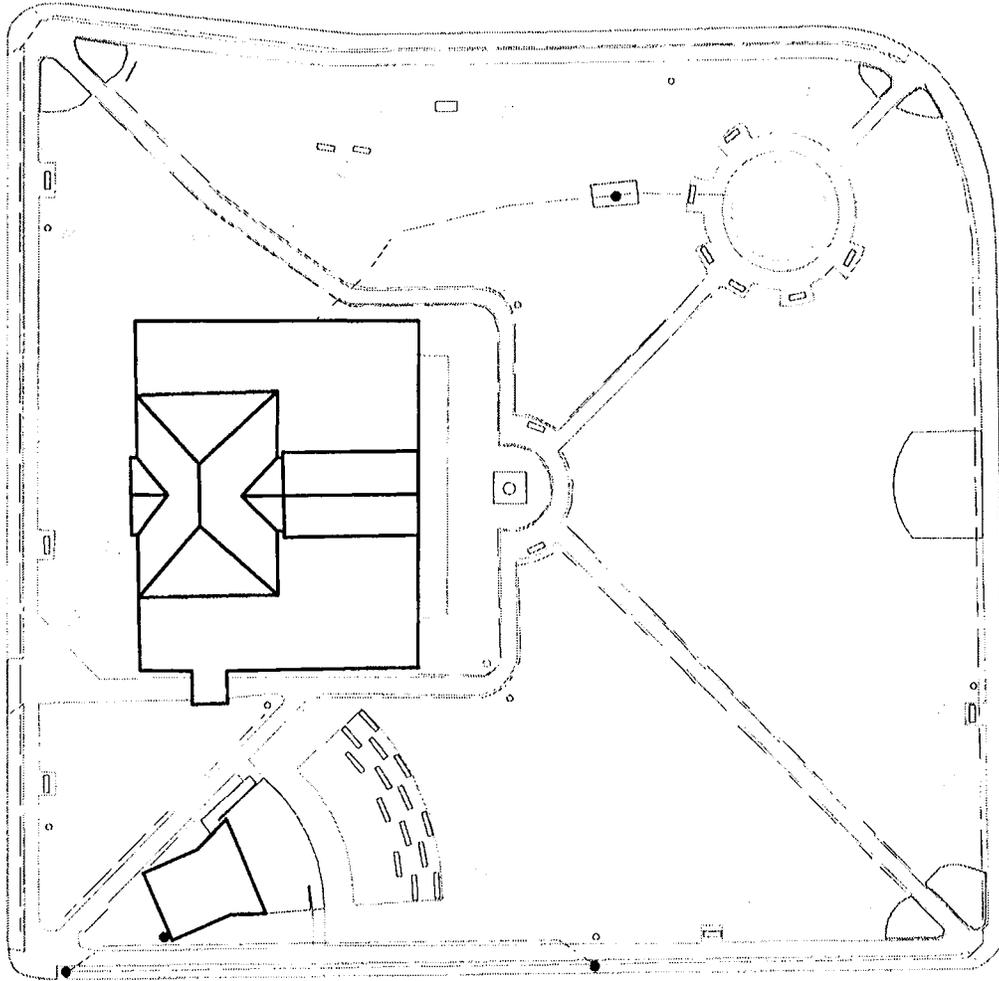


Electric

E Vandalia St

S Kansas St

S Buchanan St



E Park St

Public Works

Park Street Plaza

Alley

Disclaimer: This map is intended for general informational use only and does not represent a legal record. The map and information contained therein are provided without any warranty of any kind. In no event will the City of Edwardsville be liable for any damages of any type arising from the use of this map. If any discrepancies are found, please forward that information to the Department of Public Works at (618) 692-7535. 10/2/18