

# CHECKLIST FOR SPECIAL EVENTS PERMIT APPLICATION

Thank you for being willing to plan a community celebration or special event. This permit application form will provide the Village information needed to assist you in sorting through departments and types of requirements needed to obtain proper permits and inspections so as to assist us all in creating a safe and lawful event.

Special events are governed by Village ordinances, and organizers are responsible for all necessary permits, trash and litter pickup and for damage to any property as well as possible billing for Village services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

- ❖ Completed Special Events Permit Application, along with a certificate of insurance if required, fees, maps, signatures and any other requirements, must be submitted to the Village Clerk's office. Applications will be placed on the agenda only after completed forms, insurance certificate and fees have been successfully filed with the Village Clerk's office.
- ❖ You should consider submitting your plans about 6 weeks before your event starts, to ensure all departments clear your event's details and allow time to make changes.
- ❖ Applications must have cleared all departments at least one week before the Public Safety Committee meets on the fourth Tuesday of each month.
- ❖ All special event applications must receive final review and recommendation by the Public Safety Committee before being forwarded to the Village Board for approval. The Village Board meets the first and third Wednesday of each month.
- ❖ The Clerk can help you determine your last submittal date. Completed Applications received after the submittal date shall be subject to a \$75 late fee.

## Required Items:

- Completed special event permit application
- Furnish certificate of insurance for proof of comprehensive general liability insurance naming the Village of Monticello as an additional insured
- Fees

## Complete as applies to specific event:

- Contact diggers hot line (1-800-242-8511) for any digging or posting at least **oneweek** prior to the event, and also contact Village Public Works @ 938-4384
- Garbage pickup of Village trash receptacles during event may be provided as a service by the Village for a fee. Pickup would be arranged thru the Public Works Dept.
- Barricades could be made available from the Village if available. Applicants will need to coordinate this thru the Village Clerk's office or the Public Works Dept. (938-4383).
- Obtain portable restrooms for the event if public restrooms are not available
- Any additional services provided by the Village may be charged back to the sponsoring organization at the Village's discretion.



# VILLAGE OF MONTICELLO

## APPLICATION FOR SPECIAL EVENTS

**Please Print:**

**NAME/DESCRIPTION OF EVENT** \_\_\_\_\_

**1. Contacts**

Sponsor or Organization: \_\_\_\_\_

Name of Head of Organization: \_\_\_\_\_

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

Event Applicant Name: \_\_\_\_\_

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

E-MAIL: \_\_\_\_\_

Designated Contact Persons in Charge of Event (if not applicant):

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

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

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

**2. Convictions**

A statement of any conviction of any violation of any criminal law or municipal ordinance other than traffic violations of the Sponsor, any officer or director of the Sponsor, the applicant, or the three (3) contact persons listed above. Such statement shall include a statement of the nature of the offense and the punishment or penalty assessed therefore.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any prior suspension or revocation of a Special Event permit of the Sponsor or any Individual who will hold a position of responsibility with respect to the special event?      Yes                      No

If yes, indicate date: \_\_\_\_\_

## EVENT INFORMATION

### Please Print

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Hours of Operation each day: \_\_\_\_\_ Include set-up and tear-down/clean-up time.

Rain Date: \_\_\_\_\_ (48-hour notice required if event time changes or is cancelled; and, if notice is NOT given, costs will be assessed for employee time.)

Location of Event: \_\_\_\_\_

### Street Event Type:

Parade  Block Party  Sports Event  Run/Walk/Bike  Other (describe) \_\_\_\_\_

Detailed description of street(s) proposed to be used: \_\_\_\_\_

Does The Event Require Streets To Be Closed  YES  NO

If Yes, Which Street or Streets \_\_\_\_\_

State and/or County Approval Required (for events using or crossing state or county trunk highways)?  YES  NO OBTAINED?  YES  NO

Street Barricades: Barricades are requested at the following locations and times:  
(Include on attached map and site **plan.**)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*I understand that I may be required to set up barricades at the locations designated by the Village and to take down the barricades after the event. Generally, barricades may be set in place no earlier than ½ hour before the start of the event and must be removed immediately following the event and returned to the location designated by the Village no more than 1 hour after the conclusion of the event.*

Do You Require Any Special Parking Restrictions  YES  NO

If Yes, Please Indicate What Type and Where \_\_\_\_\_

**PARKS:** Will the Event Be Held in the Park Or Adjacent to the Lake:  YES  NO

Lake Island Wedding  Montesian Garden Wedding

Will You Require  Concession Stand  Lions Shelter  Pool Shelter  Lake Island Shelter

**TENT:** Will the Event Use a Tent?  YES  NO Placement? \_\_\_\_\_

If Yes, How Will the Tent Be Anchored?  Stakes,  Cement Barriers  Blocks  Other

\_\_\_\_\_

**TOILET FACILITIES:** What Toilet Facilities Will Be Made Available to Participants:

Indoor / Outdoor: \_\_\_\_\_

Number of People Anticipated: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Peak Hours of Event: \_\_\_\_\_

Location of Units: \_\_\_\_\_

Estimated Crowd Size at Peak Hours: \_\_\_\_\_

\*\* ATTACH PLAN FOR PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT AND SITE LOCATIONS.

**SOUND AMPLIFICATION:** Will There Be Loudspeakers Or Amplifying Devices  YES  NO

If Yes, What Is The Proposed Use Of Devices?  Live Band  Disc Jockey  Speaker

Other (describe) \_\_\_\_\_

*NOTICE TO APPLICANT: THE CHIEF OF POLICE/OR OFFICER ON DUTY SHALL HAVE THE AUTHORITY TO REVOKE SUCH PERMIT WHEN HE/SHE BELIEVES SUCH LOUDSPEAKER OR AMPLIFYING DEVICE IS BECOMING A NUISANCE BECAUSE OF THE VOLUME, THE METHOD IN WHICH IT IS BEING USED, OR THE LOCATION IN WHICH IT IS BEING OPERATED.*

**ALCOHOLIC BEVERAGES:** Will Alcoholic Beverage be served & sold  YES  NO

*If Yes, You Must Amend Your Current Class B License Or Obtain a Temporary Class B Permit If You Do Not Currently Hold a License. (Sale of fermented malt beverages is subject to the requirements of the Special Class "B" Picnic Beer Permit.)*

Please Include List of Servers Or Responsible Party For Temporary Application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FENCING:** Are You Requesting the Use of Wristbands Vs. Double Fencing?  YES  NO

*If yes, a site plan of the area in which the fermented beverage and/or wine will be sold or distributed, the ability to maintain a secure perimeter around the premises, the number of points of sale, and the provision of security must accompany this application.*

**SECURITY:** Does Your Event Require Additional Police Coverage?  YES  NO

If Yes, Will You Contract with A Private Contractor  Or The Village

If village security is required, number of officers needed? \_\_\_\_\_

Specific dates and times \_\_\_\_\_

**\*\*\* RATES OF HOURLY PAY WILL BE CHARGED AT THE CURRENT WAGE PLUS BENEFITS\*\*\***

Are you charging for Parking, Participation Fees, or any type of Admission or Spectator Fees?  
PLEASE EXPLAIN. \_\_\_\_\_

Are you selling Concessions? PLEASE EXPLAIN. \_\_\_\_\_

Number of Sites and Locations where Money will be handled: \_\_\_\_\_

Designate Head of Security, if applicable, and Indicate any Additional Security Measures: (*private security, fences, persons checking identification, etc.*)

\_\_\_\_\_  
(Based on the event, the village may determine whether more security is required.)

**WILL THIS EVENT WILL INCLUDE, USE OR PROVIDE** (Indicate Y (yes) or N (no) on left side)?

<input type="checkbox"/>	beer/wine	<input type="checkbox"/>	food service	<input type="checkbox"/>	carnival	<input type="checkbox"/>	tents	<input type="checkbox"/>	fireworks
<input type="checkbox"/>	use of Village hydrants	<input type="checkbox"/>	outdoor signs/banners	<input type="checkbox"/>	medical ass't or first aid	<input type="checkbox"/>	electrical usage	<input type="checkbox"/>	noise amplification
<input type="checkbox"/>	parade	<input type="checkbox"/>	barricades	<input type="checkbox"/>	2-way radios	<input type="checkbox"/>		<input type="checkbox"/>	

Will there be any FLAMMABLE LIQUIDS OR GASES OR POTENTIALLY DANGEROUS COOKING APPLIANCES? Please Explain.

\_\_\_\_\_  
The event is responsible for trash and litter control. How will this be handled?

\_\_\_\_\_  
Will anything be served in metal or plastic containers? (*NO GLASS ALLOWED in Parks*) Yes No  
(If yes, please attach a copy of your recycling **plan**)

\_\_\_\_\_  
Please indicate any **plans** for medical services and first aid:

\_\_\_\_\_  
**Please describe any other details of your event not already covered on a separate sheet.**

**\*\* YOU MUST SUBMIT PLANS FOR SPECIFIED ITEMS ABOVE AND A DETAILED MAP OR DIAGRAM OF THE ENTIRE SPECIAL EVENT AREA INCLUDING PARKING AREAS AND ANY PROPOSED ROUTES. \*\*\***

**\*\*\*Applicant may request special Police /Village services, but the ultimate decision will be made by the Village. \*\*\***

Is Sponsor requesting suspension of vendors (Vendors, Canvassers, Peddlers) that are not associated with Special Event? Yes No

If yes, describe area in which vendors are suspended during special event. \_\_\_\_\_

\_\_\_\_\_  
THE VILLAGE REQUESTS THAT ALL NEIGHBORS/BUSINESSES IN THE CLOSED AREA BE NOTIFIED.

**INSURANCE: Do You Have The Correct Level Of Insurance For Your Special Event?**

YES  NO **Village Must Be Named As Additional Insured**

**ATTACH A COPY OF INSURANCE CERTIFICATE TO COMPLETED SPECIAL EVENT PERMIT APPLICATION**

I/WE \_\_\_\_\_ DO HEREBY INDEMNIFY AND HOLD THE VILLAGE AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE OR EXPENSES INCURRED BY THE VILLAGE ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THIS PERMIT IS GRANTED.

ALSO I/WE CERTIFY THAT I/WE HAVE READ AND UNDERSTAND THE VILLAGE OF MONTICELLO'S ORDINANCE SEC. 7-2-16 SPECIAL EVENT LICENSE, AND AGREE TO ADHERE TO ALL OF THE RULES AND REQUIREMENTS OUTLINED IN THE ORDINANCE AND THAT ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**HEAD OF ORGANIZATION SIGNATURE**

**NOTICE TO APPLICANT:**

THE VILLAGE BOARD REQUIRES THAT THE APPLICANT ATTEND THE MEETING OF THE VILLAGE BOARD AT WHICH TIME THIS APPLICATION WILL BE CONSIDERED AND THAT THE APPLICATION SHALL BE REVIEWED FOR RECOMMENDATION BY THE PUBLIC SAFETY COMMITTEE PRIOR TO CONSIDERATION BY THE VILLAGE BOARD.

# SPECIAL EVENTS APPLICATION CHECKLIST

\_\_\_\_\_ 1. APPLICANT MUST OBTAIN REVIEW/SIGNATURE BY PUBLIC SAFETY COMMITTEE AND VILLAGE CLERK

\_\_\_\_\_ 2. FURNISH CERTIFICATE OF INSURANCE FOR PROOF OF COMPREHENSIVE GENERAL LIABILITY INSURANCE NAMING THE VILLAGE OF MONTICELLO AS AN ADDITIONAL INSURED

\_\_\_\_\_ 3. IF FENCING OR SPECIAL REQUIREMENTS TO AVOID MINORS ENTERING EVENTS AREA, SITE **PLAN** REQUIRED ALONG WITH APPROVAL BY THE POLICE DEPT.

PSC COMMITTEE REVIEWED BY:
COMMENTS:
VILLAGE CLERK'S APPROVAL:
COMMENTS:
APPLICATION DATE RECEIVED:
COMMITTEE DATE REVIEWED:
BOARD DATE APPROVED:
VILLAGE PRESIDENT SIGNATURE:

# Village of Monticello Special Event Permit

<b>Issued To:</b>
<b>Event:</b>
<b>Dates/Times:</b>
<b>Location:</b>
<b>Special Provisions for Event</b>
1.
2.
3.

**THIS EVENT WILL INCLUDE, USE OR PROVIDE** (Indicate Y (yes) or N (no) on left side)

	beer/wine		food service		carnival		tents		fireworks
	use of Village hydrants		outdoor signs/banners		medical ass't or first aid		electrical usage		noise amplification
	parade		barricades		2-way radios		propane/gas		

Approved by **Village Board** on: \_\_\_\_\_

Recommended for Board approval by **Public Safety Committee** on: \_\_\_\_\_

**Permit Issued By:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

This permit must be posted at the location or sites of this approved event.



**TO BE COMPLETED BY VILLAGE OF MONTICELLO**

	<b>Estimated Departmental Costs/ Notes</b>			<b>Supervisor Signature/ Initial Approval</b>
	<b>Labor:</b>	<b>Equipment:</b>	<b>Materials/ Etc.:</b>	
<b>Fire Chief</b>				
<b>Green Co. EMS</b>				
<b>Police Chief</b>				
<b>Public Works Dept.</b>			<b>Electric:</b>	
<b>Sanitation</b>				
<b>Water Dept.</b>				
<b>Wastewater Dept.</b>				
<b>Parks Dept.</b>				
<b>Building Inspector</b>				

Village Clerk/ Treasurer				
Other	<b>Bathroom:</b>	<b>Portable Toilets:</b>		
Village Volunteers				

REVISED 1/2/2018