

CHECKLIST FOR SPECIAL EVENTS PERMIT APPLICATION

Completed special events permit application must be submitted to the Village Clerk's office along with a certificate of insurance if required , fee and any other requirements outlined by checklist. **Applications will be placed on the agenda only after completed form , insurance certificate and fee have been filed with the Village Clerk's office.**

Please note all new applications or annual applications with substantial changes must be reviewed by the POC committee and forwarded to the Village Board for approval. POC Committee meets the 4th Tuesday of each month and the Village Board meets the 1st and 3rd Wed. of each month . Applications must be received one week prior to the POC mtg. In order to be placed on the agenda . Application received after the submittal date shall be subject to a \$75.00 late fee.

Required Items:

- ___ 1. Completed special event permit application.
- ___ 2. Furnish certificate of insurance for proof of comprehensive general liability insurance
Naming the Village of Monticello as an additional insured
- ___ 3. Fee \$15.00 (if required)

Complete as applies to specific event:

- ___ 4. Contact diggers hot line (1-800-242-8511) for any digging or posting at least **one week** prior to the event, and also contact Village Public Wks @ 938-4384
- ___ 5. Garbage pickup of Village trash receptacles during event may be provided as a service by the Village for a fee. Pickup would be arranged thru the Public Works Dept.
- ___ 6. Barricades could be made available from the Village if available.
Applicants will need to coordinate this thru the Village Clerk's office or the Public Works Dept. **(938-4383)**.
- ___ 7. Obtain portable restrooms for the event if public restrooms are not available

Any additional services provided by the Village may be charged back to the sponsoring organization at the Village's discretion.

VILLAGE OF MONTICELLO

APPLICATION FOR SPECIAL EVENTS

1.NAME/DESCRIPTION OF EVENT

APPLICANT'S NAME _____

ADDRESS: _____

TELEPHONE: _____ CELL PHONE _____

E-MAIL _____

SPONSORING ORGANIZATION _____

NAME OF HEAD OF ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____ CELL PHONE _____

DESIGNATED CONTACT PERSON FOR EVENT: _____

PHONE NUMBER: _____ CELL PHONE _____

OTHER MEMBERS TO CONTACT: _____

2.LOCATION, DATE, AND TIME OF EVENT

STREET NUMBER _____

DATE: _____

TIME: _____

DOES THE EVENT REQUIRE STREETS TO BE CLOSED YES NO

IF YES WHICH STREET OR STREETS _____

PARKS: WILL THE EVENT BE HELD IN THE PARK OR ADJACENT TO THE LAKE:

WILL YOU REQUIRE CONCESSION STAND,SHELTER HOUSE,ETC. _____

3.TELL US ABOUT YOUR EVENT

ALCOHOLIC BEVERAGES

WILL ALCOHOLIC BEVERAGES BE SERVED / SOLD YES NO

IF YES YOU MUST AMEND YOUR CURRENT CLASS B LICENSE OR OBTAIN A TEMPORARY CLASS B PERMIT IF YOU DO NOT CURRENTLY HOLD A LICENSE,PLEASE INCLUDE LIST OF SERVERS OR RESPONSIBLE PARTY FOR TEMPORARY APPLICATION.

4.STREET USE

DO YOU REQUIRE ANY SPECIAL PARKING RESTRICTIONS YES NO IF YES PLEASE INDICATE WHAT TYPE AND WHERE _____

WILL THE EVENT USE A TENT YES NO IF YES HOW WILL THE TENT BE ANCHORED (i.e. STAKES,CEMENT BATTIERS OR BLOCKS)

WHAT TOILET FACILITIES WILL BE MADE AVAILABLE TO PARTICIPANTS: INDOOR / OUTDOOR AND NUMBER OF UNITS AND LOCATION OF UNITS: _____

WILL THERE BE LOUDSPEAKERS OR AMPLIFYING DEVICES YES NO IF YES WHAT IS THE PROPOSED USE OF DEVICES (i.e. LIVE BAND,DISC JOCKEY)_____

NOTICE TO APPLICANT: THE CHIEF OF POLICE/OR OFFICER ON DUTY SHALL HAVE THE AUTHORITY TO REVOKE SUCH PERMIT WHEN HE/SHE BELIEVES SUCH LOUDSPEAKER OR AMPLIFYING DEVICE IS BECOMING A NUISANCE BECAUSE OF THE VOLUME,THE METHOD IN WHICH IT IS BEING USED,OR THE LOCATION IN WHICH IT IS BEING OPERATED.

5. SAFETY AND SECURITY FOR YOUR EVENT

DO YOU HAVE THE CORRECT LEVEL OF INSURANCE FOR YOUR SPECIAL EVENT YES NO
VILLAGE MUST BE NAMED AS ADDITIONAL INSURED

DOES YOUR EVENT REQUIRE ADDITIONAL POLICE COVERAGE YES NO IF YES, WILL YOU
CONTRACT WITH A PRIVATE CONTRACTOR OR THE VILLAGE, BASED ON THE EVENT THE VILLAGE
MAY DETERMINE IF MORE SECURITY IS REQUIRED.

IF VILLAGE SECURITY IS REQUIRED NUMBER OF OFFICERS NEEDED _____

SPECIFIC DATES AND TIMES _____

***** RATES OF HOURLY PAY WILL BE CHARGED AT THE CURRENT LOADED WAGE**

I/WE _____ DO HEREBY INDEMNIFY AND HOLD THE
VILLAGE AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL
CLAIMS, LIABILITY, LOSS, DAMAGE OR EXPENSES INCURRED BY THE VILLAGE ON ACCOUNT OF
ANY INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO PROPERTY CAUSED BY OR
RESULTING FROM THE ACTIVITIES FOR WHICH THIS PERMIT IS GRANTED.

APPLICANTS NAME

HEAD OF ORGANIZATION

NOTICE TO APPLICANT:

THE VILLAGE BOARD REQUIRES THAT THE APPLICANT ATTEND THE MEETING OF THE VILLAGE BOARD
AT WHICH TIME THIS APPLICATION WILL BE CONSIDERED AND THAT THE APPLICATION SHALL BE
REVIEWED BY THE POLICE OPERATIONS COMMITTEE FOR THEIR RECOMMENDATION PRIOR TO ITS
CONSIDERATION BY THE VILLAGE BOARD.

APPROVED SIGNATURE OF VILLAGE PRESIDENT _____

DATE OF APPROVAL: _____

SPECIAL EVENTS APPLICATION CHECKLIST

___ 1. APPLICANT MUST OBTAIN REVIEW/SIGNATURE BY POC COMMITTEE AND VILLAGE CLERK

___ 2. FURNISH CERTIFICATE OF INSURANCE FOR PROOF OF COMPREHENSIVE GENERAL LIABILITY INSURANCE NAMING THE VILLAGE OF MONTICELLO AS AN ADDITIONAL INSURED

___ 3. IF FENCING OR SPECIAL REQUIREMENTS TO AVOID MINORS ENTERING EVENTS AREA, APPROVAL IS REQUIRED BY THE POLICE DEPT..

P.O.C. COMMITTEE REVIEWED BY: _____

COMMENTS:

VILLAGE CLERKS APPROVAL: _____

COMMENTS:

APPLICATION DATE RECEIVED: _____

COMMITTEE DATE REVIEWED: _____

BOARD DATE APPROVED: _____

VILLAGE PRESIDENT SIGNATURE: _____

Village of Monticello Special Events Permit

Issued To: _____

Event: _____

Dates/Times: _____

Location: _____

Special Provisions for Event

1.

2.

3.

Permit Issued Date: _____

By: _____

This permit must be posted at the location or sites of this approved event