

# CITY OF GALESBURG, Illinois, USA



## Special Event License Guide (Class P)

City Clerk  
55 West Tompkins Street  
Galesburg, IL 61401

# CITY OF GALESBURG

## City Clerk

Operating Under Council - Manager Government Since 1957

Special Event License (Class P) Application  
Organization's Information (Please Print Clearly)

Completed form  
must be submitted  
*at least*  
30 days *prior*  
to event date.

Name: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_

E-Mail/Website: \_\_\_\_\_

### Contact Person's Information

Contact/Manager: \_\_\_\_\_

Street Address : \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Correspondence will be sent to this e-mail address

### Event Information

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

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Estimated number of  
staff/volunteers/participants: \_\_\_\_\_

Estimated number of  
attendees: \_\_\_\_\_

Food Served? Yes No Name Of Food Vendors: \_\_\_\_\_

Street Address & City: \_\_\_\_\_

Will food be prepared on site? Yes No

Will alcohol be served? Yes No

### City Property (must be approved by City Manager)

City Property Requested: \_\_\_\_\_ Specific Area: \_\_\_\_\_

Additional Property

Requested: \_\_\_\_\_ Specific Area: \_\_\_\_\_

- A non-refundable application fee of \$50.00.
- A non Merchants' Association must also pay a non-refundable license fee of \$250.00.
- Attached copy of plan operation.
- Provide evidence of the event manager's completion of a BASSET Certified Training Program.

*Continued on next page*

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### Special Permits

Bounce House      Yes      No      Call J.U.L.I.E. for utility locates at 800/892-0123

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Tents      Yes      No      Call J.U.L.I.E. for utility locates at 800/892-0123

Fire Department - Tent permit  
Fees: \$30  
Call: 309/345-3756

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Fire      Yes      No      Fire Department - Fire permit  
Fees: Vary  
Call: 309/345-3756

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March, Marathon, Parade, etc.      Yes      No      Police Department - Parade permit (Contact Risk Management to see if Special Event Application needs to be completed.)  
Fees: None  
Call: 309/345-3727

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Music/Voice Amplification:      Yes      No  
Misc.  
Equipment being used: \_\_\_\_\_



\_\_\_\_\_  
Signature of Sponsoring Organization's Official

\_\_\_\_\_  
Date

Questions? Please contact:  
City Clerk  
309/345-3611 Phone  
309/344-0154 Fax

Submit completed applications at least 30 days prior to event to:  
City of Galesburg  
Attn: City Clerk  
55 West Tompkins Street  
Galesburg, IL 61401

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### For Office Use Only

This Application Has Been Received and Found That:

- Additional security measures are required.
- Proof of Insurance is required. City policy requires that the coverage insuring the organizer against liability arising out of the operation of the organizer's special event in amounts of at least \$500,000 for the injury or death of one person, \$1,000,000 for the injury or death of two or more persons and \$50,000 for damage to property. The City shall be named as an additional insured in the policy. Should this policy be cancelled prior to the event date, the issuing insurer will notify the City of Galesburg of cancellation.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk/File Copy

\_\_\_\_\_  
Date

## Special Event License (Class P) Policy

**APPLICATION:** Applications to use City of Galesburg property for an event, outing, festival, celebration or other such special occasion for consumption of alcoholic beverages on premises or within an area specifically designates as a Class P license. This application is available from the City Clerk's office or by visiting <http://www.ci.galesburg.il.us/documents/>

**QUESTIONS:** If you have questions regarding your application or the process, please contact the City Clerk's office at 309/345-3611.

### APPROVAL PROCESS:

1. Application for a Class P License can be applied for only by a civic, service, charitable, not-for-profit, or merchants' association.
2. If your event includes a march, marathon, parade, etc. utilizing the City streets, please contact the Police Department at 309/345-3727.
3. Submit completed application **30 days prior** to the event to the City Clerk.
4. Proof of insurance with City of Galesburg as additional insured must be submitted at least 14 days prior to the event. The City of Galesburg has the right to cancel the event if insurance is not received.
5. Proof of the event manager's completion of a BASSET certified training must be submitted at least 14 days prior to the event.
6. The City Manager will approve the special event location and hours of operation.
7. Please notify the City Clerk if your event is cancelled, postponed or relocated.

### GENERAL RULES:

1. It is the responsibility of the event organizer to research the City's Special Event License ordinance ([www.ci.galesburg.il.us](http://www.ci.galesburg.il.us)).
2. Damaged or stolen City of Galesburg property is the responsibility of the applicant to replace.
3. The City of Galesburg does not provide any equipment, portable toilets, electrical power or water for events.
4. No person shall carry, use, fire or discharge any firearm or other weapon causing a projectile of any sort to travel through the air on any public property.
5. Prior approval for large signs and banners displaying alcoholic beverages must be obtained prior to use.
6. Within 120 minutes after the ending time of the event, remove all refuse, litter debris, garbage and the like from the property.
7. Checkpoints at all entrances and exits from the event are required.
8. Additional security measures may be a condition of the license based on the size of the event, number of persons expected to attend, duration of the event, and other factors. The organizer shall pay for any on-duty City of Galesburg police officers as required.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GALESBURG, ILLINOIS, AS FOLLOWS:**

**SECTION ONE:** Chapter 113 of the City of Galesburg Code of Ordinances is hereby amended by adding thereto the following sections:

**SECTION §113.081 SPECIAL EVENT LICENSE (CLASS P)**

**(A) Definitions.**

For the purposes of this Section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

*Approved Location.* Special event locations must be approved by the City Manager.

*Class P Special Event License.* A City license issued to an event Organizer issued for a specific term as set forth below.

*Special Event.* An event, outing, festival, celebration or other such special occasion for consumption of alcoholic beverages on premises or within an area specifically designated as a Class P license.

*Merchants' Association.* A group of three or more businesses located within a two (2) block area with the purpose of promoting tourism or community gathering, with at least one member of the association holding a current liquor license.

*Organizer.* The civic, service, charitable, not-for-profit, or merchants' association responsible for hosting, organizing, managing, and monitoring the event.

**(B) License Required.**

No person shall operate a special event serving alcoholic beverages on any portion of the city's property without a valid Class P Special Event License to do so issued by the City Clerk. A Class P Special Event License may only be issued to an Organizer.

**(C) License.**

The City Clerk shall issue a license to an organizer if the organizer meets the requirements of this Section and Section 113.038 of this Chapter. The organizer shall complete an application on a form approved by the City Clerk. The organizer shall, at a minimum, provide the following information:

(1) The organizer's name and address. If the organizer is a corporation, the organizer shall identify a manager and state the name and address of its manager;

- (2) Attach a copy of its plan of operation as provided for in subsection (G) below;
- (3) Certify that the special events license is located in an Approved Location;
- (4) Provide evidence of the event manager's completion of a BASSET certified training program;
- (5) Provide evidence of insurance insuring the organizer against liability arising out of the operation of the organizer's special event in amounts of at least \$500,000 for the injury or death of one person, \$1,000,000 for the injury or death of two or more persons and \$50,000 for damage to property. The city shall be named as an additional insured in the policy providing the insurance, and the policy shall further provide that it may not be canceled except upon ten days' written notice filed with the City Clerk;
- (6) The application shall be made with the City Clerk not less than thirty days prior to the date of the event.

**(D) Term.**

A Class P Special Event license shall be issued for a specific date, and shall be valid only during the hours shown on the license, which hours shall be subject to the approval of the City Manager. In no event shall the hours exceed 7:00 a.m. to 12:00 midnight.

**(E) Fee.**

(1) A non-refundable application fee of \$50.00 to recover the cost of processing the application shall be paid to the City Clerk by an Organizer which is a Merchants' Association.

(2) A non-refundable application fee of \$50.00 to recover the cost of processing the application shall be paid to the City Clerk by an Organizer which is not a Merchants' Association. The Organizer then must pay a non-refundable license fee of \$250.00 once said license is approved by the City Manager, prior to the issuance of the license.

**(F) Inspection; Records.**

- (1) The city reserves the right to inspect all licensed premises at any time.
- (2) Every holder of a Class P Special Event license shall keep complete and accurate records, including a daily sheet showing receipts from the sale of alcoholic liquor.

**(G) Plan of Operation.**

Each organizer shall provide a copy of its plan of operation to the City Clerk. The plan of operation shall provide, at a minimum, the following:

- (1) A dimensional plan drawn to scale and done in a professional manner showing the special events area and all public improvements (sidewalks, light posts, benches, planters, trees and tree

grates) in the immediate area, and showing the location and approximate size of all proposed signs and banners advertising alcoholic beverages;

- (2) The location of the entrances and exits of the special event, which shall include the organizer's proposal to provide secure access to the event;
- (3) The location of all trash receptacles for the special event;
- (4) The location of any portable toilets for the special event, if deemed necessary;

**(H) Restrictions.**

- (1) The organizer shall conduct the special event in a safe manner.
- (2) The organizer shall:

(a) Operate the special event in accordance with the plan of operation filed with and approved by the city.

(b) The City Manager or Manager's designee may consider the following characteristics of the event as proposed to determine whether to request a meeting with the organizer ahead of the event and whether to recommend the imposition of additional security measures as a condition of the license, which additional security measures may include compliance with Section 113.039(D) of the City Of Galesburg Alcoholic Liquor ordinance:

- (1) The size of the event\_
- (2) The duration of the event\_
- (3) The number of persons that can reasonably be expected to attend the event\_
- (4) The event's proximity to residential areas\_
- (5) The event's proximity to public streets or other public rights-of-way\_
- (6) Whether entertainment will be provided\_
- (7) The Police Department's or other municipalities' experience with similar events in the past\_
- (8) Any other characteristics of the event as proposed that could be reasonably be expected to adversely affect the public health, safety and welfare in the absence of security measures.

If the City Manager or Managers' designee deems additional security measures are required the organizer shall pay to the City of Galesburg an amount equal to the prevailing overtime wages which the City is required to pay to any on-duty City of Galesburg police officers required in the discretion of the City Manager or Manager's designee to provide such additional security.

- (3) The following items are additional requirements with which the organizer must comply:
  - (a) All merchants intending to sell, serve or otherwise distribute alcoholic beverages must be listed on the application.

- (b) Only merchants with a current liquor license are allowed to sell, serve, or otherwise distribute alcohol at any time during the event.
  - (c) Organizers are required to have checkpoints at all entrances and exits from the event. The checkpoints are required to:
    - (i) Be occupied by at least one volunteer.
    - (ii) Have a trash receptacle.
    - (iii) Have a free standing sign stating, 'No alcohol past this point,' not smaller than 4 feet high and 4 feet wide.
  - (d) Organizers are required to check I.D.s of patrons appearing to be minors.
  - (e) Banners and large signs displaying or advertising alcoholic beverages are not allowed unless specifically approved by the City Manager. Menu signs of reasonable size may be placed in close proximity of alcohol purchasing locations.
- (4) The organizer is required to purchase wrist bands for all attendees that are twenty-one (21) years of age or older. Wristbands must contain adhesive and be one time use only. Wristbands shall not be transferable to other persons.
- (5) All drink containers must be made from a non-breakable material including plastic cups and/or aluminum cans. Glass bottles shall not be sold during the event. If a beverage can only be purchased in a glass bottle it must be poured into a plastic cup. The glass bottle must be disposed of by the organizer's staff. At no time may a special event worker hand a consumer a glass container.
- (6) **BASSET Training.** The organizer must have been trained via a State of Illinois approved BASSET training program. There must be at least one person on site at all times that is BASSET certified. If the organizer will not be on-site for the entire duration of the special event the organizer must provide names of the additional qualified members on the application.
- (7) **Reservation of rights.** The City reserves the right to require any special event to cease part or all of its operation in order to allow for construction, maintenance or repair of any street, sidewalk utility, or public building by the City, its agents or employees, or by any other governmental entity or public utility; to allow for the use of the street or sidewalk in connection with parades, civic festivals and other events of temporary nature as licensed by the City; and to remedy a public nuisance or to protect the public health, safety, or welfare.
- (8)
  - (a) The organizer shall at all times comply with the requirements of the ordinances of the City of Galesburg and the laws of the State of Illinois while engaged in the operation of the special event, including specifically but not limited to any law, regulation or ordinance pertaining to the possession, sale, transportation or consumption of intoxicating beverages or controlled substances.
  - (b) The organizer shall not include materially false or misleading information on its application.



(c) The organizer shall at all times operate the special event so that it does not create a public nuisance or a hazard to the public health, safety or welfare.

**(I) Clean Up.**

(1) The organizer shall, within 120 minutes after the ending time of the event, remove all refuse, litter debris, garbage and the like from the property used for the event abutting or in any public right-of-way.

(2) In the event that an organizer does not remove all refuse, litter, debris, garbage and the like in the 120 minute period, the City may remove all refuse, litter, debris, garbage and the like from the property used for the event and bill the organizer for the costs of removal .

(3) Any organizer that does not properly clean up the site will not be allowed to reapply for a special events license of any type for a period of three (3) years.

**(J) Appeal**

(1) In the event an organizer violates any provision of the Special Event License requirements contained herein, the City Clerk shall provide written notice to the organizer of the violation, and that the organizer shall not be eligible to apply for another Special Event License for a period of three years. Said notice shall be mailed to the organizer's address as shown on its application.

(2) Within 7 days of the date of the mailing of the notice referred to above, the organizer may file with the Clerk a written request for a hearing before the local liquor commissioner. In that event, a hearing shall be scheduled and held no later that 45 days after the request for hearing was filed. For purposes of the hearing, for the following shall apply:

(a) All interested persons will be given a reasonable opportunity to be heard.

(b) The formal rules of evidence shall not apply. Hearsay testimony will be admissible.

(c) The organizer may present evidence and cross-examine the witnesses.

(3) The decision by the local liquor commissioner shall be final, subject to the right to appeal the decision to a court of competent jurisdiction pursuant to Illinois law.

**SECTION TWO:** All ordinances or parts of ordinances, in conflict with this ordinance are, to the extent of such conflict, hereby repealed.

**SECTION THREE:** This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Approved this 20<sup>th</sup> day of October 2014, by roll call vote as follows: