

**CITY OF PEORIA
PUBLIC EVENT APPLICATION
GENERAL INSTRUCTIONS**

Per section 21-5 of the Code of the City of Peoria, “no group of twenty (20) or more persons shall use any park or public grounds of the City for organized activity unless they have obtained a permit therefor from the comptroller. (Ordinance No. 10941, 3-16-82)

To make application to sponsor a public event on City-owned property, the event sponsor or representative must complete and submit this application and all necessary fees and supporting documentation at least **ten (10) working days prior** to the scheduled event. Reduced public event application fee is available if complete application is filed early (see schedule below).

The City reserves the right to reject any incomplete applications.

Submit with this application:

- ◆ Payment of non-refundable filing fee (see fee schedule).
- ◆ Payment of all vendor fees (if applicable) as outlined in this application.
- ◆ Site plan for the event (see section titled Map).
- ◆ Riverfront Events - Certificate of liability insurance which states the following:
“City of Peoria, State of Illinois, and the Peoria Park District are additional insured.”
The certificate holder is the City of Peoria. See schedule for liability insurance minimum amount.

You should direct your insurance agent to mail a copy to each agency listed below:

- City of Peoria, 419 Fulton Street, Room 111, Peoria, IL 61602
- Illinois Department of Transportation (IDOT), Attn: Ken Fitzpatrick, 401 Main St, Peoria, IL 61602
- Peoria Park District, Attn: Bill Roeder, 6017 N. Knoxville, Peoria, IL 61614

- ◆ All other events - Certificate of liability insurance which states the following:
“City of Peoria and the State of Illinois are additional insured.”
The certificate holder is the City of Peoria. See schedule for liability insurance minimum amount.

You should direct your insurance agent to mail a copy to each agency listed below:

- City of Peoria, 419 Fulton Street, Room 111, Peoria, IL 61602
- Illinois Department of Transportation (IDOT), Attn: Ken Fitzpatrick, 401 Main St, Peoria, IL 61602

NOTE: This application is not to be used for picketing and protest demonstration permits, block parties for neighbors, or use of Peoria Park District owned property. For these types, please contact:

- Picketing/Demonstration – Peoria Police Department, Traffic Division, phone (309) 494-8253
- Neighborhood Block Parties – Ken Andrejasich, Engineering Department, phone (309) 494-8813
- Peoria Park District owned property – Bill Roeder, phone (309) 689-3019
- Peoria Civic Center owned property – General Manager, phone (309) 673-8900

APPLICATION FEE SCHEDULE

If application is filed **at least 60** calendar days prior to scheduled event date.....\$50.00
If application is filed **between 30-59** calendar days prior to scheduled event date.....\$75.00
If application is filed **less than 30** calendar days prior to scheduled event date.....\$125.00

CHARGE FOR USE OF PUBLIC GROUNDS

If the sponsor, or their designate, of any festival or carnival on City-owned parks or public grounds charges the public for admittance to any or all of the City-owned property during any or all of the event for which the permit was issued, the sponsoring organization shall remit to the City, within 30 days following the last day of the event, a fee equal to 25% of the total gross receipts from admission, except that such fee will not be less than \$500.00 per calendar day of the event nor exceed \$1,000.00 per calendar day of the event.

RIVERFRONT EVENTS

The Peoria City Council has designated the Peoria Park District as the riverfront event coordinator. All sponsors requesting to hold events along the riverfront must immediately contact Bill Roeder, Peoria Park District, and (309) 689-3019.

MISCELLANEOUS FEE SCHEDULE

Arcade license.....	\$200.00
Carnival license.....	\$ 50.00 per week
Electrical inspection fee.....	\$10.00
Fireworks display license.....	\$250.00 per day
Tent permit and inspection fee.....	\$25.00 per tent
Vendor fees:	
1-25 booths.....	\$20.00 each
26-50 booths.....	\$1,000.00
51-75 booths.....	\$1,500.00
76 or more booths.....	\$2,000.00

RATES FOR CITY SERVICES

Peoria Police Department – Provide traffic, crowd control and security.

Cost: Estimates upon request
Contact: Police Traffic Division Lieutenant (309) 494-8253

Public Works Department – If City crews must clean-up after an event because of inadequate sponsor clean-up, event sponsor will be charged.

Cost: Standard State of Illinois (MFT) rental rate
Contact: David Haste (309) 494-8800

Event sponsor will be invoiced following the event for all City services rendered. A deposit may be required prior to event.

LIABILITY INSURANCE REQUIREMENTS

The City of Peoria, the State of Illinois, and the Peoria Park District (in some cases) must be named as additional insured along with the event sponsor. The minimum amount of insurance shall be:

Festivals without carnival and fireworks.....	\$250,000.00
Festivals with carnival and/or fireworks.....	\$500,000.00
Fundraising parades*.....	\$100,000.00
Non-fundraising parades*.....	\$250,000.00

*Including road races, walk-a-thons, bike-a-thons and similar events.

Event sponsor is responsible for distribution of City of Peoria tax returns to their participating vendors.

Permission to use parks and public grounds granted under provision of this chapter does not supercede licenses, permits, or permission to use any or all of such parks and public grounds previously granted by majority vote of the City Council.

Further questions may be directed to: Accounts Receivable Office
419 Fulton Street, Room 111
Peoria, IL 61602
Phone: (309) 494-8588
Email: AR@ci.peoria.il.us

Make checks payable to: City of Peoria

CITY OF PEORIA PUBLIC EVENT APPLICATION

Please type or print in **black ink**
Do not use highlighter

1. Name of event: _____

2. Event date(s): _____

Monday	____/____/____	From	_____ am/pm	To	_____ am/pm
Tuesday	____/____/____	From	_____ am/pm	To	_____ am/pm
Wednesday	____/____/____	From	_____ am/pm	To	_____ am/pm
Thursday	____/____/____	From	_____ am/pm	To	_____ am/pm
Friday	____/____/____	From	_____ am/pm	To	_____ am/pm
Saturday	____/____/____	From	_____ am/pm	To	_____ am/pm
Sunday	____/____/____	From	_____ am/pm	To	_____ am/pm

Set-up
Start date: ____/____/____ _____ am/pm Rain date(s): _____

Tear down
complete by: ____/____/____ _____ am/pm

3. Sponsoring organization: _____

Address: _____

_____ Phone: _____

4. Person in charge of event: _____

Address: _____

_____ Phone: _____

Birthdate: ____/____/____ Driver's License #: _____ State: _____

E-mail: _____

5. Type of Event: ___ Parade (non-fundraising) ___ Parade (fundraising) ___ Race ___ Carnival
 ___ Bike-a-thon ___ Walk-a-thon ___ Festival Other: _____

6. Location of Event: ___ Fulton Plaza ___ Riverfront Park ___ Liberty Park ___ City Hall Lot
 ___ Other: _____

7. Estimated number of participants/attendees: _____

___ Spectators ___ Exhibitors ___ Horses ___ Other Animals ___ Participants

___ Merchants/vendors ___ Block Captains ___ Parade Units

8.	Are you planning a protest, picket, block party or park district event?	Yes	No
9.	Are you planning a street activity? (If yes, complete question # 26)	Yes	No
10.	Is the sponsor a proprietorship/partnership/association/corporation?	Yes	No
11.	Will you have vendors, merchants or exhibitors?	Yes	No
12.	Are you planning to sell or serve alcohol?	Yes	No

- | | | | |
|-----|---|-----|----|
| 13. | Are you planning a firework display? | Yes | No |
| 14. | Are you planning carnival rides? | Yes | No |
| 15. | Are you planning to use tents? (If yes, list sizes on separate sheet) | Yes | No |
| 16. | Are you planning to use arcade games? | Yes | No |
| 17. | Are you planning to use electricity? (If yes, complete question # 27) | Yes | No |
| 18. | Are you planning to use water? (If yes, complete question # 27) | Yes | No |
| 19. | Are you planning to use traffic control? (If yes, complete question # 27) | Yes | No |
| 20. | Do you request the City to provide barricades? (If yes, complete question #27) | Yes | No |
| 21. | Are you planning to use security? (If yes, complete question # 27) | Yes | No |
| 22. | Are you planning for sanitation? (If yes, complete question # 27) | Yes | No |
| 23. | Are you planning for distribution of tax returns? (If yes, complete question # 27) | Yes | No |
| 24. | Are you planning any painting, digging, placement of stakes or other similar use of City streets? (If yes, complete question #27) | Yes | No |
| 25. | Are you planning arrangements for clean-up? (If yes, complete question # 28) | Yes | No |
| 26. | If you answered yes to #9, describe the activity type: _____ | | |

Assembly area location: _____

Exact date and time of street closings and openings:

Date/Time of street closing: _____ Date/Time of street opening: _____

Desired Route (Subject to approval):

START: _____

TO: _____ TO: _____

TO: _____ TO: _____

TO: _____ TO: _____

TO: _____ TO: _____

DISASSEMBLE LOCATION: _____

27. If you answered yes to any questions # 17 through #24, list your provisions for: (Add additional sheet if necessary)

- a. Electricity and water _____
- b. Traffic, crowd control, security _____
- c. Barricades _____
- d. Sanitation _____
- e. Garbage _____
- f. Distribution of tax returns _____
- g. Painting, digging, etc. _____

28. List your provisions for clean-up: _____

29. Submit map (no larger than 8 ½" x 11") of the route or layout of the event. **DO NOT USE HIGHLIGHTER.** Include on the map: Restrooms or portable toilets, first aid facilities, emergency vehicle access routes, restricted driving lanes, exhibitor parking, bandstands and stages, seating, structures, tents, liquor license area, vendor placement and handicapped parking.

Map included? Yes No

This application will be considered only when all necessary sections have been completed. Submission of this application does not guarantee approval of the event. The sponsor will be notified of the approval or denial after all City departments and outside agencies have reviewed the complete application.

I hereby agree to operate the described event in accordance with all regulations and conditions imposed by the laws of the State of Illinois and the laws, ordinances and regulations of the City of Peoria for public events. I understand any false statement could result in the revocation or denial of this application.

Signature of Applicant

Date

NAME SHEET

Person codes: (Attach additional sheets as necessary)

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
AO	Arcade machines owner	PP	Proprietor or partner
CO	Carnival operator	SH	Shareholder
EX	Exhibitor	SP	Sponsor
FO	Fireworks operator	TO	Tent owner
LL	Liquor license holder	VM	Vendor or merchant

Name: _____ Title: _____ Code: _____

Address: _____

Phone: _____

Birthdate: ____/____/____ Driver's License # : _____ State: _____

Name: _____ Title: _____ Code: _____

Address: _____

Phone: _____

Birthdate: ____/____/____ Driver's License # : _____ State: _____

Name: _____ Title: _____ Code: _____

Address: _____

Phone: _____

Birthdate: ____/____/____ Driver's License # : _____ State: _____

Name: _____ Title: _____ Code: _____

Address: _____

Phone: _____

Birthdate: ____/____/____ Driver's License # : _____ State: _____

ADDITIONAL REQUIREMENTS

If you answered yes to the following questions on the Public Event Application, you must complete the additional requirements listed below:

- #10 If a proprietorship or partnership, list names of all owners, their residence, phone number, driver's license number and date of birth on the attached "Name Sheet". If an association or corporation, list the names of all officers and directors along with shareholders owning more than 20% of the stock. Attach additional sheets if necessary.
- #11 Vendors, merchants and/or exhibitors are responsible for the collection and remittance of taxes. Forms are to be distributed to them by the event sponsor if they are selling or offering for sale any food, drink or alcoholic beverage; or charging an admission to participate in an amusement (rides/games/exhibits). No vendor will be present within the approved event's boundaries without the sponsor's permission. The tentative vendor fee and listing must be submitted with this application. The vendors can appear on the "Name Sheet" or a separate listing can be provided that includes each vendor business name, owner/operator's name, mailing address, and phone number. A complete listing must be provided within one week of the event close, along with any additional vendor fee.
- #12 If you plan to sell or serve alcoholic beverages, you must first make application (at least four weeks in advance) to the City Clerk, City Hall Building, 419 Fulton Street, Room 401, Peoria, IL 61602. Their phone number is (309) 494-8565. No liquor may be sold or served at parades. The Peoria Police Department investigates all liquor license applications. Please contact the City Clerk for more information.
- #13 If you are planning a fireworks display, you must first contact the Peoria Fire Department at (309) 494-8780. They will assist you with the requirements for fireworks licensing.
- #14 If you are planning carnival type rides, you must first make application (at least four weeks in advance) with the Accounts Receivable Office, 419 Fulton Street, Room 111, Peoria, IL 61602. Our phone number is (309) 494-8588. Carnivals must pass an electrical inspection, prior to event opening. For electrical code information, contact the Inspections Department, Twin Towers Building, Room 401, Peoria, IL 61602. Their phone number is (309) 494-8620. You also need to list the carnival operator on the "Name Sheet".
- #15 If tents are to be used, you will need to list the tent owner's information on the "Name Sheet" along with a separate sheet listing the tent sizes. Tent permits must be acquired from the Peoria Fire Department, 505 NE Monroe Street, Peoria, IL 61602. Their phone number is (309) 494-8700.
- #16 If automatic amusements (pinball, video game, etc) are planned, you will need to list the owner's information on the "Name Sheet". The owner/operator must secure an Amusement Arcade License (at least two weeks in advance of event) from the Accounts Receivable Office, 419 Fulton Street, Room 111, Peoria, IL 61602. Our phone number is (309) 494-8588.
- #23 Contact the Accounts Receivable Office, 419 Fulton Street, Room 111, Peoria, IL 61602 for a supply of tax returns for you to distribute. Our phone number is (309) 494-8588.
- #24 If you plan any painting or any special requirements for the use of City streets, it must be approved by the Public Works/Streets Department. Contact David Haste at (309) 494-8800. **DIGGING OR PLACEMENT OF STAKES IN CITY STREETS IS PROHIBITED.**
- #27 If you plan to use electricity, contact Building Inspections at (309) 494-8620.

KEEP FOR YOUR REVIEW

Did you remember to attach to the application...?

- _____ Completed application
- _____ Completed name sheet
- _____ Filing fee
- _____ Tentative vendor fees
- _____ Tentative vendor listing
- _____ Certificate of insurance
 - ***Riverfront events***- Certificate of Liability Insurance **MUST** state in the description:
 - “City of Peoria, State of Illinois, and the Peoria Park District are additional insured”
 - The certificate holder is the City of Peoria
 - ***All other events*** – Certificate of Liability Insurance **MUST** state in the description:
 - “City of Peoria and the State of Illinois are additional insured”
 - The certificate holder is the City of Peoria
- _____ Map of event (no larger than 8 ½” x 11” and not highlighted)

On the event start date, did you remember to...?

- _____ Distribute tax returns to food, drink, games and ride vendors
- _____ Verify your carnival operator is licensed to operate

Within seven calendar days of the event close, did you...?

- _____ Remit any additional vendor fees
- _____ Submit the final vendor listing
- _____ Submit listing of each vendor’s sales (if available)

Within thirty calendar days of the event close, did you...?

- _____ Remit charge for use of public grounds