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: 

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.
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 6th Street, West on Fuesser Road, South on County Road, East on Harnett Street, North on 10th Street, East on Park Drive to finish.

___ Route 2: Park Drive, South on 6th Street, East on Harnett Street, South on Railway Street, West on Main Street, North on County Road, East on Harnett Street, North on 10th Street, East on Park Drive to finish.

___ Alternate Route to be considered: ____________________________

________________________________________________________________________

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

________________________________________________________________________

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.

_________________________________________ Date ____________________________

Signature of Applicant

________________________________________________________________________

FOR OFFICE USE ONLY

Approved By: _______________________________ Date: ______________________

Administrative Approval Conditions:

Total Fees (if applicable): _________________________ Paid in Full: __________

Deposit amount (if applicable): ______________________