

2026

Special Event Planning Guide



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City of Peoria
1/1/2026

Applying for a Permit

Who Needs a Special Event Permit?

A Special Event Permit is required for films, events, or gatherings of 20 or more people, that take place on City of Peoria property, including but not limited to:

- Streets
- Parking Lots
- Riverfront areas
- City of Peoria parks
- Public rights-of-way

A permit may also be required for events that are determined to have a significant impact on the City, regardless of location or attendance.

Permit Types:

- Special Event Permit
- Film Permit / Student Film Permit
- Carnival Permit

Types of Special Events:

Athletic/Recreation Events – Organized events including road races, running races, walk-a-thons, bike races, and other similar events.

Parades – Organized public processions or marches that may include people, animals, or vehicles and take place on City-owned parks, streets, sidewalks, or other public grounds.

Carnivals or Festivals – Events open to the public that include attractions such as shows, entertainment, sporting activities, games, vendors, amusement devices, and food and/or beverage service.

Private Events – Events held in the City’s right-of-way, on sidewalks, parks, or streets, including weddings, family reunions, and employee appreciation events. (Block parties are not included.)

Filming Events – Events conducted in the City’s right-of-way, on sidewalks, parks, or streets that are filmed for one or more days as part of a motion picture, television program, commercial, music video, or other production involving moving images.

Role of the Accounts Receivable Office

The City of Peoria’s Office of Accounts Receivable receives completed applications, and schedules reviews of permit applications and event requests. This office serves as the liaison between the City Departments, third party entities, and the applicant.



Role of the Organizer/Applicant

Event organizers (including applicants, film producers, and similar parties) are responsible for submitting a complete application and for planning, coordinating, and managing all aspects of the event. City staff will provide guidance and support throughout the application process.

Organizers must respond promptly to all communications from City staff and are responsible for ensuring that their event complies with all applicable City ordinances and requirements.

Special Event Review Process

City departments regularly meet to review special event applications. Representatives from Finance, Police, Fire, Public Works, Legal, and Administration evaluate each application to:

- Estimate city service costs
- Identify potential concerns or issues
- Assist in notifying any third parties who may be affected by the event

Sometimes, city staff may request a meeting with the event organizer to gather additional information about the event. Event organizers may also request a meeting to receive guidance or assistance with the application process.

Deadlines

Special Event and Film Permit Application fees are based upon when the application is received. It is highly recommended that completed applications be submitted to the Accounts Receivable office a minimum of sixty (60) days in advance of the scheduled event.

Special Event Application Fees:

- Application Received 60+ days prior to event - \$50.00
- Application Received 30-59 days prior to event - \$75.00
- Application Received 29 days or less prior to event - \$125.00

Film Permit Fees:

- Student Film Permit (Production cost must be under \$50,000) - \$0.00
- Application Received 30+ days prior to filming start - \$150.00
- Application Received 29 days or less prior to filming start - \$250.00



Application Requirements

Applications must be completed, and any additional documents must be included in the submission. Requirements are included with the application packets and should be reviewed.

Based on the application and information turned in, an invoice for city services may be issued to the event organizer. Payment of this invoice must be received prior to the scheduled event date in order to receive the permit.

Certificate of Insurance Requirements

Certificate of Insurance for:

- Riverfront Events – Must include City of Peoria, Peoria Park District, State of Illinois, and Heartland Parking as additional Insured
- Events held on City Streets - Must include the City of Peoria, State of Illinois
- Events held in City Parks – Must include the City of Peoria, Peoria Park District

Copies of the insurance should be mailed to each agency listed below:

City of Peoria, 419 Fulton St Rm. 111 Peoria, IL 61602

Illinois Department of Transportation, 401 Main St. Peoria, IL 61602

Peoria Park District, 6017 N Knoxville Ave Peoria, IL 61614

Heartland Parking 108 SW Madison Ave Peoria, IL 61602

The Route or Site location of the event **MUST** be included in the Description box on the Certificate of Insurance.

Minimum coverage limits:

General Commercial Liability	\$2,000,000.00
Personal Injury	\$1,000,000.00
Damage to Premises	\$1,000,000.00
Medical Expense	\$5,000.00 / person

Additional coverage requirements for Film Permits:

Automobile liability for bodily injury	\$250,000/\$500,000
Workmen's Compensation	\$100,000 / person

License and Permit Bond Requirements

Filming permits require a \$25,000 license and permit bond naming the City of Peoria as additional insured.



Riverfront Entertainment District Permits

Riverfront Entertainment District Permits should only be applied for when the following applies:

- Requested Street Closures will occur from 4:00 PM – 1:00 AM Monday through Thursday and/or 11:00 AM – 1:00 AM Friday through Sunday on an ongoing basis.
- Requested Location is on Water St. between Hamilton Blvd & State St. and the Illinois River.

Requirements:

- Certificate of Insurance including the City of Peoria as additional insured. (*Minimum coverage limits are the same as listed under the Certificate of Insurance Requirements in this document.*)
- An emergency contact must be designated.
- Site Map showing closures and barricades and signs will be placed
- Security Plan
- Approval Signatures of 90% of the property owners within the given block or blocks agree to the closure.

Vendors

The event organizer is responsible for the distribution of the City of Peoria tax returns to their participating vendors. A complete vendor list must be provided with the event and should include:

- Name of Vendor
- Vendor Type (Food, Retail/Craft, Amusement)
- Contact Email for Vendor
- Contact Phone for Vendor
- Mailing Address for Vendor

It is the responsibility of the event organizer to ensure that the business selling goods is in compliance with the City's license and municipal and local tax requirements. Food and Beverage Vendors are required to submit to an inspection by the City of Peoria Fire Department and receive a permit in order to operate. Failure to do so will result in the vendor not taking part in the event.

Parades

Routes for parades **MUST** be approved by all city departments. The city reserves the right to implement alternate routes in the event that there are safety concerns, construction, etc. with the event organizer's requested route.

Throwing candy, treats, or any tangible articles upon the streets or other public ways during the course of the parade from any vehicle or any participant is strictly prohibited.

Films

When is a filming permit required?

The City issues film permits for productions that require the use of the public way, including city streets, sidewalks, and other City-owned property. A film permit is required if your project will occupy the public way with equipment or vehicles, or if it will impact pedestrian or vehicular traffic.

NOTE: News crews, handheld interviews, documentaries, B-roll, and other low-impact productions typically do not require a permit, as long as they do not interfere with vehicular or pedestrian traffic.

Filming conducted exclusively on private property does not require a film permit from the City of Peoria. Any filming on private property—including homes, businesses, or other privately owned locations—must be approved by the property owner, homeowners association (HOA), or property management company. (Additional permits and/or fees may be required even when filming on private property.)

Requirements:

- Certificate of Liability Insurance
- License & Permit Bond
- Required notification to businesses & residents within a 1-2 block radius of filming
- Signed Code of Conduct statement
- Security plan
- Shooting Schedule by location
- Site Plan(s) for filming locations



Fee Schedule

APPLICATION FEE SCHEDULE:

Special Event Permit:

Application is filed at least 60 calendar days prior to scheduled event:	\$50.00
Application is filed between 30-59 calendar days prior to scheduled event:	\$75.00
Application is filed less than 30 calendar days prior to scheduled event:	\$125.00

Carnival Permit:

License Fee is per week	\$60.00 / week
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Film Permit:

Application filed is for a Student Film (Budget \$50,000 or less)	\$0.00
Application is filed 30 days or more prior to filming start date	\$150.00
Application is filed 29 days or less prior to filming start date	\$250.00

CITY SERVICES FEE SCHEDULE:

Peoria Police Department*	\$200.00/ hr / Officer
Public Works**	\$100.00/intersection
Fire Department / EMS	Hourly Rate/Staff

VENDOR FEE SCHEDULE:

1-25 Vendors/Booths	\$20.00 / vendor
26-50 Vendors/Booths	\$1,000.00
51-75 Vendors/Booths	\$1,500.00
76 or more Vendors/Booths	\$2,000.00

ADDITIONAL LICENSE / PERMIT FEE SCHEDULE

Fireworks Permit	\$500.00
Tent Permit	\$50 / 2 tents
Carnival License	\$60 / week
Temporary Liquor License	Contact City Clerk's Office

RIVERFRONT ENTERTAINMENT DISTRICT FEE SCHEDULE

Event Size:	
Less than 500 square feet	\$100.00*
500-1,000 square feet	\$150.00*
More than 1,000 square feet or full block	\$250.00*

*Rates are per month or part thereof.



LIABILITY INSURANCE SCHEDULE:

For All Events

Minimum coverage limits:

General Commercial Liability	\$2,000,000.00
Personal Injury	\$1,000,000.00
Damage to Premises	\$1,000,000.00
Medical Expense	\$5,000.00 / person

*Additional coverage requirements for **Film Permits:***

Automobile liability for bodily injury	\$250,000/\$500,000
Workmen’s Compensation	\$100,000 / person

License & Permit Bond Required for Film Permits \$25,000.00
(Must name City as additional Insured)

Ways to Pay Your Event Invoices

- 1. Online:** You can create an account on our online portal and remit payment via credit card here: <https://tinyurl.com/PeoriaGovPLBill>
To pay the invoice, you must enter the ENTIRE invoice number into the search.
- 2. In-Person:** Payment can be received at the Treasury Department in City Hall. All forms of payment are accepted. **Hours: Monday – Friday 8:00am-12:00pm, 1:00pm-4:30pm**
City of Peoria
Treasury Office
419 Fulton St. Rm. 100
Peoria, IL 61602
- 3. Mail in Payment:** Payment can be mailed in with a check or money order to:
City of Peoria
Attn: Treasury
419 Fulton St. Rm. 100
Peoria, IL 61602
- 4. Drop Box:** Payment can be placed in the drop box located in front of City Hall by check or money order:
City Hall
419 Fulton St.
Peoria, IL 61602



Event Approval & Issuance of Permit

Once approval is received from all city departments and outside agencies the event organizer will be notified.

The city requires a minimum 50% payment of the event fees seven (7) business days before the scheduled event. A permit copy should be available on-site at the event.

Damage to City Property

The event organizer is responsible for reimbursing the city for any and all damage to city-owned property incurred as a result of their event. In the event damage occurs, an invoice will be issued to the event organizer and will be due within 30 days of the date of billing.

Questions?

Contact the Accounts Receivable Office:

Email: specialevents@peoriagov.org

Phone: 309-494-8588

Address: 419 Fulton St. Rm. 111 Peoria, IL 61602