



Application Date _____

Permit No _____

Issue Date _____

SPECIAL EVENT PERMIT APPLICATION

ALL FEES ARE NON-REFUNDABLE

This application will not be accepted unless all required information is completed

EVENT INFORMATION

Event Name _____

Start Date _____ Start Time _____ End Date _____ End Time _____

EVENT TYPE / DESCRIPTION

- Residential Block Event Flea Market Farmers Market Craft Show
- Carnival with Festival Carnival without Festival Parade, Fundraising Parade, Non-Fundraising
- Cannabis Other _____

Event Location / Route (attach a detailed diagram of the layout of the event or use GIS drawing) _____

Purpose of Event (describe event) _____

Number Expected to Attend _____ Number of Event Staff _____

Number of Vendors, Exhibitors and Units _____ Please Use Additional Sheet to List Vendors/Exhibits

CONTACT INFORMATION *Please complete all sections that apply*

Applicant Name _____ Primary Phone _____

Address _____ City/State/Zip _____

Email _____ Driver's License No. _____

Primary Event Contact _____ Primary Phone _____

Address _____ City/State/Zip _____

Email _____ Driver's License No. _____

Sponsor Name _____ Primary Phone _____

Address _____ City/State/Zip _____

Email _____ Driver's License No. _____

NECESSITIES / EQUIPMENT

Need Barricades: No Yes # _____ Traffic Cones: No Yes # _____ Specify location(s) on diagram

Will Tents be used? No Yes # of Tents _____ Sizes: _____

ALCOHOL

Alcoholic liquors be served? No If yes, **Proof of Dram Shop Insurance for location must be provided**

Name of Liquor License Holder _____

Temporary Liquor License applied for? No Yes Date applied _____

MUSIC

Starting Time: _____ Ending Time: _____ Music Type _____

OTHER

Will Fireworks be used? No Yes If yes, **MUST** provide a copy of State permit

Will there be amusement rides? No Yes If yes, **MUST** provide copy of State permit/license

Security (if applicable) No Yes If yes, provide name of the company and phone number.

Name of the company: _____ Phone number: _____

FEE SCHEDULE

Applicants must file at least ten (10) days prior to the event; incomplete applications may be rejected. Additional fees apply for Cannabis event and/or temporary Liquor license (see page 3).

\$25.00 – filed at least 60 days prior to event

\$50.00 – file between 30-59 days prior to event

\$75.00 – file less than 30 days prior to event

No fee – Residential Block party

INSURANCE REQUIREMENTS

**Certificate of Liability is needed naming the city, property owner and sponsor as co-insured parties.
The amount of insurance shall be:**

Flea market, farmers market, craft show – \$100,000.00 / occurrence / aggregate

Festival without carnival – \$250,000.00 / occurrence / aggregate

Festival with carnival – \$500,000.00 / occurrence / aggregate

Fundraising parade – \$100,000.00 / occurrence / aggregate

Non-fundraising parade – \$250,000.00 / occurrence / aggregate

Temporary Cannabis Event - \$250,000.00 / occurrence / aggregate

Block Parties – none

SITE PLAN

A detailed site plan must be included with all event applications. Site plan must show the area of the event, entrance and exit, restrooms (if applicable), security check points (if applicable), ambulance entrance etc. See Title 5, Chapter 6 for more details.

PLEASE READ CAREFULLY

Application Submission

1. Temporary Cannabis Event applications must be submitted at least **15 days** prior to the date of the event.
2. All other permit requests must be submitted with a layout a minimum of **10 days** prior to the date of the event.
3. If the event is being held on private property or leased property, evidence of approval by the property owner/manager may be required.
4. Event organizers are responsible for the following:
 - a. Pickup and return of all city-owned equipment
 - b. Replacing equipment that is lost, damaged or destroyed
 - c. Equipment setup at the designated time and teardown immediately following the event

List of Vendors/Exhibits

At least 24 hours before the start of an event, or if the event is on a weekend, the Friday prior to the event by 5:00 pm, the organizer shall present to the city a list of all vendors, exhibitors, and units to appear at the event. Such list shall include the following information for each party:

1. Name of the person, and if a corporation, its principal officer(s) name(s)
2. Address and telephone number of the business
3. Name, address, telephone number and driver's license number of the person who will be responsible for the operation in the city
4. If the event is scheduled to last more than one day, the organizer shall update the above list prior to the day before the opening of the event on any given day

Services Supplied by Organizer

The organizer of any event on city-owned or public grounds or private property shall be responsible for providing the following services as needed to the event at its cost:

- security
- sanitation services
- trash receptacles
- trash disposal
- restroom facilities
- registration & coordination of exhibitors, vendors & units
- fencing
- tents or temporary structures
- hookup of booths & attractions to the master electrical and water systems
- cleanup of event site
- all repairs to damage of city-owned property

Alcohol

If alcoholic liquor is to be sold or served, the organizer shall also present the city, prior to the event, a certificate of dram shop insurance naming the city and liquor licensee as co-insured parties. A Temporary License will be required by a license holder to conduct business anywhere else beside his/her license location.

Cannabis

If cannabis and/or cannabis-infused products are to be sold, served, or otherwise consumed on the event premises as part of the event, the applicant must provide to the City: (1) proof that the applicant is 21 years of age or older; (2) a written plan detailing how persons under 21 years of age will be prevented from entering the cannabis event premises; and (3) evidence indicating that the cannabis event premises is not located (a) in an area that is zoned exclusively for residential use, and (b) within 1,000 feet of a public or private elementary or secondary school.

Damage to Property

In the event there is damage to city-owned property or public grounds, the organizer shall within 15 days from the date of billing by the city, make arrangements with the City Administrator or his/her designee to reimburse the city an amount determined to be appropriate to compensate the city for any and all damages to city-owned property incurred as a result of the event.

List of Vendors/Exhibits

Must be submitted a minimum of 24 hours before the start of the event or Friday by 5:00 pm on weekend.

#1. Business Name _____ Business Phone No. _____

Business Address _____ City/State/Zip _____

Contact Person _____ Contact Phone No. _____

#2. Business Name _____ Business Phone No. _____

Business Address _____ City/State/Zip _____

Contact Person _____ Contact Phone No. _____

#3. Business Name _____ Business Phone No. _____

Business Address _____ City/State/Zip _____

Contact Person _____ Contact Phone No. _____

#4. Business Name _____ Business Phone No. _____

Business Address _____ City/State/Zip _____

Contact Person _____ Contact Phone No. _____

#5. Business Name _____ Business Phone No. _____

Business Address _____ City/State/Zip _____

Contact Person _____ Contact Phone No. _____

#6. Business Name _____ Business Phone No. _____

Business Address _____ City/State/Zip _____

Contact Person _____ Contact Phone No. _____

#7. Business Name _____ Business Phone No. _____

Business Address _____ City/State/Zip _____

Contact Person _____ Contact Phone No. _____

#8. Business Name _____ Business Phone No. _____

Business Address _____ City/State/Zip _____

Contact Person _____ Contact Phone No. _____

If the event extend beyond one day, the organizer shall update the above list if anything changes and notify the City immediately via email: administrator@cityofwestpeoria.com