



Where the *future* grows.
115 S Oakwood Ave, Geneseo, IL 61254
Tel: 309-944-6419 Fax: 309-944-8254

PERMIT TO HOLD A SPECIAL EVENT ON CITY PROPERTY AND/OR CLOSE A ROADWAY

This form is required for all events, including events hosted by the City of Geneseo, and must be submitted 30 days in advanced or it may be denied. This permit form will be processed within 5 business days by the City of Geneseo. No closure or event is approved until the applicant receives a permit from the city.

Date of Application: _____ Date of Event: _____

Please note: A block party or special event permit cannot be used to close any State Highway, to close any street prior to 8:00 A.M. or past 10:00 P.M., or to close any street for commercial purposes.

Applicant Information:

Applicant Name/Group Name: _____

Main Contact Person: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Contacts During Event

Name: _____ Telephone No: _____

Name: _____ Telephone No: _____

Please answer the following questions:

Event Location (ex: State Street from 134 S. State to 100 S. State) – for road closures, request can only be one (1) block long (street intersection to intersection.)

Street: _____ From: _____ To: _____

(Applicant is responsible for placing and removing barricades)

Purpose of Permit: _____

Event Start Time: _____ Event End Time: _____

Times to Set up: _____ Clean up: _____

Rain Date/Time: _____

Are you requesting to use City Electrical Service?

Yes (**Must complete Addendum A**)

No

What type of equipment will be used/placed on City property during the event?

Sound System

Electric Equipment

Platform/Stage

Tables/Chairs/Tents

Cooking Apparatuses

Other _____

Please give brief description of setup equipment/items here:

	Yes	No
Barricades Needed?	<input type="checkbox"/>	<input type="checkbox"/>

Request for Police Presence?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, please explain the request for the Police Department: _____

(Note: Police Presence Requests may require an assessed fee for officer time at the event – this will be discussed with you if you check “Yes” to this question)

Is this event being held at the Central Bank Pavilion? Yes No

If this is a Run or Walk a map of the entire route must be submitted with this application.

This application is not approved until applicant is notified/receives permit.

Please contact me by Phone Email

I agree to assume the responsibility of having all attendees adhere to the City of Geneseo rules, regulations, and ordinances. I understand that there is NO ALCOHOL permitted on City property. I understand that I am responsible for any damage that may occur to the city property or surrounding areas due to my event. I agree to indemnify and hold the city harmless from all personal injuries or death, or property damage occurring as a result of the activities in connection with this application. **I further agree to obtain and keep in effect for the period of any use of City property under this application, comprehensive liability insurance in the amount of \$1,000,000 combined single limit coverage.** Unless exempted, I will provide a certificate of insurance to the city. This insurance requirement shall only apply to commercial businesses, churches and other organizations hosting events. Small family or friend parties or charitable events **may** be exempt from the insurance requirement with approval. I acknowledge that I have read and understand the requirements as established on this application form:

Applicant Signature: _____

Date: _____

If approved, applicant/permit holder is responsible for notifying all neighbors/business adjoining the event's area

BELOW FOR OFFICE USE ONLY

Signature of Director of Public Works Date

Signature of Electrical Director Date

Does this event require a Police Department Safety Operations Plan

Yes

No

Signature of Police Chief Date

Signature of City Administrator Date

Finance Assistant Only (once x4 needed signatures are executed above):

Completed form emailed out to all applicable employees/managers.

Insurance documents obtained and attached to this application (if applicable for orgs/large events)

Event blocked off on road closure and/or shelter reservation calendar with all applicable employees/managers invited to event.

Permit issued to applicant.

Permit issued to Applicant on _____

Signature of Finance Assistant Date

Addendum A - *ELECTRIC SERVICE*

Type of Service Needed:

Photo Provided of Plug:

- 240V Single Phase
 - 50 Amp 4 Wire
 - 30 Amp 4 Wire
- 120V Single Phase
 - 20 Amp
 - 30 Amp (Only available at E 2nd St. event center)
- Other Type (Direct)

Location: *Mark all that apply*

- Barney's Korner Corner of E Orange St & N State St
Service Available – (24) 120-volt GFI outlets.
 - (1) 50amp, 240-volt, single phase outlet.
 - (1) 30amp, 240-volt, single phase outlet.
- Geneseo Telephone Co Alley E 1st St & S State St
Service Available – (20) 120-volt GFI outlets.
 - (1) 50amp, 240-volt, single phase outlet.
 - (1) 30amp, 240-volt, single phase outlet.
- The Cellar E 2nd St & State St.
Service Available – (16) 120-volt GFI outlets.
 - (2) 50amp, 240-volt, single phase outlet.
- Designs on the Boulevard E 2nd St & State St.
Service Available – (1) 120-volt GFI outlets.
 - (1) 50amp, 240-volt, single phase outlet.
 - (1) 30amp, 240-volt, single phase outlet.
- Geneseo City Park Main St. and Center St.
Service Available – (2) 120-volt GFI outlets.
 - (1) 50amp, 240-volt, single phase outlet.
 - (1) 30amp, 240-volt, single phase outlet.

Geneseo City Park Pearl St. and Center St.

Service Available – (2) 120-volt GFI outlets.
(2) 50amp, 240-volt, single phase outlet.

Geneseo City Park Kiwanis shelter

Service Available – (16) 120-volt outlets.
(3) 50amp, 240-volt, single phase outlet.
(2) 240-volt, single phase camlock connectors (60amps – 80amps)

Central Bank Pavilion N Sommers St.

Service Available – (12) 120-volt GFI outlets.
(12) 120-volt outlets
(1) 50amp, 240-volt, single phase outlet.
(1) 30amp, 240-volt, single phase outlet.

Line Crew Foreman: _____ Date: _____

Dir of Electrical Ops: _____ Date: _____