

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.

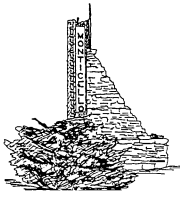
Required Items:

- ___ 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 Works @ 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

NAME/DESCRIPTION OF EVENT

Applicant Name _____

Address: _____ Phone: _____

E-MAIL _____

Sponsoring Organization _____

Name Of Head Of Organization: _____

Address: _____ Phone: _____

Designated Contact Person For Event (if not applicant): _____

Phone _____

Other Members To Contact: _____

EVENT INFORMATION

Start Date: _____ Time: _____ End Date: _____ Time: _____

Rain Date: _____ (Include set-up and tear-down/clean-up time (48 hour notice required if event time changes or is cancelled, if notice is NOT given, costs will be assessed for employee time.)

Street Event Type:

Parade Block Party Sports Event Run/Walk/Bike Other (describe) _____

Detailed description of street(s) proposed to be used: _____

Does The Event Require Streets To Be Closed YES NO

If Yes, Which Street or Streets _____

State and/or County Approval Required (for events involving using or crossing state or county trunk highways)? YES NO OBTAINED? YES NO

Street Barricades: Barricades are requested for the following locations:

I understand that I may be required to set up barricades at the locations designated by the Village and to take down the barricades after the event. Generally, barricades may be set in place no earlier than 1/2 hour before the start of the event and must be removed immediately following the event and returned to the location designated by the Village no more than 1 hour after the conclusion of the event.

Do You Require Any Special Parking Restrictions YES NO

If Yes, Please Indicate What Type and Where _____

PARKS: Will The Event Be Held in The Park Or Adjacent To The Lake: YES NO

Lake Island Wedding Montesian Garden Wedding

Will You Require Concession Stand Lions Shelter Pool Shelter Lake Island Shelter

TENT: Will The Event Use a Tent? YES NO Placement? _____

If Yes, How Will The Tent Be Anchored? Stakes, Cement Barriers Blocks Other

TOILET FACILITIES: What Toilet Facilities Will Be Made Available To Participants: Indoor / Outdoor And Number Of Units And Location Of Units: _____

SOUND AMPLIFICATION: Will There Be Loudspeakers Or Amplifying Devices YES NO

If Yes, What Is The Proposed Use Of Devices? Live Band Disc Jockey Speaker

Other (describe) _____

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.

ALCOHOLIC BEVERAGES: Will Alcoholic Beverage 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. (*Sale of fermented malt beverages is subject to the requirements of the Special Class "B" Picnic Beer Permit.*) Please Include List of Servers Or Responsible Party For Temporary Application.

FENCING: Are You Requesting The Use Of Wristbands Vs. Double Fencing? YES NO

If yes, a site plan of the area in which the fermented beverage and/or wine will be sold or distributed, the ability to maintain a secure perimeter around the premises, the number of points of sale, and the provision of security must accompany this application.

SECURITY: 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 WAGE PLUS BENEFITS*****

INSURANCE: Do You Have The Correct Level Of Insurance For Your Special Event?

YES NO **Village Must Be Named As Additional Insured**

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.

ALSO I/WE CERTIFY THAT I/WE HAVE READ AND UNDERSTAND THE VILLAGE OF MONTICELLO'S ORDINANCE SEC. 7-2-16 SPECIAL EVENT LICENSE, AND AGREE TO ADHERE TO ALL OF THE RULES AND REQUIREMENTS OUTLINED IN THE ORDINANCE AND THAT ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE

HEAD OF ORGANIZATION SIGNATURE

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.

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, SITE PLAN REQUIRED ALONG WITH APPROVAL 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