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 thirty (30) prior working days 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: Anna Ghidina, 401 Main St, Peoria, IL 61602
• Peoria Park District, Attn: Nick Conrad, 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: Anna Ghidina, 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) 494-82561
• Neighborhood Block Parties –Engineering Department, phone (309) 494-8813
• Peoria Park District owned property – Nick Conrad, 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

RATES FOR CITY SERVICES

Per section 21-12 of the Code of the City of Peoria, “The sponsor of any festival, event, or parade on city-owned parks or public grounds shall within 30 days from the date of billing by the city, reimburse the city an amount determined by the city to be appropriate as the cost for services received from the city related to the event. Such services shall include, but not be limited to: site preparation and maintenance; site clean – up; traffic; crowd control and general security provided by the police department and/or ESDA; and fire safety services”.

Peoria Police Department – Provide traffic, crowd control and security.
Cost: $50.00 an hour per police officer for minimum of 2 hours, max $200 (estimate will be provided)
Contact: Police Traffic Division Lieutenant (309) 494-8261
Police Traffic Division Sergeant (309) 494-8285

Public Works Department – Provide intersection closures and clean up
Cost: $100.00 per intersection that requires City barricades to close an intersection (estimate will be provided)
Contact: Irv DuBois (309) 494-8863

A 50% deposit of the full estimate will be required for the event license to be issued. The event coordinator will be billed the remaining 50% once the event is held.

**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 Nick Conrad, Peoria Park District, and (309) 689-3019.

**MISCELLANEOUS FEE SCHEDULE**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcade license</td>
<td>$220.00</td>
</tr>
<tr>
<td>Carnival license</td>
<td>$60.00 per week</td>
</tr>
<tr>
<td>Electrical inspection fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Fireworks display license</td>
<td>$250.00 per day</td>
</tr>
<tr>
<td>Tent permit and inspection fee</td>
<td>$25.00 per tent</td>
</tr>
</tbody>
</table>

**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

**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.

**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 supersede 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
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
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Will you have vendors, merchants or exhibitors?</td>
<td></td>
<td></td>
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<tr>
<td>12. Are you planning to sell or serve alcohol?</td>
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<tr>
<td>13. Are you planning a firework display?</td>
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<tr>
<td>14. Are you planning carnival rides?</td>
<td></td>
<td></td>
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<tr>
<td>15. Are you planning to use tents? (If yes, list sizes on separate sheet)</td>
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<tr>
<td>16. Are you planning to use arcade games?</td>
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<tr>
<td>17. Are you planning to use electricity? (If yes, complete question # 27)</td>
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<tr>
<td>18. Are you planning to use water? (If yes, complete question # 27)</td>
<td></td>
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<tr>
<td>19. Are you planning to use traffic control? (If yes, complete question # 27)</td>
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<tr>
<td>20. Do you request the City to provide barricades? (If yes, complete question #27)</td>
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<tr>
<td>21. Are you planning to use security? (If yes, complete question # 27)</td>
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<tr>
<td>22. Are you planning for sanitation? (If yes, complete question # 27)</td>
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<tr>
<td>23. Are you planning for distribution of tax returns? (If yes, complete question # 27)</td>
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<tr>
<td>24. Are you planning any painting, digging, placement of stakes or other similar use of City streets? (If yes, complete question #27)</td>
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<tr>
<td>25. Are you planning arrangements for clean-up? (If yes, complete question # 28)</td>
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<tr>
<td>26. If you answered yes to #9, describe the activity type:</td>
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<tr>
<td>Assembly area location:</td>
<td></td>
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<tr>
<td>Exact date and time of street closings and openings:</td>
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<td></td>
</tr>
<tr>
<td>Date/Time of street closing:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date/Time of street opening:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desired Route (Subject to approval):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>START:</td>
<td></td>
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<td>TO:</td>
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<td>TO:</td>
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<td></td>
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<tr>
<td>DISASSEMBLE LOCATION:</td>
<td></td>
<td></td>
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<tr>
<td>27. If you answered yes to any questions # 17 through #24, list your provisions for: (Add additional sheet if necessary)</td>
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<td></td>
</tr>
<tr>
<td>a. Electricity and water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Traffic, crowd control, security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Barricades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Sanitation</td>
<td></td>
<td></td>
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<tr>
<td>e. Garbage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Distribution of tax returns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Painting, digging, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. List your provisions for clean-up:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Submit map (no larger than 8 ⅛” x 11”) of the route or layout of the event. <strong>DO NOT USE HIGHLIGHTER</strong>. 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</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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)

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

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: ______

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, 419 Fulton Street, Room 300, 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 Irv DuBois 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.
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