

## APPLICATION FOR SPECIAL EVENT

### Not Highway

Per Ordinance 2024-58 Chapter 119

**CLOSED STREETS MUST HAVE BARRICADES AT EACH END (plus at any intersections within).  
IF YOU NEED BARRICADES, PLEASE CONTACT THE CITY ADMINISTRATOR PRIOR TO THE DATE OF THE  
EVENT.**

- Any person, individual, club, organization or association (the “applicant”) seeking to hold a Special Event on any “street,” as that term is defined in this Chapter, shall notify the City and receive a permit for such event. The applicant shall provide the necessary information for justifying closure of a street or streets with the final action subject to approval by the City Administrator. In the case of major streets, closure shall be limited and emergency access provided to abutting properties at all times.
- If an application for a permit or special permit submitted under this section is denied by the City Administrator, the applicant may appeal to the City Council, which shall have ultimate authority for issuance.

**ADDITIONAL CRITERIA: to be submitted to the City Administrator with Application**

- Traffic and parking plan (parking area; street closing or one-way restrictions; traffic control points where police assistance may be needed; overflow parking areas); anticipated crowds; estimated attendance;
- Contingency plans for rain (relocation or rescheduling of events; alternative parking areas; method of notifying the public of changes);
- Proof of liability insurance; and if the event is held on city property, the city should be named as an additional insured in the amount of \$2,000,000;
- Damage bond or cash deposit to protect city facilities (this would be mainly for out-of-town sponsors) in the amount of \$500,000;
- Health permits for all food concessions;
- Liquor license information for beer sales (including hours of sale);
- Plans for toilet facilities;
- A list of for-profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to the event;
- A security plan;
- ADA compliance;
- The name and phone number of the person in charge of the event and a secondary contact
- Special consideration requests, i.e., city-provided assistance requested (Street Department, IDOT) (for street closings, signalization, and detour routes), Police Department, Fire Department), being as specific as possible (fees may be charged for these services).
- Temporary signs for said special event shall be permitted as provided for in Chapter 155 Sign Regulations of the *Code of Ordinances* or as otherwise approved by the City Council.

Special Event Primary Application				
Applicant Name:				Date of application submittal:
Organization:				Event Date(s):
Event Title:				
Event Type:	<input type="radio"/> Festival <input type="radio"/> Race/Walk/Bike	<input type="radio"/> Concert <input type="radio"/> Carnival/Ride	<input type="radio"/> Parade/March <input type="radio"/> Other: _____	
Mailing Address:	Number & Street:			
	City:	State:	Zip Code:	
	Phone:	Email:		
Day-of-Event Contact	Name:			Phone:
Organization's Legal Status	<input type="radio"/> Government Entity	<input type="radio"/> Non-Profit Entity	<input type="radio"/> Commercial Business	
Event Information				
Location of Event				
Alcohol Consumption & Service:	Alcohol Sales	<input type="radio"/> Beer/Wine	<input type="radio"/> Distilled Spirits	<input type="radio"/> Free Alcohol
	<input type="radio"/> Indoor Consumption <input type="radio"/> Outdoor Consumption	Liquor License #		
Setup/Preparation	Date:	Time:		
Event Start	Date:	Time:		
Event End	Date:	Time:		
Take Down/Finish	Date:	Time:		
Anticipated Attendance	Total:	Per Day:		
Please describe your plan for cleanup and removal of garbage during and after your event:				
<input type="radio"/> Yes	<input type="radio"/> No	Is this event open to the public?		
<input type="radio"/> Yes	<input type="radio"/> No	Have you reserved the property?		
Traffic & Parking				
<input type="radio"/> Yes	<input type="radio"/> No	Are street Closures required?		
<input type="radio"/> Yes	<input type="radio"/> No	Will parts of the event take place in a City Building or City Property?		
If a parade, anticipated number of vehicles?				
Amplified Sound				
<input type="radio"/> Yes	<input type="radio"/> No	Will a Public Address (PA) system or amplified sound be used?		
Type	<input type="radio"/> Recorded Music	<input type="radio"/> Live Music	<input type="radio"/> Speech	<input type="radio"/> Other: _____
<input type="radio"/> Yes	<input type="radio"/> No	Will this event utilize a generator(s) or other electrical equipment?		

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**WITH THE FILING OF THIS APPLICATION IN THE CITY OF TROY CLERK'S OFFICE THE HOSTING AGENCY CERTIFIES THAT IT WILL BE LIABLE FOR ANY DAMAGE OR INURIES TO ANY PERSON ON PROPERTY OCCURRING DURING THE EVENT WHICH ARE CASUALLY RELATED TO AN ACT OF ORDINARY NEGLIGENCE OF THE HOSTING AGENT.**

\*\*\*OFFICE USE ONLY\*\*\*

*A filed application shall be effective for (30) days.*

- Application has all documents attached/ Law Enforcement has been notified of event.
- Application has been REVIEWED and APPROVED for the date(s) of \_\_\_\_\_.

\_\_\_\_\_  
Signature of **City Administrator**, City of Troy, Illinois

*Additional Comments*

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

