



# 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
  - Free Speech 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: \_\_\_\_\_

- This organization is registered with the State of Illinois as a non-profit organization.

If box is checked, 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.**\_\_\_\_\_

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

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**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? \_\_\_\_\_

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

Yes  No  Will amplified music be used as part of this event?

If yes, please describe type of amplified music (live band, DJ, etc.) and list hours of operation:

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Please provide location of stage on required site plan/map.

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

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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  Will you be utilizing a tent for your event?

- If your tent is 400 square feet or more in size, please contact the Community Development Building Safety Department at (217) 384-2443. *Please attach a copy of permit.*
- If your tent is 400 square feet or under in size, 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: \_\_\_\_\_

**Electronic Signature Agreement.** By checking this box, you are signing this Agreement electronically and you agree that your electronic signature is the legal equivalent of your manual signature on this Special Event Permit Application.

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

**By checking this box, you are indicating that you have read and understand all City of Urbana policies pertaining to Special Events and that noncompliance with any city ordinance or state or federal law may result in revocation of the permit.**