

Office Use:

☐ payment received

☐ deposit received

date _____

clerk _____



415 11th Ave, Fulton, IL 61252
P: 815-589-2616 | F: 815-589-4421

SPECIAL EVENT APPLICATION

Applications must be completed and returned to City Hall 90 days before the event. Applications can be amended up to 15 days prior to the event.

Date of Event _____ Name of Event _____

Approximate # of attendees _____ Location of Event _____ (site plan must be attached)

Event Time from _____ to _____ (times must include set up and clean up)

Primary Contact _____ Organization _____ ☐ 501c3 Non-Profit

Cell Phone _____ Email _____ Address _____

Will your rental include: ☐ added electric ☐ a staked tent ☐ an inflatable ☐ water ☐ outdoor PA system

☐ petting zoo ☐ dunk tank ☐ other _____

Will alcohol be provided at the event? ☐ Yes ☐ No

Does your event meet any of the following? (Check if yes)

- ☐ Alcoholic beverages (beer, wine, champagne) will be sold at the event. If yes, a temporary liquor license is required.
- There is no difference between sold separately or sold as part of the ticket price
 - No glass bottle sales allowed

Method for ensuring that all who are served alcohol are of legal drinking age (wrist bands, hand stamps, etc):

- ☐ The inherent risk to participants and/or spectators requires Public Safety Services
Medical, fire, and/or police services to be on site, as determined by City staff

- ☐ Closure to city streets for any period of time is needed.
This includes walks/runs, block parties, and parades on city streets/alleys.

Streets/alleys to be closed (specific locations) _____

Time period requested (not to exceed 12 hours) _____

Detour Route _____

Requirements

Portable toilets: 1 for every 200 attendees, 1 for every 50 attendees if alcohol is served

Fees

Permit: \$50.00 per day _____

Band Shell Rental: \$250.00 per day _____ (attach rental agreement form, available at City Hall)

Band Shell Deposit: \$250.00 deposit (refundable if no damage found)

Total Due \$ _____

Acknowledgements

By signing below as the contact person, I agree to all usage policies and procedures as set forth for use of City facilities and that:

- A. I agree to be responsible for all damages or loss of property and reimbursement of same.
- B. I agree to leave all areas in a clean and orderly manner understanding that if all areas are not left in a clean and orderly manner that the clean up deposit will not be refunded.
- C. I agree to hold harmless the City of Fulton and its designee for any and all claims resulting from said facility use.
- D. I understand City representatives have the right to stop, cancel, or modify this usage, if 1) the conditions of the property are threatened, or 2) personal safety is threatened, or 3) there is violation of Department policy, City ordinance, or State/Federal law.
- Further, (if applicable) I have reviewed, inquired about, and/or understand any facility usage policies or City of Fulton ordinances, resolutions, and IL State laws that could have an impact on my event.
- E. I understand that it is the responsibility of the APPLICANT to obtain additional barricades from another source if the requested amount exceeds what is provided by the City of Fulton. The cost for said barricade rental will be the responsibility of the applicant.
- F. I certify that all residences/businesses within the affected area have been notified and there were _____ objections. Parades are excluded with City approval.

Signature _____ Date _____

RELEASE AND INDEMNIFICATION

Whereas _____ is the sponsor of a special event;

AND WHEREAS the name of this event is _____.

AND WHEREAS the organization listed desires to conduct said event on City of Fulton, Illinois property, and has completed the "Special Event Application" for same;

AND WHEREAS the City of Fulton, Illinois is willing to consent to allow the above listed event to take place on City of Fulton, Illinois property, and in consideration of this consent the entity listed above hereby agrees to either (a) provide the city with a certificate of liability insurance of not less than \$1,000,000.00 in comprehensive general liability insurance, including property damage and personal injury, and listing the city as an additional insured; or (b) request in the application that the special event be added as a rider to the city's comprehensive general liability insurance, including adding any entities that might be impacted by the special event as additional insureds. To protect the risk of the entity sponsoring this event, the City of Fulton, Illinois recommends that the organization secure written release from each participant in the activity, releasing the organization from any and all liability for injury to the participant arising from participation in the event. Releases should be secured prior to the event.

Signature _____ Date _____

Before me, the undersigned, a Notary Public in and for the State of Illinois, the person listed below, who is personally known to me, appeared to me and stated the at being said representative, and on behalf of said organization, acknowledged and executed the within and foregoing instrument executing said instrument as a voluntary act and deed of said entity.

Dated this _____ day of _____, 20____. Appeared _____

Notary Public

STATE OF ILLINOIS)

In and for said County and State

County)

DEPARTMENT ACTION- FOR OFFICIAL USE ONLY

Department	Status	Signature	Date
Police	Approval / Denied		
Public Works	Approval / Denied		
Final Action			
Mayor	Approval / Denied		
If denied, reason for denial:			



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TEMPORARY LIQUOR LICENSE APPLICATION

DRAM SHOP INSURANCE MUST ACCOMPANY THIS APPLICATION

Date of Event _____
Organization Name _____
Name of Event _____
Location _____
Contact Name _____
Contact Address _____
Contact Phone _____
Contact Email _____

MAYOR'S APPROVAL

Wendy Ottens, Mayor of Fulton

Date

Fees

One day - \$50.00

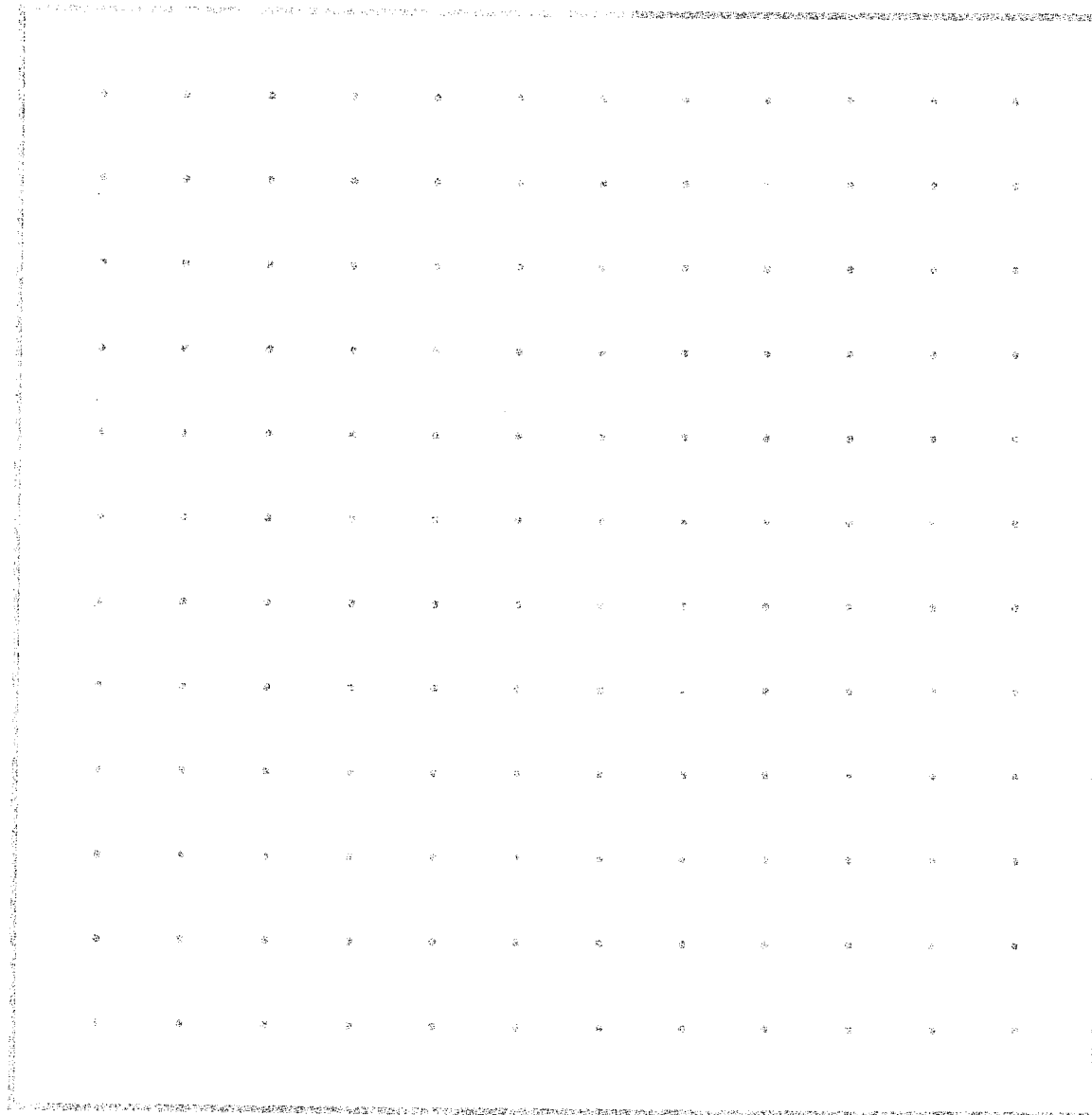
Two days - \$75.00

Three days - \$100.00

If event is held on a Sunday - additional \$25.00

Total Due \$ _____

EVENT MAP / SITE PLAN



A permittee may request an amendment to their special event permit, including the site plan, up to fifteen (15) days prior to the special event. Any amendment to the permit shall be subject to the review of the mayor or their designee and the police chief.

