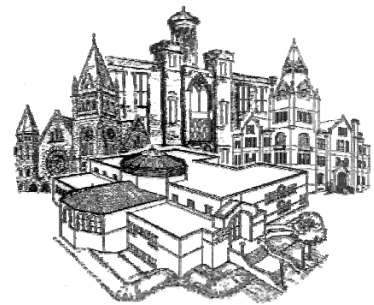


# CITY OF GALESBURG, Illinois, USA



## Special Event Guide

City Clerk's Office  
55 West Tompkins Street  
Galesburg, IL 61401

## Special Events Policy

**APPLICATION:** Applications to use City of Galesburg property for an event are available from any City of Galesburg 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 309/345-3612.

### APPROVAL PROCEESS:

1. If needed, obtain special permits and J.U.L.I.E. locates.
2. If your event is (or 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's Office.
4. Risk Management will determine if Proof of Insurance is required.
  - a. 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. The City Manager will review the application for approval.
6. Please notify the City Clerk's Office if your event is canceled, postponed or relocated.

### GENERAL RULES:

1. It is the responsibility of the event organizer to research City ordinance ([www.ci.galesburg.il.us](http://www.ci.galesburg.il.us)) and Park's policy ([www.ci.galesburg.il.us/services/park\\_rules/](http://www.ci.galesburg.il.us/services/park_rules/))
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 outdoor events.
4. Solicitation for funds within park property is prohibited.
5. Alcoholic beverages and drugs are prohibited at all City of Galesburg properties.
6. 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.
7. Dogs must be restrained by a suitable leash when brought into a City park. Dogs are prohibited from any bathing beach and wading pools in public parks. Dogs may be prohibited from parks during times when attendance at the park is heavy (i.e. holidays or festivals).
8. Prior approval for signs, banners or directional arrows should be obtained prior to use.
9. No painting on City of Galesburg property, including the Cabeen Hiking and Biking Trail.
10. No person shall operate any motor vehicles, with the exception of snowmobiles whatsoever upon or over the Cabeen Hiking and Biking Trail. Snowmobiles may be operated on the trail in accordance with applicable ordinances.
11. Leave the park grounds in a reasonable and clean condition. Litter pickup and removal is the responsibility of the applicant. Trash is not to be left in the park. Park staff will inspect the location and surrounding areas for compliance with the Rules and Regulations.

# CITY OF GALESBURG

## Administration

Operating Under Council - Manager Government Since 1957

### Special Events Application

Organization's Information (Please Print Clearly)

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

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

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

Website: \_\_\_\_\_

### Contact Person's Information

Contact Person: \_\_\_\_\_  
First Last

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

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Approval letters 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

### City Property

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

In order for approval, you must contact the appropriate City of Galesburg Division for the availability of the City property you are requesting.

Park Plaza reservations  
Fees: None  
Please call: 309/345-3608

Shelter/gazebo/softball field reservations  
Fees: Shelters and gazebos - \$30  
Fees: Softball fields \$50 per day, per field  
Please call: 309/345-3683

Galesburg Municipal Airport (Rental Fees)\*  
Fees: \$150 (4 hrs or less) or \$250 (whole day)  
Please call: 309/345-3623

\* Applications for the Airport MUST be received 120 days prior to an event. In addition to the Special Events Application, a completed FAA 7460 must be submitted to the IDOT Division of Aeronautics for their approval before use of the airport is granted.

# CITY OF GALESBURG

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### Special Permits

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

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

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

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

Music/Voice Amplification:      Yes      No

Misc Equipment being used: \_\_\_\_\_



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

\_\_\_\_\_  
Date

#### Questions? Please contact:

City Clerk's Office  
309/345-3612

#### Submit completed applications at least 30 days prior to event to:

City of Galesburg  
City Clerk's Office  
55 West Tompkins Street  
Galesburg, IL 61401

### For Office Use Only

This Application Has Been Received and Found That:

- Proof of insurance is not required.
- Proof of Insurance is required. City policy requires that the coverage be a Comprehensive General Liability policy naming the City of Galesburg as an additional insured. The policy is to be primary and written with a minimum of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Any deductibles or self-insurance retention must be declared to and approved by the City. Should this policy be cancelled prior to the event date, the issuing insurer will notify the City of Galesburg of cancellation.

\_\_\_\_\_  
Risk Manager Approval

\_\_\_\_\_  
Date

LF  
email

Agnd  
Ltr

\_\_\_\_\_  
City Manager's Approval

\_\_\_\_\_  
Agenda Date

This form is available on the City's website at

[www.ci.galesburg.il.us](http://www.ci.galesburg.il.us)

Revised: 05/2013