

**CITY OF PEORIA  
PUBLIC RIGHT-OF-WAY PERMIT APPLICATION  
RIVERFRONT ENTERTAINMENT DISTRICT**

Ordinance #16,550 creates a public right-of-way Riverfront Entertainment District for the area bounded by Hamilton Street, State Street, Water Street and the Illinois River and also all buildings fronting Water Street, between Hamilton Boulevard and State Street. This ordinance also includes the use of the Riverfront Village platform.

In addition to this **application**, the business(es) must provide written **documentation** that ninety percent (90%) of the property owners within a given block or blocks agree that the right-of-way or parking lot may be closed to traffic in order to provide a street festival, then the owners of property within that block or blocks may apply to the City for a public right-of-way permit that would allow closure to traffic of a right-of-way from **4:00 p.m. until Midnight** on an on-going basis. Same applies for use of the Riverfront Village Platform.

The City of Peoria shall be named as an additional insured **by each business participating** in the use of right-of-way. The **certificate of insurance** shall be included with the permit application. Minimum insurance is \$250,000.00 in addition to a Certificate of Dram Shop Insurance (if alcoholic beverages are to be served).

The application shall include a **security plan** that shall be approved by the City.

The application shall include a **closure plan and map** showing where the barricades and any fencing will be located. **No highlighter** is to be used on this map.

**The City reserves the right to reject any incomplete application. We require at least 10 working days to process this application.**

**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 – Public Works Department, Permitting, phone (309) 494-8800
- Peoria Park District owned property – Phone (309) 689-3019
- Peoria Civic Center owned property – General Manager, Phone (309) 673-8900

**APPLICATION FEE SCHEDULE**

Full block closure or an area more than 1,000 square feet	\$250.00 per month, or part thereof
500 – 1,000 square feet	\$150.00 per month, or part thereof
Less than 500 square feet	\$100.00 per month, or part thereof

**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@peoriagov.org](mailto:ar@peoriagov.org)

Make checks payable to:                                      City of Peoria

05/11/10

**CITY OF PEORIA  
PUBLIC RIGHT-OF-WAY PERMIT  
RIVERFRONT ENTERTAINMENT DISTRICT**

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

1. Event date(s): \_\_\_\_\_

2. Set-up: \_\_\_\_\_ pm                                      Tear down: \_\_\_\_\_ am/pm  
(No earlier than 4:00 pm)                                      (No later than midnight)

3. Participating Business(es): (Attach additional sheets as necessary)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Person in charge of event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

E-mail: \_\_\_\_\_

5. Location of Event: \_\_\_\_\_

6. Size of Event:

_____	Less than 500 square feet	\$100.00 per month, or part thereof
_____	500 – 1,000 square feet	\$150.00 per month, or part thereof
_____	More than 1,000 square feet or a full block	\$250.00 per month, or part thereof

- |     |  |     |    |
|-----|--|-----|----|
| 7.  | Will you have vendors, merchants or exhibitors? (Name & address on separate sheet) | Yes | No |
| 8.  | Are you planning to sell or serve alcohol?   | Yes | No |
| 9.  | Are you planning a firework display?   | Yes | No |
| 10. | Are you planning carnival type rides?  | Yes | No |
| 11. | Are you planning to use tents? (If yes, list sizes on separate sheet)              | Yes | No |

- |     |   |     |    |
|-----|---|-----|----|
| 12. | Are you planning to use arcade games (pinball/pool table, etc)?   | Yes | No |
| 13. | Are you planning to use electricity? (If yes, complete question # 21)   | Yes | No |
| 14. | Are you planning to use water? (If yes, complete question # 21)   | Yes | No |
| 15. | Are you planning to use traffic control? (If yes, complete question # 21)   | Yes | No |
| 16. | Do you request the City to provide barricades? (If yes, complete question #21)  | Yes | No |
| 17. | Are you planning for sanitation? (If yes, complete question # 21)   | Yes | No |
| 18. | Are you planning for distribution of tax returns? (If yes, complete question # 21)  | Yes | No |
| 19. | Are you planning any painting, digging, placement of stakes or other similar use of City streets? (If yes, complete question #21) | Yes | No |
| 20. | Are you planning arrangements for clean-up? (If yes, complete question # 21)  | Yes | No |
| 21. | If you answered yes to any questions # 13 through #20, list your provisions for: (Add additional sheet if necessary)              |     |    |

- a. Electricity and water \_\_\_\_\_
- b. Traffic control \_\_\_\_\_
- c. Barricades \_\_\_\_\_
- d. Sanitation \_\_\_\_\_
- e. Garbage \_\_\_\_\_
- f. Distribution of tax returns \_\_\_\_\_
- g. Painting, digging, etc. \_\_\_\_\_
- h. Clean-up \_\_\_\_\_

22. List your provisions for security plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

23. List your provisions for closure plan for street or area: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

24. Submit map (no larger than 8 ½" x 11") of the layout of the event. **DO NOT USE HIGHLIGHTER.** Include on the map: All fencing, barricades, entrance/exit, exhibitor/vendor, bandstands and stages, seating, structures, tents, etc.

Map included?            Yes            No

**This application will be considered only when all necessary sections have been completed and requirements met. Submission of this application does not guarantee approval of the event. The person in charge of event will be notified of the approval or denial after all appropriate 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 Person in Charge

\_\_\_\_\_  
 Date

# NAME SHEET

Person codes: (Attach additional sheets as necessary)

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
AO	Arcade machine owner	FO	Fireworks operator
CO	Carnival operator	LL	Liquor license holder
EX	Exhibitor/vendor/Merchant	TO	Tent owner
FO	Fireworks operator		

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: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Code: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License # : \_\_\_\_\_ State: \_\_\_\_\_

**PROPERTY OWNER APPROVAL OF EVENT**

Date of Event(s): \_\_\_\_\_

**Property Address**

**Print Owner Name**

**Signature of Owner**

_____	_____	_____
_____	_____	_____
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_____	_____	_____

## ADDITIONAL REQUIREMENTS

If you answered yes to the following questions on the attached application, you must complete the additional requirements listed below:

- #7 Vendors, merchants and/or exhibitors are responsible for the collection and remittance of taxes. Forms are to be distributed to them by the applicant 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 applicant'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 name, mailing address, and phone number. A complete listing must be provided within one week of the event close.
- #9 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.
- #10 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".
- #11 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.
- #12 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 or Automatic Amusement 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.
- #13 If you plan to use electricity, contact Building Inspections at (309) 494-8620.
- #18 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.
- #19 If you plan any painting or any special requirements for the use of City streets, it must be approved by the Public Works Department at (309) 494-8800. DIGGING OR PLACEMENT OF STAKES IN CITY STREETS OR RIVERFRONT PAD IS PROHIBITED.

**KEEP FOR YOUR REVIEW**

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

- Completed application**
- Completed name sheet**
- Filing fee**
- Tentative vendor listing**
- Certificate of insurance**
- Map of event (no larger than 8 1/2" x 11" and not highlighted)**
- Completed property owner approval form**

**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**
- Verify your firework operator is licensed to operate**

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

- Submit the final vendor listing**
- Submit listing of each vendor's sales (if available)**