



Special Events Application

Complete Form, save it and email the saved version to: specialevents@ci.champaign.il.us or FAX to (217) 403-6924.

Event Information			
Event Name			Application Date
Event Starting Date	Event Starting Time	Event Ending Date	Event Ending Time
Sponsor Information			
Sponsor is defined as the Organization, Business or Individual who has primary responsibility for the management of this event.			
Sponsor Name			
Address			Telephone
City	State	Zip	
Sponsors Primary Contact			Telephone

Office Use
 Sponsor _____
 Event Type _____
 Date of Event _____
 Permit No _____

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.
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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)