



# City of Mascoutah

3 West Main Street  
Mascoutah, IL 62258  
Ph: (618) 566-2964  
Fax: (618) 566-4897  
www.mascoutah.org

Attach proof of nonprofit status with application

**OR**

Provide \$50.00 application fee with application

## APPLICATION FOR A SPECIAL EVENTS PERMIT

Event Name: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Name of Event Organization: \_\_\_\_\_

Name of person in charge of event (applicant) and mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Event Description: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

(if pavilion rentals or ag building rental is needed, contact City Manager's office)

Materials to be brought on City property: \_\_\_\_\_

\_\_\_\_\_

Special arrangements of equipment and facilities: \_\_\_\_\_

\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Is there an admission charge? yes / no If yes, state: \_\_\_\_\_

Amount: \_\_\_\_\_ Beneficiary: \_\_\_\_\_

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Grand Stand Rental Required: yes / no If yes, number of days (see fees below): \_\_\_\_\_

Rental Fee: \$1,200 per day for "for profit" organizations / \$100 per day for nonprofit organizations

Performance bond, or deposit, in the same amount is required and will be returned to applicant upon inspection of grand stands for trash removal and no damage. Fencing for grand stand rental is available but no setup assistance will be provided.

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Run / Walk Events: For any type of runs, walks or races, the following approved routes shall be used and identified when submitting application. The City will review alternate routes when requested but approval will be on a case-by-case basis. Applicant will be required to have properly trained personnel at every intersection with safety vests to provide traffic control. Traffic control will not be provided by the City.

Fee Required: \$50 – “Runners on Roadway” signage to be provided by the City

Desired route:

\_\_\_ Route 1: Park Drive, North on 6<sup>th</sup> Street, West on Fuesser Road, South on County Road, East on Harnett Street, North on 10<sup>th</sup> Street, East on Park Drive to finish.

\_\_\_ Route 2: Park Drive, South on 6<sup>th</sup> Street, East on Harnett Street, South on Railway Street, West on Main Street, North on County Road, East on Harnett Street, North on 10<sup>th</sup> Street, East on Park Drive to finish.

\_\_\_ Alternate Route to be considered: \_\_\_\_\_

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Attachments:

\_\_\_ Event Flyer

\_\_\_ Proof of nonprofit status (if applicable)

\_\_\_ Proof of liability insurance in the amount of \$1,000,000 naming the City of Mascoutah as additional insured

\_\_\_ Damage bond or cash deposit to protect city facilities in the amount of \$500,000

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By signing below, the Applicant understands, agrees and certifies to the rules and regulations set forth in Section 31-7-2 (e) of the City of Mascoutah Code of Ordinances.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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FOR OFFICE USE ONLY

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Administrative Approval Conditions:

Total Fees (if applicable): \_\_\_\_\_

Paid in Full: \_\_\_\_\_

Deposit amount (if applicable): \_\_\_\_\_