

**CITY OF FREEPORT, ILLINOIS**  
**APPLICATION FOR SPECIAL EVENT PERMIT**  
**Special Event Requirements and Procedures**  
(\$25.00 fee due upon application)

**I. PRIOR TO THE DATE OF SPECIAL EVENT:**

**A. Application Procedures**

1. Chapter 1030 – Special Events of the Codified Ordinances should be read in its entirety. A copy may be obtained from the city website at [www.cityoffreeport.org](http://www.cityoffreeport.org) under quick links, Codified Ordinances.
2. If the special event is a residential block event (refer to 1030.01 - definitions), the sponsor must submit a petition of support signed by fifty percent (50%) of the residents within the block upon which the special event will be held.
3. Complete the application form in legible print and sign the document.
4. Indicate on a reproducible city map the location of the event, or the route to be followed if the event is a parade (refer to 1030.01 for definition of “parade”). If the special event is a parade and a State Highway\* is involved in the route, the City Clerk will need to submit a resolution for passage by Council (allow additional time for council and IDOT approval), pursuant to Section 5/4-408 of the State Road and Bridges Act (605 ILCS 5/4-408), which will authorize said parade (\*also refer to note under insurance). If the event is a parade which includes areas not within Freeport City jurisdiction (state highways, county roads, etc.), illustrate the entire course of the parade. Important - once a route has been approved, it cannot be altered except by obtaining proper approvals.
5. If necessary, prepare a diagram showing the layout of the event, including restrooms, first aid facilities, emergency vehicle access, tents or other temporary devices (barricades, screening, etc.).
6. Submit the completed Application Form and a \$25.00 fee to the City Clerk at least 30 days prior to the date of the event or at least 10 days prior in the case of a residential block event.

**B. Conference requirement**

If requested by the City Clerk, the sponsor must attend a conference in order to clarify or offer suggestions concerning the proposed event.

**C. Insurance requirement**

Insurance is not required for residential block events. For all other special events, however, the sponsor must submit evidence of public liability insurance, insuring the sponsor and naming the City as an additional insured in the following minimum coverages:

Bodily injury including death: \$300,000/occurrence/aggregate

Property damage: \$50,000/occurrence/aggregate

The insurance must be written by an admitted carrier licensed to do business in the State of Illinois and having at least a B+ First Division of Ratings and “VI” Second Division of Ratings as listed in Best Insurance Guide, latest edition. ***\*If location or route includes a State highway, the Illinois Department of Transportation shall also be named as an additional insured.***

**D. Permit issuance**

Once the application has been approved, and provided that all required documents have been submitted, a permit will be issued by the City Clerk.

**E. Use of City-owned equipment**

All required City equipment (barricades, cones, etc.) must be picked up at the City Yards (1001 N. Island) Monday through Friday (except holidays) between the hours of 7:30-11:30 a.m. or 1:30-3:00 p.m. All equipment must be signed out by the sponsor or sponsor’s representative at the time it is picked up.

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***II. REQUIREMENTS OF SPONSORS:***

In addition to applicable codes and ordinances, the sponsor of a special event shall:

- 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. Remove debris, trash, or garbage resulting from the conduct of the event from public property and private property within the vicinity of the event, within twenty-four hours after the end of the event, provided, however, that the permittee shall remove and lawfully dispose of any injurious substance or material immediately after the dispose thereof. Such clean-up shall also include removal of trash, litter, garbage, and debris from City trash receptacles and proper disposition of such trash, litter, garbage and debris.
- C. Keep fire lanes and one lane of street accessible to emergency vehicles.
- D. Comply with any and all conditions placed upon the face of the permit.
- E. Comply with all applicable laws and ordinances.
- F. Obtain prior approval of the City Clerk before any changes are made in the operation or setup of the event as detailed in the approved permit.
- G. Conduct the event in such a manner that the City is able to continue to provide normal services to other portions of the City and not interrupt the orderly and safe movement of vehicular and pedestrian traffic contiguous to the location of the event.
- H. Move expeditiously and without unreasonable delays from the point of origin to the point of termination, if the event is a parade.
- I. Be present at the scene of the event, either personally or through employees, agents or representatives who have been designated upon the Permit Form, during the entire course of the event. At least one sponsor, employee, agent or representative present at the event shall have in his or her possession a copy of the approved permit.
- J. The sponsor shall remove all barricades or cones immediately following the event and return them to the City Yards on the following City business day.
- K. If requested by the City Clerk, after the event has taken place, attend a meeting relative to the conduct of the special event to work toward future improvements in the coordination of that event.

***III. PAYMENT OF COSTS FOR POLICE AND PUBLIC WORKS SERVICES:***

- A. The sponsor of a special event who accepts a permit thereby consents to the formation of a contract between the sponsor and the City for payment of costs, if any, for the provision of City services and equipment as set forth in subsection (B) or (C).
- B. The sponsor shall pay to the City, within fifteen days after the conclusion of the permitted event, the direct and reasonable costs incurred by the City as required for the clean-up of the property, if such services is not performed by the permittee as required in Chapter 1030. Additionally, the amount of payment required may include compensation for damage to City property.
- C. The sponsor of the special event shall deposit with the City, at least seven days prior to the date of the special event, twenty-five percent of the cost estimated by the Finance Director or his or her designee, if any, of the direct and reasonable costs to be incurred by the City to provide additional police and public works services for the special event. The City will send the sponsor a bill for the actual amount of the additional police and public works services incurred by the City within twenty-one days of the conclusion of the event. Within fourteen days after the date of the bill, the sponsor shall pay to the City the direct and reasonable cost incurred by the City to provide additional police and public works services for the special event, if any, less the twenty-five percent deposit paid by the sponsor.
- D. Special events sponsored by governmental entities shall be exempt from the requirements of subsection (C) hereof.

**CITY OF FREEPORT, ILLINOIS --- SPECIAL EVENT PERMIT**

Permit No. \_\_\_\_\_ Type of Event: ( ) Residential Block Event ( ) Assembly ( ) Parade  
( ) Other \_\_\_\_\_

1. Name, address and telephone number of sponsor(s): \_\_\_\_\_  
\_\_\_\_\_

Name, address and telephone number of sponsor's representative who will manage or direct the event, and who will be present during the event: \_\_\_\_\_  
\_\_\_\_\_

2. Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

3. Location or route of event: \_\_\_\_\_  
\_\_\_\_\_

Does location or route include a State highway? \_\_\_\_\_yes \_\_\_\_\_no

4. Narrative description of event: \_\_\_\_\_  
\_\_\_\_\_

5. Number of person(s) expected to attend: \_\_\_\_\_

6. Number of participants and the facilities expected to accommodate them: \_\_\_\_\_  
\_\_\_\_\_

7. Will tents or other temporary structures be used? \_\_\_\_\_

8. Will electricity and water need to be provided? \_\_\_\_\_ If yes, how will they be provided? \_\_\_\_\_  
\_\_\_\_\_

9. Other types of licenses, including liquor license, that have been or will be applied for: \_\_\_\_\_  
\_\_\_\_\_

10. Number and type of sound amplification devices to be used: \_\_\_\_\_  
\_\_\_\_\_

11. Number and type of musicians or musical presentations: \_\_\_\_\_  
\_\_\_\_\_

12. Number and type of City-owned equipment (barricades, cones, etc.) to be provided: \_\_\_\_\_  
\_\_\_\_\_

13. Has this event been held before? \_\_\_\_\_ If so, when? \_\_\_\_\_

14. Other conditions: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_(print name), as sponsor of a special event, have read and agree to abide by Chapter 1030 Special Events of the Codified Ordinances of the City of Freeport. I affirm that the statements in this document are true and correct as submitted to the Office of City Clerk.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

**D I A G R A M OF EVENT / DIRECTION OF ROUTE TO BE FOLLOWED**  
**INCLUDE ALL STREETS , MARKING NECESSARY BARRICADES, ETC.**  
*REFER TO CHAPTER 1030.02 OF THE CODIFIED ORDINANCES*

**CITY OF FREEPORT, ILLINOIS**  
**APPLICATION FOR SPECIAL EVENT PERMIT**

(For office use only)

EVENT NAME \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Applications shall be completed in their entirety and returned to the City Clerk for routing to the following:

Approval Date  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Official:  
Police Chief  
Fire Chief/Inspector  
Public Works Director  
Street Superintendent  
Community Development Director  
Corporation Counsel  
City Clerk

Certificate of Insurance:

On File: \_\_\_\_\_ Date: \_\_\_\_\_

Other Licenses and permits (list):

\_\_\_\_\_

On File: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

On File: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

City Clerk

\_\_\_\_\_

Date