

PARADE/ASSEMBLY PERMIT - APPLICATION -

PURSUANT TO SECT. 114-61 OF CODIFIED ORDINANCE OF
CITY OF EDWARDSVILLE
(COMPLETE ALL APPLICABLE SPACES)

EVENT NAME: _____

1. SPONSOR (CLUB, ORGANIZATION, INDIVIDUAL, ETC):

A. NAME: _____

B. ADDRESS: _____

STREET

_____, _____

CITY

STATE

C. TELEPHONE: _____

D. EMAIL: _____

2. SPONSOR'S REPRESENTATIVE/CONTACT:

A. NAME: _____, _____, _____

LAST

FIRST

MI

B. DATE OF BIRTH: _____

C. TELEPHONE: _____

D. EMAIL: _____

E. ADDRESS: _____

STREET

_____, _____

CITY

STATE

EVENT SPECIFICS:

1. PLANNED DATE: _____ TIMES: _____ TO _____

2. PROPOSED ROUTE/ASSEMBLY LOCATION: (INCLUDE ASSEMBLY AREA, STEP OFF POINT AND DISBURSEMENT PLAN
- USE ATTACHED SHEET IF NECESSARY):

3. WILL ROUTE/ASSEMBLY AREA REQUIRE TEMPORARY CLOSURE OF A STATE HIGHWAY? YES _____ NO _____

4. ESTIMATED NUMBER OF TOTAL ENTRIES: _____

A. NUMBER OF FLOATS: _____

B. NUMBER OF BANDS: _____

C. NUMBER OF MARCHING GROUPS: _____

SUPPLEMENTAL INFORMATION:

1. NUMBER OF MARSHALS AVAILABLE TO ASSIST WITH CROWD CONTROL:

2. DESIGNATED VIEWING AREA FOR HANDICAPPED (LOCATION)

3. DESIGNATED AREA FOR LOST CHILDREN (LOCATION):

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

IF YES INDICATE REASON: ANIMALS, CONFETTI, ETC.: _____

WILL CLEAN UP PERSONNEL BE PROVIDED BY SPONSOR/PARTICIPANTS?

YES _____ NO _____

5. WEATHER CONDITIONS (CONTINGENCY):

a. RAIN DATE (ONLY IF DESIRED): _____

b. INTERRUPTION PLAN (INDICATE GENERAL INSTRUCTIONS TO BE GIVEN PARTICIPANTS SHOULD WEATHER NECESSITATE CANCELLATION OF AN IN-PROGRESS EVENT (USE ATTACHED SHEET IF NECESSARY):

6. WILL ALCOHOL BE SOLD IN CONJUNCTION WITH THIS EVENT? YES _____ NO _____

a. **IF “YES”, ORGANIZER MUST APPLY FOR A SPECIAL EVENT LIQUOR LICENSE (CLASS F FOR CURRENT ILLINOIS LIQUOR LICENSE HOLDERS AND CLASS E FOR ALL OTHERS).** FORMS ARE AVAILABLE AT THE CITY CLERK’S OFFICE OR ONLINE AT WWW.CITYOFEDWARDSVILLE.COM UNDER FORMS AND APPLICATIONS.

b. UPON APPROVAL OF EVENT AND CITY CLASS E LIQUOR LICENSE, ORGANIZER/SPONSOR MUST ALSO OBTAIN A STATE OF IL SPECIAL EVENT LIQUOR LICENSE

7. WILL A FOOD TRUCK BE A PRESENT AT YOUR EVENT? YES _____ NO _____

a. IF “YES”, ORGANIZER MUST CONTACT MADISON COUNTY HEALTH DEPARTMENT AT 618-692-8954 AND PROVIDE PROOF OF COMPLIANCE WITH ALL PERMITS AND REGULATIONS.

INSURANCE REQUIREMENTS:

1. WILL ANY FLOATS OR MOTORIZED VEHICLES NOT DESIGNATED FOR NORMAL ROAD USE BE USED ON THE PUBLIC RIGHT OF WAY **OR WILL THE EVENT CONSIST OF 25 OR MORE PERSONS?** YES _____ NO _____

2. IF “YES”, ATTACH A CERTIFICATE OF INSURANCE OF NOT LESS THAN \$1 MILLION PER OCCURRENCE/\$2 MILLION AGGREGATE NAMING THE CITY OF EDWARDSVILLE ADDITIONALLY INSURED BY ENDORSEMENT. IF A STATE HIGHWAY IS TO BE USED A CERTIFICATE OF INSURANCE OF NOT LESS THAN \$1 MILLION PER OCCURRENCE/\$2 MILLION AGGREGATE NAMING THE ILLINOIS DEPARTMENT OF TRANSPORTATION AS ADDITIONAL INSURED MUST BE ATTACHED.

3. IF ALCOHOL IS BEING SOLD, ORGANIZER/SPONSOR MUST OBTAIN DRAM SHOP INSURANCE PRIOR TO THE ISSUANCE OF A LIQUOR LICENSE.

FEES

1. AN APPLICATION REVIEW FEE OF \$250 SHALL BE CHARGED FOR ALL EVENTS THAT ARE CONSIDERED ORGANIZED AND/OR “COMMUNITY EVENTS” IN WHICH THE GENERAL PUBLIC IS INVITED OR ALLOWED TO ATTEND. SAID FEE SHALL

BE APPLIED AS PARTIAL PAYMENT FOR COSTS INCURRED BY THE CITY FOR PERSONNEL, EQUIPMENT, MATERIALS AND VEHICLES USED IN CONJUNCTION WITH THE SET-UP, SUPERVISION AND TEAR DOWN OF THE EVENT. ALL REMAINING COSTS INCURRED SHALL BE INVOICED TO THE APPLICANT UPON THE CONCLUSION OF THE EVENT. ALL APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT AND DISCUSS THE PROPOSED EVENT WITH PARKS AND RECREATION STAFF PRIOR TO SUBMITTAL OF AN APPLICATION IN ORDER TO AVOID CONFUSION AND POTENTIAL DENIAL OF THE APPLICATION AND EVENT. ANY APPLICATION IN WHICH THE \$250 FEE IS RECEIVED AND THEN THE EVENT REQUEST DENIED SHALL RESULT IN A REFUND OF \$200 TO SAID 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 SHALL BE NO REFUND OF FEES, AND ANY PERSONNEL, MATERIAL OR EQUIPMENT COSTS SHALL BE INVOICED TO THE APPLICANT.

UNRESERVED USE OF PARK PROPERTY BY A CITIZEN OR CITIZENS FOR PRIMARILY TRADITIONAL PURPOSES SHALL BE ON A "FIRST-COME, FIRST-SERVED" BASIS AND SHALL NOT BE INVOICED.

2. IN THE CASE THAT FIRST TIME APPLICANT OR A NON-LOCAL BUSINESS, ORGANIZATION OR INDIVIDUAL SUBMITS AN APPLICATION FOR A COMMUNITY EVENT, A PARTIALLY REFUNDABLE DEPOSIT OF \$2,500 WHICH IS ACCEPTABLE IN THE FORM OF A CHECK TO BE HELD BY THE CITY PENDING COMPLETION OF THE EVENT MAY BE REQUIRED OF THE APPLICANT FOR WHAT IS DEFINED HEREIN AS A "PARADE", "COMMUNITY EVENT" OR "ORGANIZED EVENT". THE DECISION TO REQUIRE A DEPOSIT OR WAIVE A DEPOSIT BEFORE ANY SUCH EVENT MAY BE HELD SHALL BE MADE BY THE BOARD BASED ON A DETERMINATION THAT THE APPLICANT IS THE RESPONSIBLE PARTY OR A DESIGNATED AGENT OF SAME AND CAN BE LOCATED FOLLOWING THE EVENT AND THAT THE APPLICANT HAS THE AUTHORITY TO ACCESS RESOURCES NECESSARY TO ENSURE A PROPERLY NEGOTIATED SETTLEMENT REGARDING ANY EXTRAORDINARY EXPENSES INCURRED BY THE CITY. IN ALL CASES THE APPLICANT SHALL ATTEST ON A FORM PROVIDED BY THE DIRECTOR TO A WILLINGNESS TO PAY FOR SUCH EXPENSES RELATING TO DAMAGES, REPAIRS, MAINTENANCE OR EXTRAORDINARY CLEAN-UP. WHEN REQUIRED, THE DEPOSIT OR A PORTION OF THE DEPOSIT MAY BE HELD BY THE CITY AND DEPOSITED IN THE CITY TREASURY UPON DETERMINATION BY THE PARKS AND RECREATION DIRECTOR THAT THE FUNDS ARE NEEDED FOR DAMAGE REPAIR, MAINTENANCE OR GENERAL CLEAN-UP. NOTHING SHALL PREVENT THE BOARD THROUGH APPROPRIATE CITY CHANNELS FROM SEEKING REIMBURSEMENT FOR EXPENSES IN EXCESS OF THE DEPOSITED AMOUNT. SUCH DAMAGES AND REPAIR COSTS SHALL BE DOCUMENTED BY THE DIRECTOR AND SHARED WITH THE EVENT SPONSOR(S).

3. CHARGES FOR POSSIBLE NEED AND 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 SHALL BE BURDENED BY THE APPLICANT. NO LESS THAN ONE CITY EMPLOYEE SHALL BE REQUIRED TO REMAIN ON SITE THROUGHOUT "COMMUNITY EVENTS", TO SUPERVISE USE AND ASSIST WITH THE EVENT UNTIL CONCLUSION AND CLEAN-UP OF SAID 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.

SIGNED: _____
(SPONSOR'S REPRESENTATIVE)

DATE: _____

THIS APPLICATION IS TO BE SUBMITTED TO THE RECREATION, ARTS, & SPECIAL EVENTS BOARD THROUGH THE OFFICE OF THE PARKS DEPT. NOT LESS THAN (60) SIXTY DAYS PRIOR TO THE PROPOSED EVENT AND NOT LESS THAN (90) NINETY DAYS PRIOR TO THE PROPOSED EVENT IF A STATE HIGHWAY IS TO BE USED.

