

**CITY OF MACOMB
MASS GATHERING APPLICATION PERMIT**

**\$100.00 Clean Up Deposit or Bond per 75 attendees
\$300,000.00 General Liability Insurance Coverage**

A mass gather permit is only required for events that will be held outdoors with MORE than 150 attendees where alcohol will be served.

I. General Information: Submit application, clean-up deposit, proof of insurance and all attachments to the City Clerk's Office, 232 East Jackson Street, Macomb, IL 61455, anytime but at least fourteen (14) days prior to the date which the mass gathering is to be held. The application and each attachment is subject to review, approval or disapproval within fourteen (14) after receipt by the City Clerk's Office. If the permit is denied, a written denial enumerating the specific reason or reasons for the denial shall be given to the applicant by personal service or by first class mail, postage prepaid. The applicant may require a hearing to consider the denial.

II. Information required by Section 4-118.

A. Person(s) requesting permit:

| | | |
|--------|-----------|---------|
| <hr/> | <hr/> | <hr/> |
| (Name) | (Address) | (Phone) |
| <hr/> | <hr/> | <hr/> |
| (Name) | (Address) | (Phone) |
| <hr/> | <hr/> | <hr/> |
| (Name) | (Address) | (Phone) |

If a partnership, please complete Attachment A; if a corporation, please complete Attachment B. If additional persons, attach sheet containing name, address, and phone number of each person.

B. Person(s) acting as sponsors of the mass gathering:

| | | |
|--------|-----------|---------|
| <hr/> | <hr/> | <hr/> |
| (Name) | (Address) | (Phone) |
| <hr/> | <hr/> | <hr/> |
| (Name) | (Address) | (Phone) |
| <hr/> | <hr/> | <hr/> |
| (Name) | (Address) | (Phone) |

If a partnership, please complete Attachment A; if a corporation, please complete Attachment B. If additional persons, attach sheet containing name, address and phone number of each person.

C. Person(s) acting as chairperson or co-chairpersons or otherwise responsible for conduct of mass gathering:

| | | |
|--------|-----------|---------|
| <hr/> | <hr/> | <hr/> |
| (Name) | (Address) | (Phone) |

(Name)

(Address)

(Phone)

D. Purpose of the mass gathering: _____

Estimated number of participants or those attending at any one time: _____

E. Date(s) and hour(s) mass gathering is to commence: _____

Date(s) and hour(s) mass gathering it to terminate: _____

*(No mass gathering shall commence before eleven (11) o'clock a.m.
Or continue past one (1) o'clock a.m., or at the discretion of the Chief of Police)*

F. Toilet facilities:

Number: _____ *(At least one (1) for each seventy-five (75) persons in attendance)*

Type: _____ Flush type _____ Portable chemical

Location of toilet facilities: _____

(Toilet facilities within 100 feet of the mass gathering perimeter may be used if identified as open for use by attendees.)

G. Concessions and Vendors doing business during the mass gathering:

(Name) (Address) (Phone)

(Name) (Address) (Phone)

(Name) (Address) (Phone)

Attach additional sheets for concessions and vendors names if needed.

H. Music: _____ Live _____ Recorded _____ None

I. Alcoholic Beverages:

Will alcoholic beverages be available on the premises upon which the mass gathering is to be conducted? _____ Yes _____ No

Beverages served in glass containers are not permitted.

J. Number of trash containers available at site: _____

Types of containers: _____

(Total capacity of containers shall be a minimum of 30 gallons for each fifty (50) attendees.)

K. Parking:

The availability of adequate lawful parking within the immediate area of the mass gathering is:

L. Security Guards: The arrangements made for the presence of security guards is:

(Any person clearly identified as security personnel may serve as a security guard. The applicant will provide at least one (1) clearly identified security guard for every fifty (50) attendees.)

M. Site Plan:

Attach a site plan showing the location of fencing and the points of ingress and egress to the mass gathering site. Fencing may include rope, barricades and existing buildings, walls, hedges and structures.

N. Applicant is an _____ owner, _____ lessee, _____ licensee (i.e. has written permission to use the mass gathering site) of the mass gathering site. Attach a copy of the deed, lease, or other document verifying such interest.

I declare that all statements made in this application and all attachments are true and correct.

Applicant: _____ Date: _____
(Signature of Applicant)

For Office Use Only

Received by: _____ Date: _____
City Clerk

Sent to Chief of Police: _____
Date

Copies sent to:

Mayor
City Administrator
City Attorney
Zoning Office

Approval of Application: _____ Date: _____
Chief of Police or his Designee

ATTACHMENT "A"

PARTNERSHIPS

Name: _____ Type: _____

Identify all general partners:

1. _____
(Name) (Address) (Phone)
2. _____
(Name) (Address) (Phone)
3. _____
(Name) (Address) (Phone)

If there are more than three (3) partners, attach continuation sheet containing name, address, and phone number of each additional partner.

ATTACHMENT "B"

CORPORATION

(Legal name of Corporation)

(Name and address of registered Agent)

MASS GATHERING APPLICATION Additional Information

The Chief of Police or his designee shall deny a permit within fourteen (14) days following receipt of the application for a permit if:

- Any information supplied by the applicant is false or intentionally misleading
- Issuance of the permit violates or will cause a violation of the applicant's lease
- The proposed mass gathering violates an City ordinances or State law
- The mass gathering is likely to cause significant traffic, noise, litter, health or disturbance of the peace
- A mass gathering previously sponsored by the applicant has caused significant problems (including an members of the applicant association)
- Disturbances of the peace have occurred at this location within the past two years
- A permit has been granted in the past year for any location within 1500 feet of the proposed location and the issuance would unduly disrupt the quiet of the area
- One or more of such permits have been issued within forty-eight (48) hours of the time being requested and there are insufficient police resources available to monitor the mass gathering

Post-Gathering Procedures

The applicant is responsible for the following at the conclusion of the mass gathering:

- Clean Up. All refuse will be placed in appropriate containers, making it ready for removal within twelve (12) hours following the conclusion of the mass gathering.
- Post gathering inspection. Within twelve (12) hours following the conclusion of the mass gathering, an inspection will be made to determine compliance.
- Deposit refund or bond termination. If the permit holder has complied with terms of the mass gathering permit, the clean-up deposit shall be returned within five (5) days from the authorized release.
- If upon inspection, it is determined that the permit holder has failed to comply with the clean-up provisions, the Chief of Police or his designee, may cause trash and debris at the site to be placed in appropriate containers, making it ready for removal. The permit hold shall be responsible for the cost of the clean up. The City may order forfeiture of the clean-up deposit or bond and apply all or a portion of the same towards the clean-up.

**CITY OF MACOMB
MASS GATHERING APPLICATION PERMIT
CHECK LIST**

- _____ Completed Mass Gathering Application

- _____ Appropriate Clean Up Deposit or Bond made payable to the City of Macomb

- _____ Copy of General Liability insurance coverage

- _____ Attachment "A" & Additional Sheets (if applicable)

- _____ Attachment "B" & Additional Sheets (if applicable)

- _____ Concessions & Vendors Additional Sheets (if applicable)

- _____ Drawing of Mass Gathering site, including:
 - Area to be fenced off
 - Restroom locations
 - Band/DJ or stage area

- _____ Copy of lease agreement with property owner or management
 - Must show no provisions prohibiting parties

***Special Ordinance Requirements
For all Mass Gatherings***

1. Permit must be received no later than fourteen (14) days prior to the event.
2. At least one toilet per seventy-five (75) people attending the gathering.
3. At least one clearly identified security guard for every fifty (50) attendees.
4. One 30 gallon trash receptacle for every fifty (50) attendees.
5. Mass gatherings are only allowed between the hours of 11:00 a.m. and 1:00 a.m.
6. ***NO GLASS BOTTLES ARE ALLOWED AT THE GATHERING.***

The clean up deposit or bond can be picked up at the Macomb City Clerk's Office the following Monday after the event. Should the site of the event not be cleaned up, this deposit may be forfeited to the City of Macomb.