



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:

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Yes      No

Barricades Needed?           

Request for Police Presence?           

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\**

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**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 2<sup>nd</sup> 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: \_\_\_\_\_