CITY of GENESEO
Where the *future* grows.
115 S Oakwood Ave, Geneseo, IL 61254
Tel: 309.944.6419 Fax: 309.204.8077

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

This form is required for all events, and must be submitted 30 days in advance. 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

☐ Platform/Stage

☐ Cooking Apparatuses

☐ Electric Equipment

☐ Tables/Chairs/Tents

☐ Other _____

Please give brief description of setup equipment/items here:

	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, unless expressly permitted. 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 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: _____