



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

Block Party ___ Flea Market ___ Farmers Market ___ Craft Show ___ Cannabis ___
Carnival with Festival ___ Carnival without Festival ___ Parade, Fundraising ___ Parade, Non-Fundraising ___
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 Tent(s) _____ Sizes: _____

Supplier / Owner of the tent(s) _____ Flameproofing Status _____

ALCOHOL

Alcoholic liquors are served? No ___ Yes ___ *If yes, Proof of Dram Shop Insurance must be provided if not on file*

Type of Alcohol to be served _____

Name of Liquor License Holder _____

City which license was issued in: _____ License Class _____

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 the following.* Number of Officers: _____

Name of the company: _____ Phone number: _____

FEE SCHEDULES

*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.*

Special Event Application

\$25.00 file within 60 days
\$50.00 file within 30-59 days
\$75.00 file less than 30 days
No Fee – Block Party

Temporary Liquor License

1 Day – \$25.00
2 Days – \$33.00
3 Days – \$42.00
4 Days – \$55.00
5 or more – \$83.00

Cannabis Temp License

1 Day - \$100.00
2 Days - \$150.00
3 Days - \$200.00

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, prior to the event, ensure the city has a certificate of dram shop insurance naming the city and liquor licensee as co-insured parties. A Temporary License and a State License if applicable, will be required by a license holder to conduct business anywhere else besides his/her license location. All outside events require orange fencing to mark the area in which customers are to be contained for the event. No open containers are to be outside the established area at any time.

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 _____ Principal Officer _____
Business Phone No. _____ Business Address _____
City/State/Zip _____ Email _____
Contact Person _____ Contact Phone No. _____
Drivers Licenses (other State issued photo ID) number: _____

#2. Business Name _____ Principal Officer _____
Business Phone No. _____ Business Address _____
City/State/Zip _____ Email _____
Contact Person _____ Contact Phone No. _____
Drivers Licenses (other State issued photo ID) number: _____

#3. Business Name _____ Principal Officer _____
Business Phone No. _____ Business Address _____
City/State/Zip _____ Email _____
Contact Person _____ Contact Phone No. _____
Drivers Licenses (other State issued photo ID) number: _____

#4. Business Name _____ Principal Officer _____
Business Phone No. _____ Business Address _____
City/State/Zip _____ Email _____
Contact Person _____ Contact Phone No. _____
Drivers Licenses (other State issued photo ID) number: _____

#5. Business Name _____ Principal Officer _____
Business Phone No. _____ Business Address _____
City/State/Zip _____ Email _____
Contact Person _____ Contact Phone No. _____
Drivers Licenses (other State issued photo ID) number: _____

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