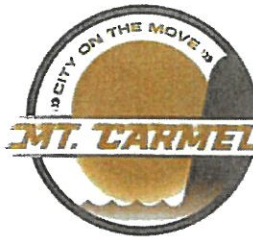


631 N Market Street
Mount Carmel, IL 62863
Phone: (618)262-4822
Email: cityclerk@cityofmtcarmel.com
Web: www.cityofmtcarmel.com



Joe Judge
Mayor

Ryan Turner
City Clerk

Special Event Application

Standard Application Fee: \$25.00 (30 days in advance or more)

This form is not a permit. Please read this application in full. Completion of this application does not constitute an automatic approval and does not guarantee that a permit will be issued. Application fees are non-refundable. Applications will not be processed until the application fee (including late fee, if applicable) is paid in full.

Note: The City owns a particular section of Merchants Park. Those applying to use Merchants Park will need to contact the owner of the northern most part of the Park for permission to occupy their property. The owner's information can be obtained at Mt. Carmel City Hall.



Special Event Application

OFFICE USE ONLY

REF #: _____

DATE:

MM	DD	YYYY
----	----	------

Step 1: Applicant Information

Name of Individual or Organization

Applicant Name (If Different from Above)

Title Held in Org.

☐ YES ☐ NO Is This Organization a Registered 501C3 or 501c4 Non-Profit?

Tax ID #

Street Address

City

State

Zip Code

Email Address

Office Phone:

Mobile Phone:

Fax #

Step 2: Event Information

Select from List Below

Event Name

Event Type

Event Description

(Information Will Be Used on Public City Event Calendar)

NO RAIN DATES WILL BE ISSUED

MM DD YYYY
Event Date(s)

MM DD YYYY
Setup Start Date

MM DD YYYY
Breakdown End Date

Setup Start Time

Event Start Time

Event End Time

Breakdown End

Projected Daily Attendance

Attendance Type ☐ OPEN ☐ TICKETED

Event Location

(Be Specific & Include All Affected Roads, Venues, Etc.)

Primary Event Day Contact Name:

Email Address

Mobile Phone:

Secondary Event Day Contact Name:

Email Address

Mobile Phone:

Step 2: Event Information (continued)

☐ YES ☐ NO Will this event require road closures?

_____ Block(s) of _____ Between _____ and _____

☐ YES ☐ NO Will this event take place Merchants Park?

- The City owns a particular section of Merchants Park. Those applying will need to contact the owner of the northern most part of the Park for permission to occupy their property. The owner's information can be obtained at Mt. Carmel City Hall.

Food, Beverage & Merchandise:

☐ YES SOLD ☐ YES SAMPLED ☐ NO Will food/beverages be distributed?

**If food and/or beverages are to be sold or sampled, the event organizer must provide a complete list of participating vendors.*

☐ YES SOLD ☐ YES SAMPLED ☐ NO Will alcoholic beverages be sold or sampled?

**If alcoholic beverages are to be sold or sampled, the Applicant must obtain permission prior to acceptance of the application. Alcohol will require approval by the Liquor Control Board.*

Surety Bond information must be attached with no less than \$1,000.00 bond. Dram shop Insurance must also be attached with no less than \$100,000.00. Also if requesting to hold event on municipal property, we require proof of liability insurance coverage naming The City of Mt. Carmel as an additionally insured.

State Liquor License number must be supplied with application. Details must be attached detailing how liquor will be served and how minors will be checked.

☐ YES ☐ NO Will the event include merchandise sales?

If yes we will need to have attached the names of the vendors selling merchandise and what type merchandise will be sold.

Temporary Structures & Portable Restrooms:

☐ YES ☐ NO Will the event include tents and/or canopies?

_____ Total # of tents

☐ YES ☐ NO Will the event include staging or other temporary structures?

**If yes, list and describe staging and/or temporary structures and include contact information for all vendors/subcontractors here:*

**A site plan identifying proposed location/use of all tents and structures must be submitted. All elevated and multi-story structures require engineered drawings and inspections must be performed by a L-licensed engineer. Structures that exceed 500 sq. ft. must provide for a minimum of two exits.*

☐ YES ☐ NO Will the event include portable restrooms?

_____ Total # of portable restrooms

Step 2: Event Information (continued)

Amplified Sound

☐ YES ☐ NO Will the event include amplified sound of any kind?

** If yes, list and describe in detail and include start time/end time*

Step 3: City Services & Equipment

The applicant is solely responsible for reimbursing the City for costs incurred for equipment and services rendered in connection with the event. Costs include all applicable equipment rental fees as well as overtime costs for personnel requested by the applicant and any personnel deemed necessary by the City.

Check all that apply

☐ Police presence requested at your event?

**If yes the Applicant must call the Mt. Carmel Chief of Police at (618) 262-4114. The Chief of Police will determine if the request is feasible. A fee can be charged if additional security is requested.*

☐ Electrical Power

☐ Electric Drop(s)

Quantity

Anticipated Load/Draw (Amps)

Instructions

☐ Mt. Carmel Streets Department Sanitation Services

☐ Street Cleaning

Check one

☐ Before

☐ After

☐ Both

☐ Trash/Recycling Bin Deployment

Trash Bins (Quantity)

Recycling Bins (Quantity)

☐ Trash/Recycling Pickup

Check one

☐ Before

☐ After

☐ Both

**If using private company for sanitation services, attach sanitation plan for review/approval, and provide company name, address and contact person below:*

Step 4: Please Read, Sign & Date

By signing and submitting this application, the applicant understands and agrees as follows:

- A. Applicant will neither allow, nor engage in, any discriminatory practices or policies regarding race, color, religion, ancestry, national origin, sex, gender identity, sexual orientation, age or disability. Applicant shall comply with all applicable local, state or federal laws, rules or regulations, and obtain all necessary permits and licenses, in exercising the rights granted under its permit including, but not limited to, ASCAP, BMI, SESAC and similar performance licenses, required for the use of copyrighted or licensed material in connection with the event or activity, or otherwise required in connection with the use of the facility for the event or activity.
- B. Applicant is fully responsible for conduct of all spectators, as well as participants at its event; and will be required to provide identifiable adult supervision/security upon request.
- C. Borrowed equipment must be returned in the same condition as when borrowed.
- D. Applicant must leave event site in the same condition as when found, reasonable wear and tear excepted.
- E. The City is not responsible for anything left or stored on the event grounds by Applicant.
- F. Smoking is not permitted inside City buildings or on Park property. Applicant shall be responsible for enforcement of this requirement on its guests and/or invitees.
- G. Unless otherwise waived by the City of Mt. Carmel, applicant shall submit a certificate of insurance evidencing commercial general liability insurance covering the event and use of the facility with minimum limits of \$1,000,000 per occurrence, naming the City of Mt. Carmel, its officers, agents and employees as additional insured. The certificate holder must be the City of Mt. Carmel.
- H. Applicant agrees to assume all legal liabilities for accidents/injuries -- and will hold neither the City of Mt. Carmel nor any of its employees, agents, or representatives liable for any resulting claims/lawsuits. Applicant agrees to indemnify, defend and hold the City of Mt. Carmel and its employees, officers, agents and representatives harmless from any claim, act or proceeding related to or based upon Applicant's entrance, presence, and/or use of the property. Applicant agrees to release, waive and forever discharge the City, its employees, officers, agents and representatives from any and all manner of claims, actions or causes of action, suits, demands whatsoever, in law or in equity, which it may have against the City, its employees, officers, agents and representatives, in and/or on the property, or in any way connected to or arising from its presence and/or activities at the property.
- I. Individual/group agrees to provide full restitution to the City for any damages, thefts, losses or costs to the City that may occur during the permitted activity including, but not limited to, restitution for damage to any property borrowed from the City. A monetary security deposit may be required at the discretion of the City.
- J. No alcohol is permitted without the approval of the Liquor Control Board. A copy of all the permits must remain on-site for inspector's review. Applicants must apply with the City of Mt. Carmel for alcohol, merchandise vending, food vending, and other sampling.
- K. The City is unable to provide certain amenities such as port-a-johns/portable washrooms, tables, chairs, trash boxes, tents/canopies, and lighting. The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes, and tents/canopies for the event at the applicant's sole expense. Failure to adequately provide such amenities could result in the event applicant(s) or coordinator(s) inability to hold future events requiring City support and services.
- L. Special Events cancellations or cancellation of requested services must be made in writing (10) days prior to the event. In the event of inclement weather, cancellations or requests to reschedule must be made in writing at least (48) hours prior to the event. Failure to provide written verification will result in the sponsor(s) being required to reimburse the City of Mt. Carmel for the agreed upon services.
- M. VIOLATION OF ANY OF THE ABOVE MAY RESULT IN SANCTIONS AND DISCIPLINARY ACTION, Ranging from a warning, to immediate revocation of this permit, including the event being shut down, legal action, and/or monetary penalties. Organizers that are found in violation of the agreement may be prohibited from having future events.

Legal Name of Organization: _____

Authorized Signer (print name) and Title: _____

Signature: _____ Date:

MM		DD		YYYY			

Electronic Signature: _____ Please type your First and Last Name _____

☐ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above terms

Appendix A: General Information

Submission of an application does not constitute an automatic approval and does not guarantee a permit will be issued. Event organizers are encouraged not to issue any press releases, advertise, sell tickets, etc. until the necessary approvals and/or permits have been issued.

Event organizers are encouraged to include maps, plans and any pertinent supporting documentation with this application. Any questions should be directed to the Office of Special Events.

Cost estimates for City services and equipment will be provided upon request. An invoice for City services and equipment will be generated upon the conclusion of the event and copies will be both mailed and emailed to the applicant within (90) days of the final event date. Invoices can be paid by check or money order made payable to the "City of Mt. Carmel"