



City of Marengo

SPECIAL EVENTS APPLICATION

EVENT NAME: _____

EVENT LOCATION: _____

(Please include a map of event location)

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in this application.

Please note that City Council approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (CHECK ALL THAT APPLY)

- checkbox Carnival
checkbox Circus
checkbox Festival
checkbox Filming
checkbox General Use of City-owned property
checkbox Parade
checkbox Outdoor Sales
checkbox Run/Walk Event
checkbox Block Party

2. General Description/Purpose of the event:

Three horizontal lines for text entry.

- 3. Will event require the use of City-owned property? [checkbox] Yes [checkbox] No
4. Is a Site Map/Route Map Attached? [checkbox] Yes [checkbox] No
5. Is the event an annual/recurring event? [checkbox] Yes [checkbox] No
6. Will the event require a public street/sidewalk to be blocked? [checkbox] Yes [checkbox] No

7. Will the event require use of a public parking lot? Yes No
8. Number of persons scheduled to monitor and work the event: _____
9. Estimated attendance: _____
10. Is a rain date proposed Yes No If yes, when? _____
11. Name of the event manager: _____
12. Contact information for event manager:
- Address: _____
- Phone Number: _____
- Email: _____

EVENT OPERATION

13. Dates of the event: _____
14. Time of the event: _____

ADMINISTRATION

15. Will the event hold a raffle of any kind? Yes No
***If yes, please complete raffle license application**
16. Is the Certificate of Insurance and Hold Harmless attached? Yes No
17. Will alcoholic beverages be sold at the event? Yes No
 If yes, what type of alcoholic beverages? _____
***Please complete a daily liquor license application with local and state.**

COMMUNITY DEVELOPMENT

18. Will event require tents? Yes No
19. If yes, how will these tents be secured down? _____
20. Will the event require neighboring permission? Yes No
***If yes, please provide a sign off approval sheet from each neighbor that the event affects.**
21. Will food be served or sold at this event? Yes No
***If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department. The City of Marengo also has a \$50.00 permit fee per food truck vendor.**
21. Will the event include vendors selling products? Yes No

Description of
 Products _____

22. Will the use of electricity be required for the event? Yes No
 If yes, please specify source _____

PUBLIC SAFETY (Please remember to post the Firearm Concealed Carry Act Sign)

23. Does the event require assistance from the Police Department? Yes No
24. Does the event require an on-site ambulance? Yes No

PUBLIC WORKS

25. Will the event require barricades for traffic control? Yes No

Please remember to include the necessary attachments, if possible. (Please check those included)

- Certificate of Insurance/Hold Harmless Agreement
- Raffle License Application
- Daily Liquor License Application
- Neighbor Sign-off Sheet
- Map of Location

The undersigned has read the foregoing application and knows the content thereof, and affirms that the information is true and correct to the best of his/her knowledge.

Signature

Date

Print Name

STAFF USE ONLY

Received by: _____

Date: _____

City Council Approval:

Yes No N/A

Meeting with Event Organizer:

Yes No N/A