

**CITY OF BLOOMINGTON
WORK SESSION AGENDA
109 E. OLIVE
MONDAY, SEPTEMBER 10, 2012, 5:30 P.M.**

1. Aldermanic Subcommittees – see attachment (30 minutes)
2. Economic Development Strategic Plan and Incentive Policy – see attachment (30 minutes)
3. Special Events – see attachment (20 minutes)
4. Adjourn at 6:50pm

Aldermanic Committee Proposal

The discussions during our two retreats have provided some positive direction for all of us. We have already made progress by starting Council meetings earlier and making an effort to start on time. The time limits set on Council deliberations have generally been adhered to, and the adoption of Modified Rules of Procedure has also helped meetings flow more smoothly.

During the Fall Retreat, Council members asked if I had any recommendations for ways they could be more effective. I have given that question some thought, and I believe two issues can be addressed by altering the Council's approach to study and discussion of all aspects of City government. The adoption of a structured system of Committees can go a long way toward helping us achieve goals as well as transparency in our actions. The following items for your consideration describe the present situation and suggested changes.

Areas of Concern:

- **Compliance with the Open Meetings Act**

Consistent compliance with the Open Meetings Act is vital for our Council operation. Under our present unofficial/Sub-Committee system, the rules for Open Meetings are not being followed. This puts the Council and the City at risk for non-compliance sanctions by the Attorney General's Office, and contributes to the perception that we are not being "up front" with our discussions and our actions.

- **Increasing Need for Council Work Sessions**

The amount of time available for Work Sessions decreased when the meeting start time for the Township was changed to 6:30pm and the start of Council Meetings was changed to 7:00pm. Also, the need for Executive Sessions has increased due to the labor contracts and worker's compensation claims; staff does not anticipate the need for Executive Sessions decreasing in the future. There are 60 items on the Action Plan for 2012 approved by Council. The Staff working on these items would benefit from regular meetings to update the Council and receive feedback/direction from the Council, outside of Council Meeting nights where the time is already allocated to formal and final action on other topics/agendas.

- **Informal, infrequent meetings of existing Committees**

The current Sub-Committees are loosely organized, do not meet regularly, and do not encompass all City Departments and programs. Informal Sub-Committees were created by, and have usually been called by, the Mayor. The meetings have not typically been posted for public notice. At present, we have four Sub-Committees that consider issues in the following areas: Communications, U.S. Cellular Coliseum, Neighborhood Quality of Life, and Economic Development.

Option #1: New Committees

The use of committees is a best practice employed by many governmental bodies. One solution for the City Council would be to formally establish new committees with three voting alderpersons serving on each committee as follows:

Public Safety (working on policy issues relating to the Police and Fire Departments)

Infrastructure (working on policy issues with Public Works, Water, PACE, Parks, Recreation & Cultural Arts)

Finance & Administrative Services (working on issues with City Manager's Office, IT, Legal, City Clerk, and Economic Development)

- Non-voting council members would be welcome and encouraged to ATTEND and observe the Committee meetings, but will not be allowed to vote.
- A process would have to be established to decide who serves on which committees and who chairs each committee.
- The Committees may also include interaction with outside organizations as needed. Council members can benefit from additional perspectives and knowledge of specific areas related to City programs and services, and such interaction is also another avenue for citizen inclusion and transparency.

How this process can work:

- Committees will meet regularly

- Committees will make recommendations to the Council so fewer topics would need to be covered during work sessions involving all elected officials.
- Recommendations from Committees would be placed directly on the Regular Agenda/Consent Agenda which would free up time for Executive Session prior to regular meetings for the many Union Negotiations, Workers Comp Claims, Insurance Claims, and other topics.
- Each Committee will select a chairperson, and each Committee would have a staff liaison selected by the City Manager. Members of the City Manager's staff and appropriate directors for other departments will work with Committees to provide backup reports, prepare agendas, etc.

Possible division of Committees:

Public Safety

Alderspersons	Departments	Miscellaneous Programs/Services	Outside Organizations
	Fire Police		

Infrastructure

Alderspersons	Departments	Miscellaneous Programs/Services	Outside Organizations
	Water Public Works Parks PACE		Downtown Bloomington Association Cultural District Advisory Board

Finance and Administration

Alderspersons	Departments	Miscellaneous Programs/Services	Outside Organizations
	IT Legal City Clerk's office City Manager's office	Human Resources Economic Development Managed Competition	

Option #2: Committee of the Whole

Another option for improved communication and more effective use of Council time is to establish guidelines for the Council to function as a Committee of the Whole.

- All elected officials would meet monthly on the 1st or 3rd Monday to discuss issues using the current Work Session structure.
- Everyone will hear the same presentations at the same time.

Final thoughts:

There is an urgent need for Council committees to comply with the Open Meetings Act and allow more time for Council Members to consider action agenda items and other policy topics in an informal work session format. Furthermore, there is a need to formalize the committee system and provide more structure to what topics are assigned to the committees and when they meet. Adopting Option 1 or 2 will provide more time for the elected officials to be better informed prior to taking action on issues that affect the City of Bloomington and its residents.

The Bloomington City Council has drafted a Statement of Purpose. The elements of that statement are:

- To give voice and leadership to the vision and priorities of the Bloomington community
- To steward its resources strategically for the enrichment and enjoyment of community life

I believe the adoption of a new Aldermanic Committee arrangement is a meaningful and practical step that directly relates to the purposes outlined by Council members. It will also allow the entire City government to meet important standards of conduct and reflect our overall commitment to the citizens of Bloomington.

Economic Development Strategic Plan

PURPOSE: The purpose of this policy is to provide a catalyst for commercial development wherein the policy, related goals and objectives will serve to improve the socioeconomic status of the City of Bloomington and its residents.

GENERAL POLICY: The City of Bloomington seeks to enhance the economic viability of its community and its residents through the use of Economic Development practices and collaboration with other Economic Development Organizations.

GOALS: The City of Bloomington will reference the following goals and objectives when evaluating projects in relation to Economic Development.

1. Initiate retail retention and recruitment efforts that will expand the commercial tax base in such a way so as to enhance municipal operations and relieve the burden on individual tax payers.

Objectives:

- a. Assist existing retail businesses with operational and expansion strategies in order to secure the foundation and stimulate growth of current retailers.
- b. Exercise efforts to attract and recruit commercial retailers so as to improve upon shopping center occupancy rates and encourage revitalization of older commercial properties.
- c. Engage the community's twenty (20) largest sales tax sources on a semi-annual basis to gather commentary on the current business environment and identify trends in business productivity and municipal services.
- d. Participate in networking opportunities sponsored by organizations like the International Council of Shopping Centers and the McLean County Chamber of Commerce whereby relationships can be forged and productive dialogue can be initiated with retail professionals including leasing agents, brokers, managing companies and business and property owners.

2. Actively collaborate with the Economic Development Council of the Bloomington-Normal Area (EDC) to promote capital investment and job creation.

Objectives:

- a. Assist in the Executive Pulse business retention survey program in an effort to facilitate the retention and expansion of existing local businesses and start-up of new businesses, especially where retail job creation and retention are a top priority.
- b. Coordinate with the EDC to host an annual BN by the Numbers focused on retail trends. Event should be held in the second quarter and should include a private session with retailers, EDC and City Staff to be followed by the public, formal presentation and discussion.
- c. Serve as a conduit through which current and start-up businesses become aware of programs sponsored by the EDC and its partner organizations.

- d. Contribute to efforts that will promote and market the City of Bloomington to outside businesses for the purpose of business recruitment.
- e. Maintain a supply of commercial and industrial sites to provide opportunities for targeted new and expanding businesses to locate or remain in the City of Bloomington.
- f. Encourage regular updates of inventories of land utilization, land demand and suitable properties for residential, industrial, commercial, public facility and agricultural use.

3. Establish Downtown Bloomington Strategy and relevant priorities

Objectives:

- a. Work cooperatively with the Downtown Bloomington Association (DBA) and Downtown Property Owners to construct a list of economic development priorities and timelines for Council consideration and adoption.
- b. Research opportunities that, when implemented, will result in innovative funding sources suitable for the DBA and downtown improvements.

4. Consider the ramifications of economic development decisions when planning for public services and facilities.

Objectives:

- a. Work with public service providers to deliver the services and facilities necessary to support a high quality of life and attract business investment.
- b. Review land use and permitting procedures to assure that regulatory processes are understandable, predictable, and can be accomplished within reasonable time periods in a manner that meets or exceeds state statutory requirements.
- c. Examine, evaluate and enforce City Codes intended to assist business owners and improve the climate for commercial activity.
- d. Plan for a diversity of ready-to-build sites with sufficient support infrastructure and services needed to meet the demand for commercial and industrial growth.

5. Improve the financial viability of properties and programs owned, managed or funded by taxpayer dollars.

Objectives:

- a. Encourage local businesses partnerships that provide financial support and enhance the overall quality of life of the citizens of the City of Bloomington.
- b. Work with City Departments to identify solutions that, when implemented, will result in City funding being reduced or eliminated when appropriate.

6. Enhance the overall quality of life of the citizens of the City of Bloomington in order to promote economic growth.

Objectives:

- a. Identify community retail leakage and surplus opportunities through surveys, social media and other mediums applicable for public input
- b. Publish a retail environment report wherein leakage, surplus and community demand is referenced.
- c. Encourage a range of commercial retail and service businesses to meet local resident needs and serve visitors to the City of Bloomington.
- d. Encourage commercial and industrial developments that incorporate innovative applications and demonstrate an ability to conserve natural resource and/or protect or enhance environmental quality.
- e. Support local efforts to improve and market visitor services.
- f. Provide for siting and development of quality residential neighborhoods.
- g. Encourage development of human and social service facilities that create job opportunities, meet community needs, and maintain the City's quality of life. These include, but are not limited to, healthcare, education, transportation and other services for persons with special needs.

7. Ensure that investment in economic development will add economic value and increase employment within the City.

Objectives:

- a. Increase the commercial and industrial tax base.
- b. Provide normal and customary incentives to new and existing businesses that locate within the City and create jobs.
- c. Carefully scrutinize requests for non-customary assistance or incentives to ensure a favorable return on any City investment and minimize risk to City taxpayers.

Economic Development Incentive Policy

PURPOSE: The purpose of this policy is to assist in attracting and retaining high quality development that is compatible with the long-range goals expressed in the Strategic Plan, compatible with land uses as outlined in the Comprehensive Land Use Plan and compatible with certain priority areas as outlined in the Retail Target Area Map.

GENERAL POLICY: The City of Bloomington may, at the City's discretion, provide financial or in-kind assistance to new or existing development through the use of incremental and other revenues accrued by the City. The Economic Development Council of the Bloomington-Normal Area will assist developers in seeking financing and incentives available through alternate, non-municipal, programs.

GOALS: The City of Bloomington will reference the following goals and objectives when evaluating opportunities for financial assistance.

1. Economic incentives considered by the City must provide a distinct financial return to the City.

Objectives:

- a. Developer will be required to provide either an affidavit to support their “but for” claim or proof of a competing incentive offer from a location outside of McLean County.
- b. Careful consideration will be given in order to evaluate the financial situation of the developer and attest to the legitimacy, or lack thereof, of said affidavit.
- c. If a financial return is not identified, other types of incentives can be considered so long as the direct result of the incentive is the encouragement of development and the City's goals and objectives are met.

2. Economic incentives considered by the City must be initiated by the formal application process.

Objectives:

- a. Requests for economic development assistance must be in the form of a completed Application.
- b. Applications must be accompanied by detailed financial information that demonstrates the anticipated revenue that the project is expected to generate and also includes a ‘sources and uses statement’.
- c. Information of a detailed financial nature will be regarded as proprietary and will remain confidential.

3. Economic incentives considered by the City should be derived from new incremental revenue sources unless the ‘but for’ theory is proven and the City will benefit from a distinct financial return.

Objectives:

- a. For projects that are requesting sales or property tax rebate incentives, only those City revenues which are directly accrued on an annual basis by the proposed project, will be considered for use to assist in the development or redevelopment activities and costs.
- b. Incremental revenues are those which annually result from the proposed project in excess of current City revenues being generated from the project site or area.
- c. Projects that involve relocation of an existing activity from one location to another within the boundaries of Bloomington-Normal should be accompanied by a testimonial whereby the affected business’ operations would not continue ‘but for’ the alternate location.
- d. The redevelopment of an existing activity shall have the incremental revenue generation amount based upon the amount in excess of the revenue previously accruing to the City at the existing location.

4. Economic incentives considered by the City of Bloomington must be of an appropriate amount and extend over an appropriate amount of time as related to the proposed project.

Objectives:

- a. Normally, not more than 20% of the total project cost will be supported by incentive revenues.
- b. Total project cost is the cost of development of the project including all land, site, and public infrastructure, and building and site amenity costs necessary to constitute an operating commercial or industrial project.
- c. Financial assistance will not normally exceed 50% of the incremental City revenue to be generated by retail commercial uses and will be limited to a 5 year period.
- d. In those instances when City funds are provided at the beginning of the project, assistance will not normally exceed 10% of the total project cost and funds will be subject to reimbursement within three (3) years of the date of completion.
- e. For those projects where a competing offer is provided, the proposed incentive will be evaluated against the criteria found herein.

5. Economic incentives considered by the City of Bloomington will be provided on a project basis.

Objectives:

- a. For multi-phase projects, or those having multiple buildings, assistance will be provided based on the overall development program and channeled through a single development agreement with the prime developer.
- b. No separate financial incentives or assistance to owners or developers of parcels that are sub-components of the primary project will be provided.

6. Economic incentives considered by the City of Bloomington will be subject to a development agreement inclusive of performance based measurements and appropriate claw back provisions.

Objectives:

- a. All project assistance from the City will be provided based on a negotiated development project agreement between the City and the developer and is subject to performance based measurements as adopted by the City Council.
- b. The agreement will contain a cost recovery process whereas in the event that the assisted project fails prior to the completion of the period covered by the incentive, claw back measurements will ensue to ensure recovery of assistance.

7. Economic incentives considered by the City of Bloomington will be subject to conformity with applicable State and Federal provisions.

Objectives:

- a. All projects for which City financial assistance is requested (except those within the TIF District) will be required to conform to the provisions of the Illinois Business District Development and Redevelopment Act (65 ILCS 5/11-74, 3-1) as amended and shall meet all of the stipulations and requirements therein.
- b. Projects proposed within a TIF Districts shall be subject to the provisions of the Illinois Tax Increment Allocation Redevelopment Act (TIF Act, 65 ILCS 5/11-74, 4-1), as amended.

8. Economic incentives considered by the City of Bloomington will not be considered on a retroactive basis.

Objectives:

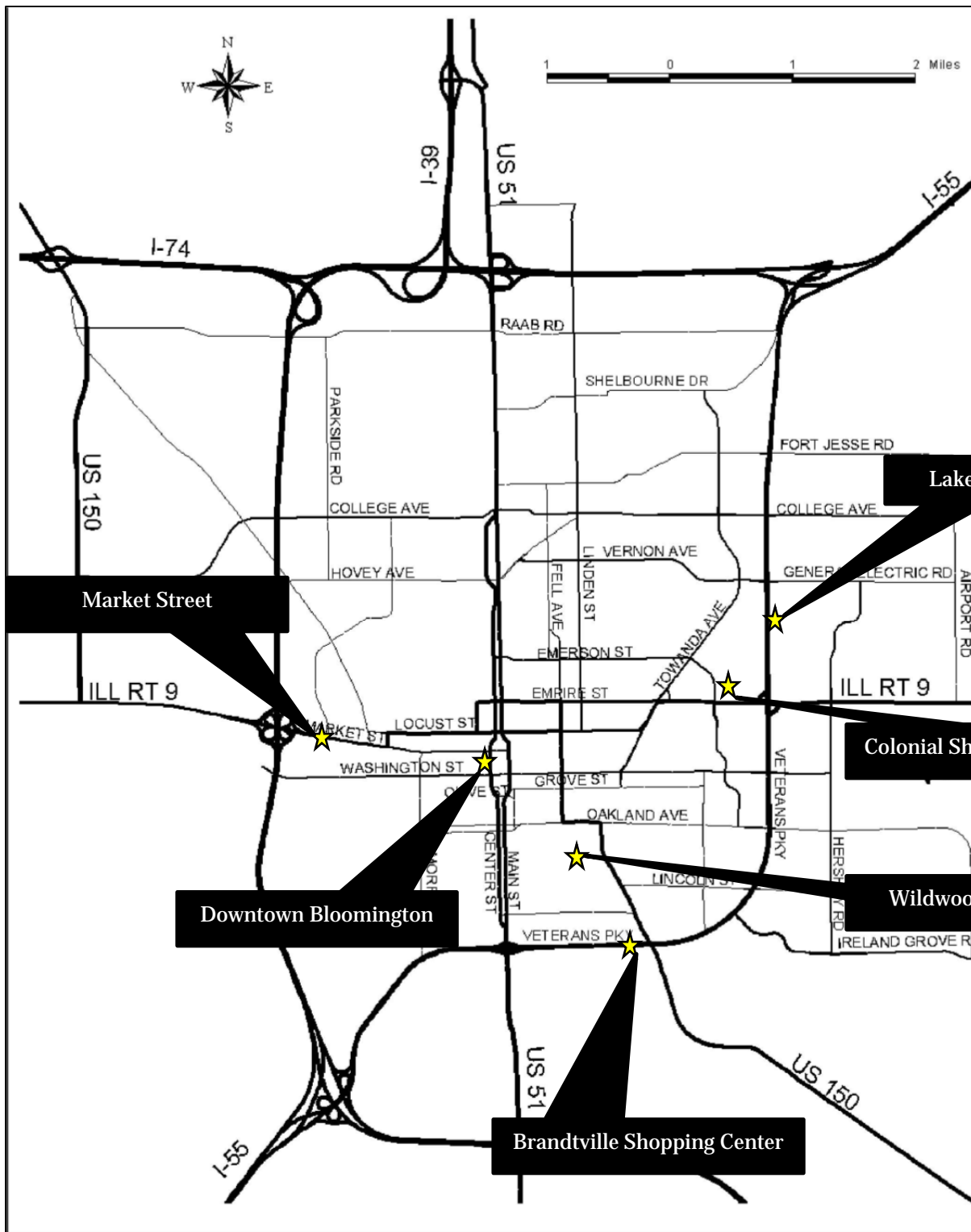
- a. No assistance will be provided to any project for expenditures incurred prior to the adoption of the ordinances required to implement the project.

POINTS OF CONSIDERATION: In addition to the policies set forth above, the following miscellaneous provisions should be noted by any applicant/developer seeking economic development financial assistance from the City of Bloomington:

- a. The adoption of these policies by the City Council in the form of a resolution should not be construed to mean that the provision of financial incentives is inherently approved for any applicant and/or project that may be able to comply with the policies as set forth herein. Each project will be approached as an entity to be independently evaluated.
- b. The City reserves the right to amend, modify, or withdraw these policies; revise any requirement of these policies; require additional statements, sworn affidavits or other information from any applicant/developer, to negotiate or hold discussions with any applicant/developer/and or project which does not completely conform to the policies as set forth above, to waive any nonconformity with these policies, to eliminate these policies in whole or in part, if the City deems it is in its best interest to do so, and to waive any timetables established by ordinance, resolution or motion.

- c. Submission of an application for economic development assistance that complies with the spirit and intent of these policies does not commit the City to approval of the development/redevelopment project associated with said application.
- d. The City may exercise the foregoing rights at any time without notice and without liability to any applicant, developer and/or project or any other party for its expenses incurred in the preparation of an application for economic development assistance. The preparation of any such application and related costs associated with responding to the City in its review of such application shall be the sole responsibility of the applicant/developer.

DRAFT



FOR COUNCIL: September 10, 2012

SUBJECT: Special Events

RECOMMENDATION: That Special Events requirements be outlined in writing, fair and consistent with the City Council's Strategic Plan, and that no formal action be taken at this time.

BACKGROUND: In 1994, city staff formed a Special Events Committee and adopted an Internal Policy to provide assistance to various groups sponsoring events in the City using city services at no cost.

In FY2009, due to the City's fiscal state, staff was charged with reexamining the current practice and to determine whether there were ways to reduce the City's costs associated with these events, without deterring Special Events throughout the City.

On February 10, 2010, a Work Session was held to discuss costs that the City incurred regarding Special Events and in general who should be responsible for those cost (i.e. Not-for-Profit and For-Profit Organizations) for cost recovery.

During the discussion, staff noted that costs had been reduced by requiring an equipment deposit of \$150.00 for Neighborhood Block Parties. Citizens now pick-up and drop-off barricades to the City yards on East Street which has eliminated staff time during the work day. Charging a deposit has also reduced the number of barricades that have been stolen and/or damaged. The Insurance limits were increased from \$300,000 to \$1,000,000 for each event, with the exception of Neighborhood Block Parties. Staff still felt that additional structure was needed.

Council also had comments/questions for staff to research (if as applicable):

1. **Alderman Hanson:** Believed there was some motivation for cost recovery.
2. **Alderman Schmidt:** Questioned when City Staff was required, Special Events were tied to the City's Strategic Plan, its impact upon economic development, and the Sugar Creek Arts Festival.
3. **Alderman Fruin:** Questioned the tie into the Town of Normal and that there should be consistency with the Town of Normal.
4. **Alderman McDade:** Believed that the Council needed to consider the following: 1) could these events be held elsewhere; 2) what do these events mean to the City; and 3) does the City have adequate tools to measure them?
5. **Mayor Stockton:** Believed that organizations incur costs. The City needed to develop partnerships and develop rules. Special Events needed to be included in the budget. Staff needed to develop a proposed budget.
6. **Alderman Purcell:** Requested Staff's recommendation on cost reduction and subsidy level. Alderman Purcell also cited a figure of \$54,000 for expense accountability and that everything should be on the table.

Over the last couple of years, Special Events continue to take place throughout the City and staff has worked with Event Planners to reduce city costs, but ensuring safety is first and foremost. Occasionally the events have needed to change routes for safety reasons, but staff diligently tries to accommodate the Event Planners outcome. A reduction in Police overtime was made by transitioning Saturday Public Service crews to perform much of the set-up and take-down on Saturday's.

Over the last several months, Staff has done additional research on how the following communities handle Special Events, see attached spreadsheet.

As staff compared the City's Special Events Procedures and Policies to these communities, some commonalities were found:

1. Each community is very supportive of Special Events
2. Each community requires a Special Events Application
3. Each community requires Insurance
4. Each community has an Internal Special Events Committee and requires a face-to-face meeting with the Event Planner

Staff's goal is to always minimize the impact on our operational departments (i.e. Police, Fire, Public Works, Parks). Some guiding principles to help determine staff resources:

1. Should the City continue to subsidize the event?
2. Should the City pursue reimbursement for costs?
3. Is it a true Special Event?

As staff reviewed each of the Special Events requirements for each of the communities, staff recommends the following:

1. Each year the City Council shall allocate \$25,000, starting in FY2014 for Special Event costs (i.e. equipment, overtime, etc.).
2. Completed and signed Special Event Applications must be submitted to the City Clerk's Office, no less than 60 days prior to the event. **There will be no exceptions.** This allows adequate time for staff to review the request, make recommendations as needed with the Event Planner, coordinate services through Public Works and Police Departments, etc.
3. Non-for-Profit Organizations must submit a copy of their tax exempt identification number and certificate. If the event is a fundraiser, the beneficiary(s) must be listed.
4. For-profit groups would be responsible for any cost incurred by the City. Non-for-profit groups shall be given a \$500.00 credit for anticipated costs as determined by the Deputy City Manager.
5. Submit a signed copy of an Indemnification and Hold Harmless Agreement.
6. Copy of Certificate of Insurance listing the City of Bloomington as additional insured.
7. A completed and signed Special Event Application that will include a site, security and communication plan for the event; as well as the signature of all residents/business owners that will be affected by the event.

8. A required face-to-face meeting with the Special Events Committee and Event Organizers, if staff feels it is necessary. These meetings would be required if the event is a new event, a large group is expected to attend, event requires city services, etc.
9. Staff will need to draft changes to Chapter 38 of the City Ordinance (Streets, Sidewalks and Other Public Ways) and present to the City Council for approval in October of 2012.
10. Staff will need to draft a revised Special Event Application to incorporate changes to requirements, etc.
11. For-profit special events shall be charged for all costs incurred (i.e. equipment, staff time, etc).

Staff's recommended changes will make the process consistent for all events. There will requests for events that Staff will not be able to accommodate, due to safety concerns, realistic lead time before event when requested, event to be held too close to a street(s) that cannot be closed, city manpower, city equipment requested, or the lack of submitting all required information.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: None at this time. Staff did approve forty (4) Special Events in 2011.

FINANCIAL IMPACT: \$25,000 starting FY2014 (not including staff time and resources).

Respectfully submitted for Council consideration.

Prepared by:

Recommended by:

Barbara J. Adkins
Deputy City Manager

David A. Hales
City Manager

Attachments:	Attachment 1. Special Events List for 2011
	Attachment 2. Research
	Attachment 3. COB Procedures
	Attachment 4. COB Block Party Form
	Attachment 5. Town of Normal Procedures
	Attachment 6. Champaign Procedures
	Attachment 7. Urbana Procedures

SPECIAL EVENTS FOR 2011

Event Title	Sponsor	Type
9/11 Remembrance	American Living Flags Memorial & ABATE	Non for profit
BNPTS Dump the Pump	BN Public Transit System	Non for profit
BPCA Lincoln Park – American English	Parks, Recreation & Cultural Arts, (PRCA)	Non for profit – City
BPCA Lincoln Park – Bruegala	PRCA	Non for profit - City
BCPA Lincoln Park – Jambon/Sally Weisenburg	PRCA	Non for profit – City
BCPA Lincoln Park – Backyard Tire Fire/Matthew Curry & Blue Fury	PRCA	Non for profit – City
Cedar Ridge Elementary School Fun Walk	Cedar Ridge Rocket Boosters – PTO	Non for profit
Central Catholic High School Homecoming Caravan	Central Catholic High School, (CCHS)	Non for profit
Champion Chase 5K Run/Walk	Children’s Hospital of Illinois	Non for profit
Chief Del Thomas Annual Fire Truck Parade	MABAS Division 41 Firefighter Assoc.	Non for profit
Christmas Parade	BN Jaycees	Non for profit
Election Parking	McLean County Clerk/Bloomington Election Commission	Non for profit
Extreme Motors Car Sale	Central IL Arena Management (CIAM)	
Farmer’s Market	Downtown Business Association	
Flying to the Finish 5K Run/2K Walk	CCHS	Non for profit
Heritage Backyard BBQ	American Heart Association	Non for profit
Holy Trinity Track-a-thon	Holy Trinity Grade School	Non for profit
IL Lottery Film Shoot	Optimus	
IWU Student Move In	IL Wesleyan University	Non for profit
Lincoln Festival	Lincoln Festival Committee	Non for profit
Labor Day Parade	BN Trades & Labor Assembly & AFL/CIO	
McLean County Arts Center (MCAC) Margarita Night	MCAC	Non for profit
Memorial Day Parade	Memorial Day Parade Committee	Non for profit
Miller Park Zoo Stampede	Miller Park Zoological Society	Non for profit

Event Title	Sponsor	Type
Park to Park Run	Lake Run Club	Non for profit
Pub Crawl	Downtown Bar Association	Profit
Ride of Silence	McLean County Wheelers	Non for profit
Rotary Brats & Bags	Sunrise Rotary	Non for profit
Rotary Pork Chop	Bloomington Rotary	Non for profit
Ryan Beaupre 5K Run	IWU	Non for profit
Sheridan Back to School Parade	Sheridan Elementary School	Non for profit
Springfest	Downtown Bar Association	Profit
St. Jude Run – Bloomington to Peoria	St. Jude Memphis to Peoria Runners Association	Non for profit
St. Patrick’s Day 5K Run	VFW Post 454/Lake Run Club	Non for profit
Turkey Trot Cross Country	PRCA	Non for profit - City
US Cellular Coliseum (USCC) Home Builders Association	CIAM	
USCC Reba McEntire, Styx, Loverboy & Eddie Money	CIAM	
USCC Taste of Country/Blake Shelton	CIAM	
USCC Sugarland	CIAM	
USCC Music as a Weapon	CIAM	
Veterans Day Ceremony	American Legion Post 56	Non for profit
GLT Summer Concert	WGLT	Non for profit
West Side Neighborhood Party	1 st Christian Church	Non for profit
St. Mary’s 5K Circle Chili Crusade	St. Mary’s Church & School	Non for profit
USCC – Jehovah’s Witnesses – 2 weekends	CIAM/CVB	Non for profit

BLOCK PARTIES FOR 2011 – There were twenty-one (21) of them.

Special Events Research of Surrounding Communities

9/5/2012

Community	Requirements	Cost Recovery
Town of Normal	Application, city staff and equipment	None
City of Champaign	Application; insurance requirements; Event Planner is responsible for picking up city equipment and return of all city owned equipment (unless other arrangements are authorized by city staff); allow access to the area of the event without payment (except donations may be requested or fees charged for goods or services at individual stands or booths); emergency police/fire lanes and one lane of the street has to be accessible to emergency vehicles; all applicable laws and ordinances as well as conditions placed upon the event must be followed.	Payment is required for any costs incurred in providing the clean-up, if the clean-up is not performed by the event sponsor as well as any other costs to include city employee services, compensation for lost or damaged city property and lost revenues from metered parking spaces.
City of Urbana	Application, insurance requirements, responsible for the pick-up and return of all city owned equipment per the City's instructions.	Application for a Special Event Permit is \$25.00 not less than 30 days prior to the event or it is subject to a late fee of up to \$500.00; Non-Profit Organizations are given a credit of \$750.00 for the anticipated costs as determined by the Director of Public Works; Chief of Police shall determine whether the event requires extra police at a fees.

**CITY OF BLOOMINGTON
SPECIAL EVENTS PROCEDURE**

Any Special Event, excluding Block Parties, which will require that any portion of public right of way be occupied, regulated, obstructed or otherwise modified from its normal use will require permission from the City. All parties interested in obtaining permission to hold a Special Event must follow the procedure described below:

- A. An application must be obtained and returned to the City Clerk detailing the following:
1. The name and proposed location of the event. If the event is to be held in or around a public park, the Parks and Recreation Dept. should first be contacted at 434-2260 to make sure that the facility is available and can be reserved.
 2. The proposed date(s) and time(s) of the event.
 3. The sponsoring organization(s) and contact person including work and home phone numbers.
 4. The nature of the event and a brief description (E.G. Festival to raise money for homeless children).
 5. The scope of the event including anticipated parking restrictions, street closings, detours and other types of traffic and pedestrian control required.
 6. Additional information concerning food service, seating, admission fees, and the sale of merchandise must also be provided.
- B. This application form should be submitted to the City Clerk a minimum of 30 days prior to the event. If the event is to be held in the downtown area or if special permits, council resolutions or other governmental agencies or special conditions are involved, the application form should be submitted a minimum of 60 days in advance of the event.

All applications pertaining to Special Events will be reviewed by all appropriate City departments and other agencies. After this review, the event contact person will be notified of the results of this review. For large events, a meeting will be scheduled to discuss the details of the event. This meeting will be attended by representatives of the agency sponsoring the event, the Special Events Committee, and other agencies as necessary to provide input into the conditions of the event. Through these discussions, all anticipated problems should be resolved to the satisfaction of the City representatives.

After the Special Events review process has been completed and all anticipated problems have been resolved, the planning of the event should proceed with the following provisions:

- A. The City will, within reason, furnish all traffic control devices for events, providing they are available.

- B. The City will set up and take down all traffic control devices for **specified** events. Installation of traffic control devices shall conform to all standards outlined in the Illinois "Manual on Uniform Traffic Control Devices; or approved traffic control plan where applicable.
- C. The areas of public right of way shall be returned to their original condition after the event unless otherwise specified.
- D. **All traffic control devices furnished by the City shall be returned to the City in their original condition. The cost of any damage or loss will be the responsibility of the sponsor. An equipment deposit of \$150 is required to borrow City equipment. A request to use equipment and Release and Hold Harmless Agreement is required. Equipment deposit will be returned once equipment is returned and deemed in good order, (Effective September 1, 2009).**
- E. It is the responsibility of the sponsor or organizer to notify all business owners and residents affected by the event. This notice shall be written unless otherwise agreed upon and should contain the following information:
 - 1. The event name, and sponsor including contact person with work and phone numbers.
 - 2. The date(s) and time(s) of the event.
 - 3. The nature and scope of the event including anticipated problems or inconveniences to affected parties.
 - 4. A statement offering to work out any difficulties with affected parties should also be included.
- F. This notice should be delivered to all affected parties a minimum of 14 days prior to the event. A copy of this notice should also be sent to the City Clerk's office including the name of the person responsible for their delivery and the delivery date.
- G. A Certificate of Insurance will be required before final approval is granted. This certificate should name the City of Bloomington as additional insured, and have minimum limits of \$1,000,000. A Certificate of Insurance is not required for events held entirely on private property.

(Please return to the City Clerk a minimum of 30 days prior to event)
** 60 days if event is planned for the Downtown area **

DATE: ___/___/___

**CITY OF BLOOMINGTON
SPECIAL EVENTS APPLICATION FORM**

EVENT INFORMATION

EVENT NAME: _____
SPONSORING ORGANIZATION(S): _____
CONTACT PERSON: _____ PHONE _____
ADDRESS: _____
EVENT DATE(S) and Time: _____
EVENT LOCATION: _____

NATURE OF EVENT: _____

EVENT SCOPE: (Include anticipated parking restrictions, street closings, detours and other types of pedestrian and traffic control)

(IF YOU NEED MORE SPACE, PLEASE USE THE BACK SIDE OF THIS FORM)

WILL THERE BE ANY TENTS OR OTHER TEMPORARY STRUCTURES? _____
WILL THERE BE FOOD PREPARED/SERVED? _____
WILL THERE BE ANYTHING SOLD? _____ IF SO WHAT? _____
WILL THERE BE AN ADMISSION CHARGE? _____
WILL THERE BE ANY TEMPORARY SEATING? _____

(PLEASE attach a CERTIFICATE OF INSURANCE naming the CITY OF BLOOMINGTON as Additional Insured. Minimum of \$1,000,000.)

DO NOT WRITE BELOW THIS LINE

DEPARTMENT REVIEW COMMENTS

(Please review and return to City Clerk's Office within 7 days)

Reviewed by _____ Date _____ Permits Required _____
Special Events Committee hearing date _____ Approved/Denied _____

REQUEST FOR A BLOCK PARTY

We, the residents of (street name) _____ between the streets of _____ and _____ hereby petition the City of Bloomington for a block party on (date) _____ between the hours of _____ and _____. Note: The ending time can be no later than Dusk.

In case of rain, the date will be changed to: _____.

Contact information for Organizer:

Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

To Petitioner: Please attach a Petition which has been signed by 90% of the residents on the street you wish to block granting their permission to block the street while the block party is in progress.

.....
Office Use Only

Notes: _____

REGULATIONS GOVERNING BLOCK PARTIES

1. Persons desiring to hold a Block Party should submit a petition containing signatures from 90% of all families residing in the block in question. It is required that this petition be submitted at least two weeks prior to the date scheduled for the party. The petition should contain the location and the hours that the party will be held. It should also list the names of person(s) designated as a contact who will assume responsibility for the barricades and the conduct of the party.
2. Block parties will only be considered if the street to be blocked lies from an intersecting street on one end to an intersecting street on the other end to allow vehicles to detour around the block party. Cul-de-sacs and horseshoe streets will be considered on an individual basis. Blocking only a portion of the street will not be allowed. Only local streets will be considered for the holding of Block parties which may be scheduled between the hours of 12 Noon and Dusk. Barricades must be removed from the street at dusk. Tables, chairs, basketball hoops etc. shall not be placed in the street prior to noon on the day of the requested Block party.
3. Upon approval by the City Manager, and the required refundable barricade deposit of \$150 is received, a letter of approval will be mailed, with information on how to arrange for pick up and return of the barricades (effective October 1, 2009). It will be the petitioner's responsibility to install the barricades at the appropriate place, remove them at the end of the block party. While the street is closed, no vehicles shall be parked on the street inside the blocked-off area. All tables, chairs and other items shall be placed on one side of the street in order to leave a 15 foot wide emergency lane open for Fire, Police or any emergency vehicle. The barricades must be returned to the City on the following workday which is usually Monday.
4. No sound electronic amplification system shall be permitted.
5. Consumption of alcohol or possession of alcohol in an open container is not permitted on a public right of way. Public right of way includes sidewalk and parkway areas.

BLOCK PARTIES WILL NOT BE ALLOWED ON ANY SECTION OF STREET WITH ANY OF THE FOLLOWING CHARACTERISTICS:

1. A traffic volume of 500 vehicles a day or greater as indicated on the latest City of Bloomington Traffic Volume Map. This map is available on the City's web site.
2. Any street segment that is part of the classified system as indicated in the latest City Transportation plan published by the MCRPC.

CONTINUED ON REVERSE SIDE

3. Any section of street with a speed limit of 35 mph and above.
4. Any section of street that is on the B/N Public Transit Routes.
5. **Any one-way section of street must apply for a Special Events Permit no later than 60 days prior to the event.**

Anyone interested in holding an event on any section of street with any of the above characteristics should contact the City Clerk's office for a special events application.

Revised 10-05-09
JP



NORMAL POLICE REQUEST FOR SPECIFIC EVENT PERMIT

Name of Event _____

Requested by

Name _____
Address _____
Telephone _____ E-mail _____
Organization _____
Address _____
Telephone _____ E-mail _____

Day and Date of Event _____ # of units or participants _____
 Assembly Time _____ Start Time _____ End Time _____
 Requesting Police Assistance? _____ Requesting Police Duties _____

Proposed route, location, assembly site, starting point, termination point, portion of or width of roadway to be used: attach map if applicable: _____

Other Requests: _____

All requests must be in compliance with Town of Normal Ordinance Section 23 Division 10, 1-16 Specific Events.

Attach a copy of proof of insurance: Copy Provided _____ Not Provided _____

The person applying for and signing this application agrees that the Town of Normal shall be compensated for any damage to public property this event causes or deposit a surety or cash bond in the amount of **\$200.00** to guarantee that the site shall be cleaned and restored to the condition in which it was found prior to the holding of this activity, per SEC 23.10-6. Submitted Check Number _____

Signature _____ Date _____

Amendments to application by the Chief of Police: _____

This application is approved and permission granted for the organization to hold the above described event in the Town of Normal, subject to the terms of Section 23.10-13 on the reverse side.

Chief of Police _____ Date _____

Section 23.10-13 SUSPENSION OR REVOCATION. A permit for a specific event may be summarily suspended or revoked by the Chief of Police at any time:

- A. When the Chief of Police has reasonable cause to believe that any of the grounds exist for which the original application for a permit would have been denied.**
- B. When the Chief of Police has reason to believe that the health, safety and welfare of persons or property would be endangered because of real or threatened disaster, public calamity, riot or other emergency.**

Special Events Requirements and Procedures

1. Application Submission

- a. Residential Block Events, Party Registrations and Outdoor Music requests must be submitted a minimum of **10 days** prior to the date of the event.
- b. All other permit requests must be submitted at least **30 days** prior to the date of the event.

2. Special Considerations

- a. If the sponsor of the event is a Registered Student Organization at the University of Illinois, approval must first be obtained through the Office of Registered Organizations (333-1153) and evidence of that approval must be included with this application.
- b. If the event is being held on Champaign Park District (398-2550) property a permit must be obtained and evidence of that permit provided with this application.
- c. If the event is being held on leased property, evidence of approval by the landlord or property manager may be required. It is strongly suggested that event sponsors provide evidence of that approval. The City of Champaign may contact landlords to confirm approval of the event prior to issuing the permit.

3. Major Events

- a. Events being held in municipal parking lots or on public streets may be required to submit a survey indicating approval or objection of businesses and residents impacted by the event.
- b. Insurance requirements – For all events held on public property (other than residential block events) a certificate of insurance listing the City of Champaign as an additional insured is required. The insurance must be written by an admitted carrier licensed to business in the State of Illinois and having at least a "B+" First Division of Ratings and a "VI" Second Division of Ratings as listed in Best Insurance Guide, latest issue. Following are the minimum coverage's:
Bodily injury including death: \$300,000 / occurrence / aggregate
Property damage: \$50,000 / occurrence / aggregate

4. Equipment Requests

- a. Event organizers are responsible for the pick up and return of all city owned equipment per instructions included in the equipment order form provided to the sponsor unless other arrangements are authorized by city staff.
- b. Sponsors may be responsible for replacing equipment that is lost, damaged or destroyed.
- c. Event sponsors are responsible for equipment set up at the designated time and tear down immediately following the event or as instructed by city staff. Event diagrams must be followed.

5. Conference Requirement

- a. If requested by the Police Chief or designee, the sponsor must attend a conference in order to clarify or offer suggestions concerning the proposed event.

6. During the Event – Sponsors Must

- a. Allow access to the area of the event without payment, except that donations may be requested or fees charged for goods or services at individual stands or booths.
- b. Keep fire lanes and one lane of the street accessible to emergency vehicles.
- c. Comply with all applicable laws and ordinances as well as conditions placed upon the event.
- d. Be present or have a representative who has been designated in this application be present throughout the entire course of the event.

7. Following the event

- a. Event sponsors are responsible for the removal of all trash, litter, garbage and debris from the event area as well as from any public or private property in the vicinity of the event. This clean up must be done within 24 hours of the conclusion of the event.
- b. Provide payment to the city for any costs incurred in providing the clean-up, if the clean up is not performed by the sponsor as well as any other costs to include city employee services, compensation for lost or damaged city property and lost revenues from metered parking spaces.

8. Permit Revocation

- a. Representatives of the city may revoke the special event permit if the event sponsors, staff or attendees violate any state laws or local ordinances, or if the event creates a risk to public safety or level of nuisance such that a breach of peace may occur.
- b. The permit may also be revoked if the event sponsor and or sponsor designees are impaired to the level that they are unable to control their guests / attendees or provide a continuing safe venue for the event.
- c. The City will not be responsible for loss of income or expenses incurred by the sponsor if the permit is revoked.

EVENT TYPE / DESCRIPTION

Residential Block Event
 Party Registration / Outdoor Music
 Parade
 Assembly
 Other (describe) _____
 Definitions for these events are provided on the last page of this application

Event Location / Route

Purpose of the Event (Describe event)

Number expected to attend

Number of Event Staff

SPONSOR S REPRESENTATIVE(S)

Name	Home Phone
Address	Work Phone
City / State / Zip	Cell Phone
Email Address	Other Phone
Name	Home Phone
Address	Work Phone
City / State / Zip	Cell Phone
Email Address	Other Phone

SPECIAL NEEDS / EQUIPMENT

My Event will have or need the following: (Circle either YES or NO when asked)

Traffic Control Equipment

Barricades #
 Traffic Cones #
 Traffic Vests #
 Meter Bags #
 No Parking Signs #
 Police Officers #
 Signage — Provide list of signs needed

Tents / Temporary Structures

Will Tents be used YES NO # of Tents Sizes
 Will other Temporary Structures be used YES NO Describe
 Will electricity need to be provided YES NO How?
 Will water need to be provided YES NO How?

ALCOHOL

Keg Permit Applied for YES NO Date Applied # Kegs
 Temporary Liquor License Applied for YES NO Date Applied

MUSIC

Starting Time Ending Time Number of Acts Music Type
 # Sound Amplification Equipment to be used Maximum Amps Available

OTHER

Will Fireworks be used? YES NO If yes, provide State permit and City authorization with this application.
 Has this event been held before YES NO If Yes, when?

I have reviewed the **Special Events Requirements and Procedures** and accept the responsibilities associated with this event. I have provided a diagram with this application. I request approval of this event.

Signature of Sponsor

Date

Definitions

For the purposes of defining the event type the following definitions will be used:

Assembly shall mean any event designed, promoted or conducted in order to encourage the gathering of people upon public property at a specified location and shall include any farmer's market, flea market, ceremony, show, demonstration, exhibition, street dance, pageant, party, circus, concert, sporting event, game or similar activity, except that a residential block event or parade shall not be considered an assembly for the purposes of this article.

Parade shall mean a procession of any kind, which moves from place to place upon public property along a specified route and shall include any march, race, walk-a-thon, bike-a-thon, demonstration, or similar activity.

Public property shall mean any street, alley, sidewalk, parkway or parking lot owned, controlled or managed by the City.

Residential block event shall mean any event designed, promoted or conducted in order to encourage a gathering of residents of a block upon a local street, or the sidewalks or parkways abutting a local street at a specified location within an area zoned R-1, R-2, R-3, R-4 or R-5 where the sponsors of such event reside in the block where such gathering takes place. "Local street" shall be defined by the Champaign land use element of the comprehensive plan and is not defined as a major street or collector street in such comprehensive plan.

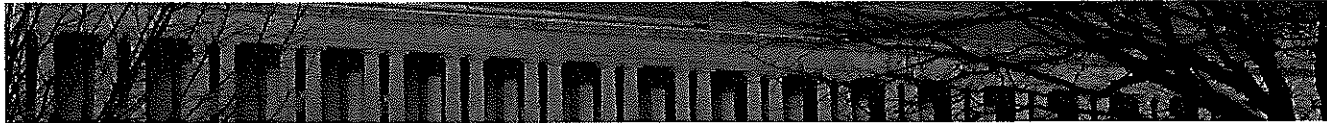
Special event shall mean any residential block event, assembly, or parade held on public property as defined in this article. "Special event" shall not include events for which all participants use sidewalks, observe traffic safety and safety regulations and do not interfere with the safe and orderly movement of pedestrians, vehicles and funeral processions.

Sponsor shall mean the person who has applied for a permit under this article. The sponsor shall be the person to whom the permit is issued.

Event Diagram (Use additional pages if needed)

A large empty rectangular box with a black border, intended for an event diagram. The box is currently blank.

City of Urbana



Home > Government > Public Works > Special Event Information

Special Event Information

A Special Event is an activity that materially affects the ordinary allocation of City personnel or the ordinary use of City streets, sidewalks or parking lots and all outdoor activity. Special Events are as follows:

- Run/Walk/Bike
- Festival/Fair
- Parade
- Commercial Property Event – please note that City ordinance requires notification of the Urbana Police Department prior to hosting any concert, party, or similar event when 200 or more persons are expected to be in attendance.

Compliance

The applicant shall comply with all applicable City ordinances, policies, codes, conditions, and requirements.

Noise. As a general rule, a Special Event Permit issued for an event held within the Downtown Entertainment District, shall allow for amplified music between 10:00 a.m. and midnight of that day. However, the hours may be more limited if special conditions or circumstances arise. Special Events held outside of the Downtown Entertainment District shall only allow amplified music with prior approval from the Chief of Police.

Fees

Application Fee. A non-refundable administrative fee of \$25 must be submitted along with the application for all non-City sponsored events with the exception of those organizations applying for non-profit status.

Permit Fees. If the event requires alcohol, food or tent permits the administrative fee of \$25 will be waived. A Special Event Permit shall not be issued until copies of the additional approved permits have been attached to the Special Event Permit Application Form.

- If alcoholic beverages are to be sold or served, they may be sold, served and possessed only in accordance with state law and local ordinances. If liquor is to be sold, a liquor license issued by the City of Urbana *Mayor's Office* shall be required.
- No food or beverages are to be sold or served at the event unless approved by the *Champaign-Urbana Public Health District*.
- Tents of more than 400 square feet require a separate permit from the *Community Development Building Safety Department*.

Various additional permits that may be required, and their fees, are as follows:

LIQUOR LICENSE T1 & T2 LIQUOR LICENSE	\$83
T3	\$1020
FOOD PERMIT	\$50 - \$75 per day
TENT	\$50

Event Fees (Cost for City Services). The fee for a Special Event Permit should be based upon the anticipated cost to the City to accommodate the proposed special event. The City shall determine whether City personnel are necessary to ensure the success of the event, and reduce the public liability exposure to the organizer and the City. The estimate of such costs, *other than required police services*, shall be determined by the Director of Public Works.

- Non-profit Organizations shall be afforded a credit of \$750 for the anticipated costs as determined by the Director of Public Works.
- The Chief of Police shall determine whether the event requires extra police services' fees.

Payment. Make all checks payable to the City of Urbana and please note your business name and event name. All fees are non-refundable.

Due Date

At a minimum, the completed application for a Special Event Permit and \$25 fee must be submitted to the Public Works Department not less than 30 nor more than 60 business days before the date of the event. This will allow sufficient time for processing of the application. Applications not submitted within this time frame may be subject to a late fee of up to \$500. The *Public Works Department* may grant preliminary approval of an event at any time in advance of the event. However, any person who receives preliminary approval must still comply with all application requirements.

Vendor List

The City of Urbana requires event organizers to provide a complete listing of all vendors associated with the event. Additionally, contact information and product descriptions are required for each vendor.

Site/Security Plan

Please indicate the security measures for the event on provided maps. Security Plans shall meet requirements of the Chief of Police.

If applicable, provide the following information as well:

- Street Closures/Parking Information
- Garbage Cans/Recycling Containers
- Tents/Stages/Electrical Equipment/Speakers
- Food Vendor Booths/ Merchant Vendors
- Water Sources
- Emergency Vehicle Access

Miscellaneous

- The City of Urbana is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.
- The Special Event Permit is non-transferable and can only be used on the designated dates and times as applied for by the organizer.
- The City of Urbana reserves the right to suspend, cancel, and/or reschedule events.
- The organizer is responsible for ensuring that all participants and spectators abide by all the above conditions.

Review

The application shall be routed through the Public Works Department, Community Development Services Department, Mayor's Office, Police Department, and *Fire Department* for approval to ensure that the application meets the requirements of each respective department. This review process may require additional time if questions and/or problems with the application arise. The organizer shall be contacted upon final approval.

Type	File	Size
	Special Event Permit Application Form	169KB
	Checklist	77KB

Contact Reference:

[John Collins wjcollins@urbanaillinois.us](mailto:John.Collins@urbanaillinois.us) (217) 384-2380

[Kate Brickman klbrickmanlevy@urbanaillinois.us](mailto:Kate.Brickman@urbanaillinois.us) (217) 384-2342

Last updated on Aug 08, 2012 (Created on Feb 12, 2010) - Author: Bill DeJarnette - Contributors: BarbS, Kate Brickman-Levy

- Filed under Public Works
- Public Works**
- About Public Works
- Staff
- Projects
- Special Event Information**
- Block Party Information
- Liquor License Information
- Maps
- Temporary Food Information
- Tents



Special Event Permit

Application

Submit this application, along with all necessary documentation and administrative fee if applicable, to the City of Urbana Public Works Department, c/o Special Events, 706 S. Glover Ave., Urbana, IL 61802.

Event Information

Name of Event: _____

Location(s): _____

Type of Event:

- Run/Walk/Bike
- Festival/Fair
- Parade
- Commercial Property Event
- Other _____

Estimated # of Participants: _____

Estimated Attendance: _____

Date(s): _____ Time(s): Start: _____ am/pm Finish: _____ am/pm

Is the Event a Fundraiser? If yes, please list the Beneficiary: _____

Registration/Entrance Fee: _____

Yes No Has this event been held before?

Organization Information

Organization: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

If this organization is registered with the State of Illinois as a non-profit organization please attach a copy of the tax-exempt ID number and certificate.

On Site Person In Charge On Day Of Event

Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Relation to the above organization: _____

Please provide a description of your event. What activities are planned? Be as specific as possible. _____

Yes No Will the event be Handicap accessible? If no, please explain: _____

General Service Questions

Section A: PUBLIC WORKS DEPARTMENT: Event Set-up/Traffic Control/Electrical Services/
Parking/Waste and Recycling/ Event Clean-up

Yes No Will the public right-of-way be used for this event?

Yes No Are street closures requested?

If yes, please list what streets: _____

Reason for street closure: _____

Does your event require any other parking related requests or considerations? _____

If parking meters are on these streets you must contact the City's Finance Department at (217) 384-2345.

What is your plan for cleaning, recycling and disposing of all refuse from this event? _____

Please indicate if any of the following services need to be provided for your event:

- Electrical
- Cones/Barricades
- Signs/Banner Placement

Section B: COMMUNITY DEVELOPMENT SERVICES DEPARTMENT: Tents/Temporary Structures

Yes No If you are utilizing a tent for your event, is the tent more than 400 square feet in size?

- If **YES**, please contact the Community Development Building Safety Department at (217) 384-2443. *Please attach a copy of permit.*
- If **NO**, please contact Public Works at (217) 384-2318.

Yes No Will you be utilizing any additional temporary structures?

If yes, please list structures. Be as specific as possible. _____

Section C: POLICE DEPARTMENT:

Yes No Is traffic control or crowd control necessary for your event?

If yes, please describe your needs: _____

Yes No Will private security be used at your event?

If yes, please provide the following contact information:

Company Name: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Section D: FIRE DEPARTMENT:

You must provide access to all sites in the case of emergencies.

Section E: MAYOR'S OFFICE:

Yes No Will alcoholic beverages be served or sold?

- If yes, please contact the Urbana City Mayor's Office on the second floor of the City Building at 400 S. Vine Street to complete a separate temporary liquor license application. *Please attach a copy of that permit.*

Please note: Whenever food is offered to the public during fairs, fund raisers or special events less than 14 consecutive days in length, a temporary food permit issued by the Champaign-Urbana Public Health District is required. *Please attach permit.*

Please note applications for temporary permits and applicable fees must be submitted to the Health District a minimum of two weeks prior to the temporary event. Call (217) 373-7900 for more information.

Section F: URBANA BUSINESS ASSOCIATION:

Yes No Is the Urbana Business Association (UBA) sponsoring your event?

If yes, please describe how the UBA is contributing to the event : _____

Section G: UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN:

Yes No Is your event taking place on campus?

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Applicant agrees to defend the City from and against any and all claims, suits, or actions for death or injury to persons or damage to property brought against the City arising from any alleged claims, acts or omissions in connection with this Special Event Permit, whether or not suit is filed, unless such claim, suit or cause of action was based solely on the negligence of the City, its employees, agents or contractors. Additionally, applicant shall indemnify the City for any sums the City becomes obligated to pay as damages arising out of such circumstances, except to the extent such damages are due solely to the negligence of the City, its employees, agents or contractors. Additionally, the applicant agrees to reimburse the City for any and all costs and expenses incurred by the City as a result of the Special Event. The applicant is an authorized representative/ agent for the organization sponsoring the Special Event.

Name of Event: _____

Organization: _____

Contact Person (printed name): _____

Title: _____

Signature: _____

Date: _____

Special Event Permit Application Checklist

Use this list to ensure that you have included supporting documentation to accompany the information on your Special Event Permit Application.

Documents that *must* be submitted:

- A completed and signed Special Event Permit Application
- A Site/Security Plan of event
- A signed and dated Reimbursement and Indemnification Agreement
- A copy of Certificate of Insurance listing the City of Urbana as additional insured

Documents that *may* need to be submitted:

- Copy of Temporary Liquor License
- Copy of Temporary Food Permit
- Copy of Tent Permit
- Copy of Tax-Exempt ID and Certificate (if applying as a non-profit)

Please return the Special Event Permit application and required documents to:

Urbana Public Works Department, 706 S. Glover Ave., Urbana, IL 61802.

Should you have any questions or need assistance with completing this application, please call the Urbana Public Works Department at (217) 384-2342.