| CITY OF EFFINGHAM **SPECIAL EVENT PERMIT APPLICATION (Downtown Event/Festival/Concert)** | | | | | | | |
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| **general Information** | | | | | | | |
| Applicant must submit application, and all necessary attachments to the Tourism Director’s Office located at Effingham City Hall at 201 E Jefferson Ave, Effingham, IL 62401, Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. or by email at [jthoele@effinghamil.com](mailto:thoelej@ci.effingham.il.us) at least forty-five (45) calendar days prior to the date of the special event. The application and each attachment are subject to review, approval, or disapproval at least fourteen (14) days prior to the proposed special event date. If a permit application is denied, the reason(s) for the denial decision will be provided to the applicant in writing. The applicant may appeal the denial decision. | | | | | | | |
| **INFORMATION REQUIRED BY SECTION 5-52** | | | | | | | |
| **Date of Application:** | | | | | | | |
| **Name of Event** | | | | | | | |
| **Type of Event**: Please provide a short description of the event: | | | | | | | |
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| **Will you have live music? If so, please list the times.** | | | | | | | |
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| **Date(s) of Event:** | | | | | | | |
| **Hours of Event (for each day of the Event):** | | | | | | | |
| Set-up start time: | | | | Start time of the Event: | | | |
| Ending time of the Event: | | | | Clean-up end time: | | | |
| **Sponsoring Entity Information:** | | | | | | | |
| Name of Contact Person: | | | | | | | |
| Address: | | | | | | | |
| E-Mail Address: | | | | | | | |
| Phone Number: | | | | Mobile Phone Number: | | | |
| **Applicant Information** (Must be above the age of 18)**:** | | | | | | | |
| Name of Person Requesting Permit: | | | | | | | |
| Address: | | | | | | | |
| E-mail Address: | | | | | | | |
| Phone Number: | | | | Mobile Phone Number: | | | |
| **Event Chairperson/Emergency Contact Information** (Must be readily available on-site during the entire event): | | | | | | | |
| Name of Chairperson: | | | | | | | |
| Address: | | | | | | | |
| E-mail Address: | | | | | | | |
| Phone Number: | | | | Mobile Phone Number: | | | |
| **Location of Event:** | | | | | | | |
| **State the estimated amount of the following:** | | No. of Event Staff: | | | No. of Participants: | | No. of Spectators: |
| **Public Health Plans:** Please describe your proposed plan to meet the needs of public health for your event attendees. This includes your plans for potable water, solid waste collection and removal, and toilet facilities | | | | | | | |
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| **Security Plans and/or Law Enforcement Services:** Please tell us about any proposed privately provided security efforts or if you will need services provided by the City. | | | | | | | |
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| **Street Closure Request**: Please describe any desired street closings related to this event as well as the length of time they will be closed, the beginning time, and the end time. (Chairperson must ensure emergency vehicles, including but not limited to, a fire engine have access to and through the location at all times. Applicant acknowledges that requested street closures require City Council approval.) | | | | | | | |
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| **Temporary Structures**: Please indicate your plans for the utilization of any temporary structures, tents, or stages at the event. Please include the size, type, number, and location of each. | | | | | | | |
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| **Electricity Plans**: Please tell us about your electricity needs and if you require any assistance from the City for the provision of electricity. The City may be able to assist with electricity in the downtown area and at Bliss Park. | | | | | | | |
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| **Traffic Control Plans: Traffic Control Plans:** Please describe the plans to control traffic for the event. Please indicate if you desire any assistance from the Effingham Police Department. Please indicate if you need barricades for your event, the amount you desire, the location you want them, and the time you need them. | | | | | | | |
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| **Indemnification:** I, on behalf of the sponsoring entity,agreethat to the fullest extent permitted by law, Sponsor agrees to indemnify, defend, and hold harmless the City of Effingham, Illinois (“City”) its officers, agents, volunteers, lessees, invitees, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys’ fees, court costs, or alternative dispute resolution costs arising out of, or related to, Sponsor’s use of City streets, roads, parks, sidewalks, parking lots, buildings, or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents, and volunteers, or anyone directly or indirectly employed or hired by Sponsor, or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees. | | | | | | | |
| **Initials:** |  | |  | | | | |
| **Sale of Alcohol**: Please indicate if your event will include the sale of alcohol (If alcohol is sold at the event, liquor liability insurance is required, and additional permitting is required through the Effingham City Liquor Control Commission. Please contact Jane Kemper at 217-342-5300, Ext 5308.) | | | | | | | |
| **Initials:** Yes: | No: | |  | | | | |
| **Follow Up**: I agree to follow-up with the Tourism Director at least five (5) working days prior to the date of the special event. (Failure to do so may result in the revocation of your permit.) | | | | | | | |
| **Initials:** |  | |  | | | | |
| **Applicant Affirmation**: I affirm that all the statements made herein are true, accurate, and complete. | | | | | | | |
| **Initials:** |  | |  | | | | |
| **Certificate of Insurance**: I, on behalf of the sponsoring entity, agree to provide a certificate of insurance with limits not less than $1,000,000 listing the City of Effingham as an additional insured on a non-contributory basis? (Certificate of insurance must be provided prior to issuance of the permit, as required by Ordinance. Failure to do so may result in the revocation of your permit.) | | | | | | | |
| **Initials:** |  | |  | | | | |
| **SIGNATURE** | | | | | | | |
| ***Applicant: Do you certify that you are 18 years or older and that you possess the authority of the sponsoring entity to sign this application, and you agree to all of the terms contained within this application?*** | | | | | | | |
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| **Signature:** | | | | | | **Date:** | |
| **OFFICE USE ONLY** | | | | | | | |
| **Received by:** | | | | | | | |
| **Date and Time Received:** | | | | | | | |
| **Date Provided to Special Event Committee Members:** | | | | | | | |
| **Date Permit Issued or Denied:** | | | | | | | |
| **Approved:** | **Tourism Director Signature:** | | | | | | |
| **Denied:** | **Tourism Director Signature:** | | | | | | |