

## **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 (at least) 45 days PRIOR to the event:**

- A completed and signed Special Event Permit Application
- A Site/Security Plan for the event
- A signed and dated Reimbursement and Indemnification Agreement
- A copy of Certificate of Insurance listing the City of Urbana as additional insured
- A check for the application fee. \$100 without street closure or \$250 with street closure

### **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 organization)

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.***