



## City of Bloomington Special Events Permit Application

*All required Permit Applications must be submitted to Downtown Development a minimum of 60 days prior to the event. If the event involves alcohol or is on a state route, it must be submitted 90 days prior.*

Documents that *must* be provided *at the time of submission*:

Submitted	Type of Permit/License
_____	Special Event Registration
_____	Signed Hold Harmless Agreement
_____	A Map defining the parameters of the Proposed Event. <i>The map must be complete and accurately labeled.</i>
_____	A Copy of the Certificate of Insurance and the Additional Insured Endorsement page. <i>Listing the City of Bloomington as an additional insured is required before final approval is given.</i>

Documents that *may* be required *before permit is issued*:

Submitted	N/A	Type of Permit	Who to Contact?	
_____	_____	Liquor License	City Clerk's Office	(309) 434-2240
_____	_____	Raffle Permit	County Admin.	(309) 888-5110
_____	_____	Tent Permit	Comm. Dev.	(309) 434-2226
_____	_____	Temporary Food Permit	County Health Dept.	(309) 888-5450
_____	_____	Electrical Permit	Comm. Development	(309) 434-2226

### Organizer Information

Name of Sponsoring Organization: \_\_\_\_\_  
 Organization's Legal Status: \_\_\_\_\_  
 Non-for-Profit     Partnership  
 Corporation/LLC     Other: \_\_\_\_\_

Organizer's Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organizer's Phone and Fax Number: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization's Website: \_\_\_\_\_

Sponsoring Organization Contact: \_\_\_\_\_  
 Primary and Secondary Phone: \_\_\_\_\_  
 Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

On-Site Event Coordinator: \_\_\_\_\_  
 Please check here if same as contact person. *This person must have access to a cell phone at the event to take calls from City Staff if needed.*

Primary and Cell Phone: \_\_\_\_\_  
 Primary: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Additional Coordinator: \_\_\_\_\_

If you have any questions or concerns, please contact Catherine Dunlap or Tricia Stiller in the Downtown Development Division for assistance. They can be reached by phone at (309)434-2295 or by visiting 115 E. Washington St.



# City of Bloomington Special Events Permit Application

Please complete the **entire application** and type or print legibly. *Incomplete or illegible forms will not be processed.*

Name of Event: \_\_\_\_\_

Type of Event (please check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Athletic/Recreation (5K, 10K, Walk-A-Thon) | <input type="checkbox"/> Fireworks                      |
| <input type="checkbox"/> Car Show                                   | <input type="checkbox"/> Parade                         |
| <input type="checkbox"/> Carnival/Amusement                         | <input type="checkbox"/> Rally/peaceful protest         |
| <input type="checkbox"/> Concert/Performance                        | <input type="checkbox"/> Street Festival                |
| <input type="checkbox"/> Farmer's Market/Outdoor Market             | <input type="checkbox"/> Other (Please describe): _____ |

Location of Event: \_\_\_\_\_

Does this event take place on a State route? If yes, check the box for the Route/Hwy the event takes place:

- RT 9    BUS 51    BUS 55    HWY 150    OTHER: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Set-Up/Start Time: \_\_\_\_\_ Set-Up Finish Time: \_\_\_\_\_

Take down/finish start: \_\_\_\_\_ Take down/finish end: \_\_\_\_\_

Rain Date(s): \_\_\_\_\_

### Anticipated # of:

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Staff/Volunteers: \_\_\_\_\_

Event Website or Facebook event page: \_\_\_\_\_

Is this an annual (recurring) event?  Yes  No

If yes, please state any problems and /or incidents that have occurred in past years and what, if anything has been done to resolve the issue for this year *(attach additional page if needed)*:

\_\_\_\_\_

If annual event, are you changing or expanding the event?  Yes  No

If yes, please explain the changes *(attach additional page if needed)*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the Sponsoring Organization a bona fide tax exempt, not-for-profit?  Yes  No

**If yes, attach proof of tax exempt status to this application.**

Is the sponsoring organization a for profit company?  Yes  No

If yes, will there be an admission charge?  Yes  No

Please provide a description of your event. What activities are planned? Be as specific as possible.

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**Section A: Public Works Department: *Traffic/Parking/Sanitation***

Are street closures requested?  Yes  No

**If yes, please list what streets:**

Street: \_\_\_\_\_ From where to where: \_\_\_\_\_

Street: \_\_\_\_\_ From where to where: \_\_\_\_\_

Street: \_\_\_\_\_ From where to where: \_\_\_\_\_

Reason for street closure: \_\_\_\_\_

Does your event require any other parking related requests or considerations?  Yes  No

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

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Will you require safety vests and paddles from Public Works?  Yes  No

**If yes, please contact Colleen Winterland at (309) 434-2384 at least 48 hours in advance of the event to make arrangements for pick up.**

Will you have a designated volunteer/event staff that can move barricades if needed?  Yes  No

**If yes, please make arrangements with Colleen Winterland in Public Works for those volunteers to get training on properly installing barricades. If no, then you will need to make sure that no barricades are moved. If anyone moves a barricade they could be fined up between \$250 and \$500.**

**Section B: Community Development Department: *Tent/Electrical***

Will you be utilizing a tent for your event?  Yes  No

**If yes, and if your tent is more than 10 x 10 in size, please contact the Community Development Building Safety Department at (309) 434-2226 to obtain a permit. **Once obtained, attach a copy of said permit.****

Will you be utilizing any additional temporary structures?  Yes  No

**If yes, please list structures. *Be as specific as possible (i.e. stage, porta potty, etc.).***

**Section C: Fire Department**

Will the Fire Department have access to all sites in the event in case of an emergency? YES NO

If not, please provide a contingency plan in the event of an emergency? YES NO

Will fire hydrants be obstructed? YES NO

Will you be supplying your own First-Aid Station? YES NO

If you need City EMS, please contact the department directly to make arrangements for this service.

#### Section D: Police Department

Will the venue be cordoned off from surrounding areas? (Barricades, rope, etc.) YES NO  
Is traffic control or crowd control necessary for your event?

If so, please describe your needs: \_\_\_\_\_

Will your event have private security? YES NO If no, please skip to the next section.  
Uniformed/non-uniformed/both Name and contact information for private security firm

Will screening be conducted at the points of entry? YES NO If so, what kind?  
Will you have staff posted at the entrance exits?

Are Police Officers needed to supplement existing security? YES NO How many?  
Bloomington Police Department policy is that officers will not be contracted to work within venues where alcohol is being served.

#### Section E: Health Department: Temporary Food Permit

Is food or drink being served at this event? YES NO

Who is providing the food? \_\_\_\_\_

If the person providing the food is not an approved caterer or food truck with the McLean County Health Department, you need to complete a separate temporary food permit application. Here is the link to that permit, <https://health.mcleancountyil.gov/DocumentCenter/View/2683/Temporary-Food-Permit-Application?bidId>

#### Section F: City Clerk/Legal Departments: Liquor license

Will alcoholic beverages be sold? YES NO

If yes, you may need to complete a separate Liquor license application.

Complete address of where liquor will be served:

Where will the sale of alcohol take place: Indoors Outdoors Private property Public Property

Do you want to serve alcohol on a public property? YES NO

If yes, you will need to go to the city clerk's office to request a "Suspension of the ordinance for liquor consumption"

#### Section G: Parks, Recreation and Cultural Arts: Park permit

Will this event be held in a city park? YES NO

If so, which park(s) be specific

Please contact the Parks, Recreation and Cultural Arts Department for more information about park facilities. Please check out their website, <http://www.bloomingtonparks.org/> to find out all of their rental information.

#### Section H: Facilities and Parking

Are you requesting the use of any city building or parking garage/lot? Yes No

If yes, which city building \_\_\_\_\_

If yes, which parking lot/ garage

Arena Garage	Lincoln Garage (Front Street)	Market Street Garage
Douglas parking lots	Government Center Lot	Major Butler Lot (across from the Arena)

What do you need the city building/parking lot for? Please describe in detail.

**Section I: McLean County Administration: Raffle Permit**

Will be you be raffling off anything?

If yes, you will need to apply for a permit from the McLean County Administrator. Here is the link on how to apply, <https://www.mcleancountyil.gov/index.aspx?nid=104>

**SITE PLAN / ROUTE MAP**

Please attach a separate page to illustrate the layout / route for your event.

Site Map with (please use codes indicated)

1. Location of First Aid (+) 6. Location of Sound Stages (SS)
2. Location of Food Vendors (FV) 7. Location of Tents (T) and Canopies (C)
3. Location of Alcoholic Beverage Vendors (AB) 8. Location of Washroom Facilities (WF)
4. Location of Non-Alcoholic Beverage Vendors (NAB) 9. Fireworks Truck placarded
5. Location of Garbage (G) / Recycling (R) Receptacles 10. Public Entrances and Exits

If the event is a 5K/10K run or other type of event with a route, please indicate the planned route with a dashed line

**SPECIAL EVENTS PERMIT WAIVER OF LIABILITY**

In consideration of the issuance of a permit to host a Special Event in the City, the undersigned special event organizer ("Event Organizer") and the City agree as follows:

1. The Organizer shall, to the fullest permitted by law, indemnify, defend and hold the City harmless against all claims, liability, loss, injury, death or damage, costs, including reasonable attorney fees, of whatsoever nature in connection with or arising out of the activities during said special event, including but not limited to, the placement or storage of the Event Organizer's equipment in the event area specified in the permit. This obligation shall not require indemnification for any such claims caused by the sole negligence of the City.
2. Within seven (7) days after the billing date, the Event Organizer shall pay to the City all amounts for damage to any City-owned equipment or facilities, or the cleaning or trash removal performed by the City, which occurred in connection with or arising out of the special event.

CITY OF BLOOMINGTON EVENT ORGANIZER

By: \_\_\_\_\_ By: \_\_\_\_\_

Printed Name