

## SPECIAL EVENTS PERMIT

All Special Events involving or affecting the use of City streets, sidewalks or public right-of-ways are required to complete this permit and submit it to the Office of the City Clerk, 232 East Jackson Street, Macomb, IL 61455. **All permits must be submitted at least TEN (10) days prior to the scheduled event. \*\*\*\*If this event will have 150 persons or over and include alcohol, a Mass Gathering permit is required.**

**\*\*ALL MARKERS, SIGNS, BALLOONS, ETC. TO MARK THE ROUTE MUST BE REMOVED IMMEDIATELY AFTER THE EVENT.** Please check to acknowledge. \_\_\_\_\_

**\*\*NO PERMANENT MARKINGS MAY BE MADE ON CITY STREETS AND SIDEWALK.** Please check to acknowledge. \_\_\_\_\_

**\*\*Public Notice may be required to specifically inform private property and business owners who might be inconvenienced during this event.** Please check to acknowledge. \_\_\_\_\_

**\*\*GENERAL LIABILITY INSURANCE CERTIFICATE SHOWING CITY OF MACOMB AS ADDITIONAL INSURED ATTACHED (Only Needed if Event is on City Property)** Yes No

Name of Individual, Organization or Business: \_\_\_\_\_

Address of Individual, Organization or Business: \_\_\_\_\_  
\_\_\_\_\_

Contact Person and Phone Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event:

- Fairs, festivals or street fairs       Road races, foot races, bicycle runs, walk-a-thons, bike-a-thons  
 Sidewalk Cafe       Sidewalk sales or displays       Farmers or merchants' markets  
 Block parties, business openings, business promotions       Marches

Specifically describe the purpose and location of the Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specifically list the streets, sidewalks or right-of-ways that will be affected and how: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning and Ending time of Event: \_\_\_\_\_

Number of Persons to Attend: \_\_\_\_\_

Will Event involve alcohol Yes No  
If "Yes", please explain: \_\_\_\_\_

Does the Event require any assistance  
from the City? If so, which department: \_\_\_\_\_

**Indemnity Agreement**

The above named hereby agrees to indemnity and hold the city of Macomb and all of the City's officials, officer, agents and employees harmless from any liability what-so-every from any and all claims, demands, actions or causes of action for personal injury, including death, or property damage arising from or in any way connected to the assembly, special events or street closing, except on any claims arising solely from the negligent acts of the city or its officials, officers, agents and employees.

\_\_\_\_\_  
Signature of Individual or Representative of Organization or Business

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

\_\_\_\_ City Clerk \_\_\_\_\_

\_\_\_\_ Fire Department \_\_\_\_\_

\_\_\_\_ Police Department \_\_\_\_\_

\_\_\_\_ Public Works \_\_\_\_\_

\_\_\_\_ Building & Zoning Office \_\_\_\_\_

\_\_\_\_ City Attorney \_\_\_\_\_

**ACTION**

The "Special Events Permit" is hereby: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

Public Notice Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

The **approval** is subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_

The **denial** is based on the following reasons: \_\_\_\_\_

\_\_\_\_\_

\*\*Denials may be appealed to the Mayor.

\_\_\_\_\_  
Mayor/City Administrator

\_\_\_\_\_  
Date