

Office Use:

payment received

deposit received

date \_\_\_\_\_

clerk \_\_\_\_\_



415 11th Ave, Fulton, IL 61252  
 P: 815-589-2616 | F: 815-589-4421

# SPECIAL EVENT APPLICATION

Applications must be completed and returned to City Hall 90 days before the event. Applications can be amended up to 15 days prior to the event.

Date of Event \_\_\_\_\_ Name of Event \_\_\_\_\_

Approximate # of attendees \_\_\_\_\_ Location of Event \_\_\_\_\_ (site plan must be attached)

Event Time from \_\_\_\_\_ to \_\_\_\_\_ (times must include set up and clean up)

Primary Contact \_\_\_\_\_ Organization \_\_\_\_\_  501c3 Non-Profit

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_ Address \_\_\_\_\_

Will your rental include:  added electric  a staked tent  an inflatable  water  outdoor PA system  
 petting zoo  dunk tank  other \_\_\_\_\_

Will alcohol be provided at the event?  Yes  No

Does your event meet any of the following? (Check if yes)

- Alcoholic beverages (beer, wine, champagne) will be sold at the event. If yes, a temporary liquor license is required.
- There is no difference between sold separately or sold as part of the ticket price
  - No glass bottle sales allowed

Method for ensuring that all who are served alcohol are of legal drinking age (wrist bands, hand stamps, etc):  
 \_\_\_\_\_

The inherent risk to participants and/or spectators requires Public Safety Services  
*Medical, fire, and/or police services to be on site, as determined by City staff*

Closure to city streets for any period of time is needed.  
*This includes walks/runs, block parties, and parades on city streets/alleys.*

Streets/alleys to be closed (specific locations) \_\_\_\_\_

Time period requested (not to exceed 12 hours) \_\_\_\_\_

Detour Route \_\_\_\_\_

## Requirements

Portable toilets: 1 for every 200 attendees, 1 for every 50 attendees if alcohol is served

## Fees

Permit: \$50.00 per day \_\_\_\_\_

Band Shell Rental: \$250.00 per day \_\_\_\_\_ (attach rental agreement form, available at City Hall)

Band Shell Deposit: \$250.00 deposit (refundable if no damage found)

**Total Due \$** \_\_\_\_\_

## Acknowledgements

By signing below as the contact person, I agree to all usage policies and procedures as set forth for use of City facilities and that:

- A. I agree to be responsible for all damages or loss of property and reimbursement of same.
  - B. I agree to leave all areas in a clean and orderly manner understanding that if all areas are not left in a clean and orderly manner that the clean up deposit will not be refunded.
  - C. I agree to hold harmless the City of Fulton and its designee for any and all claims resulting from said facility use.
  - D. I understand City representatives have the right to stop, cancel, or modify this usage, if 1) the conditions of the property are threatened, or 2) personal safety is threatened, or 3) there is violation of Department policy, City ordinance, or State/Federal law.
- Further, (if applicable) I have reviewed, inquired about, and/or understand any facility usage policies or City of Fulton ordinances, resolutions, and IL State laws that could have an impact on my event.
- E. I understand that it is the responsibility of the APPLICANT to obtain additional barricades from another source if the requested amount exceeds what is provided by the City of Fulton. The cost for said barricade rental will be the responsibility of the applicant.
  - F. I certify that all residences/businesses within the affected area have been notified and there were \_\_\_\_\_ objections. Parades are excluded with City approval.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# RELEASE AND INDEMNIFICATION

Whereas \_\_\_\_\_ is the sponsor of a special event;

AND WHEREAS the name of this event is \_\_\_\_\_.

AND WHEREAS the organization listed desires to conduct said event on City of Fulton, Illinois property, and has completed the "Special Event Application" for same;

AND WHEREAS the City of Fulton, Illinois is willing to consent to allow the above listed event to take place on City of Fulton, Illinois property, and in consideration of this consent the entity listed above hereby agrees to either (a) provide the city with a certificate of liability insurance of not less than \$1,000,000.00 in comprehensive general liability insurance, including property damage and personal injury, and listing the city as an additional insured; or (b) request in the application that the special event be added as a rider to the city's comprehensive general liability insurance, including adding any entities that might be impacted by the special event as additional insureds. To protect the risk of the entity sponsoring this event, the City of Fulton, Illinois recommends that the organization secure written release from each participant in the activity, releasing the organization from any and all liability for injury to the participant arising from participation in the event. Releases should be secured prior to the event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Before me, the undersigned, a Notary Public in and for the State of Illinois, the person listed below, who is personally known to me, appeared to me and stated the at being said representative, and on behalf of said organization, acknowledged and executed the within and foregoing instrument executing said instrument as a voluntary act and deed of said entity.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Appeared \_\_\_\_\_

\_\_\_\_\_  
 Notary Public )  
 In and for said County and State )  
 \_\_\_\_\_ County )

DEPARTMENT ACTION- FOR OFFICIAL USE ONLY			
Department	Status	Signature	Date
Police	Approval / Denied		
Public Works	Approval / Denied		
<b>Final Action</b>			
Mayor	Approval / Denied		
If denied, reason for denial:			



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# TEMPORARY LIQUOR LICENSE APPLICATION

**DRAM SHOP INSURANCE MUST ACCOMPANY THIS APPLICATION**

Date of Event \_\_\_\_\_  
Organization Name \_\_\_\_\_  
Name of Event \_\_\_\_\_  
Location \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Contact Address \_\_\_\_\_  
Contact Phone \_\_\_\_\_  
Contact Email \_\_\_\_\_

## MAYOR'S APPROVAL

\_\_\_\_\_  
Wendy Ottens, Mayor of Fulton

\_\_\_\_\_  
Date

### Fees

One day - \$50.00

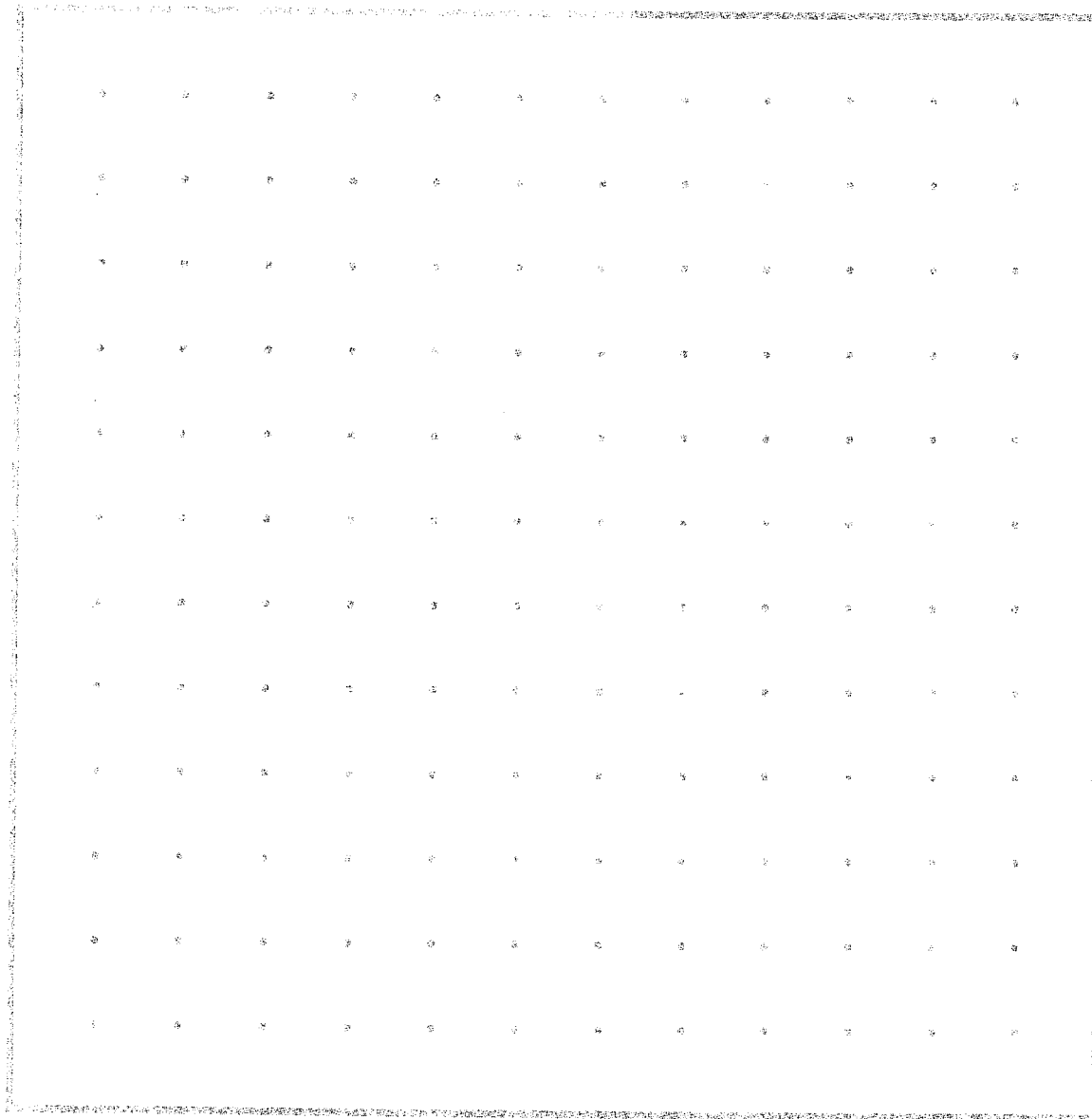
Two days - \$75.00

Three days - \$100.00

If event is held on a Sunday - additional \$25.00

Total Due \$ \_\_\_\_\_

# EVENT MAP / SITE PLAN



A permittee may request an amendment to their special event permit, including the site plan, up to fifteen (15) days prior to the special event. Any amendment to the permit shall be subject to the review of the mayor or their designee and the police chief.

