

CITY OF QUINCY SPECIAL EVENT APPLICATION

Instructions: In order for the City of Quincy to assist you with your Special Event, please complete the application below. Please refer to the City of Quincy's Special Event Policy prior to completing this application for any requirements or permits that might apply to your event.

Events that intend to use any portion of Quincy Park District property must also contact and complete the Quincy Park District special event application prior to scheduling the use of these areas. The Quincy Park District information and application may be obtained at <https://www.quincyparkdistrict.com/information/special-events-info-form/>.

Once complete, the application, required permit applications, copies of other permits, and any other supporting documentation should be emailed to SpecialEvents@quincyil.gov. Paper copies may be mailed or delivered to Quincy City Hall, Attn: Special Events, Engineering Department, 730 Maine St, Quincy, IL 62301.

Applications that do not include all of the necessary supporting documentation will not be considered for approval.

I. BACKGROUND

A. Event Information

Event Title:

Event Description (20-25 Words):

Event Date(s) & Start/End Times:

Alternate/Rain Event Date(s) & Start/End Times (if applicable):

Event Location (include street(s), bike path(s), alleys, City right-of-ways, sidewalks, and/or other descriptions as it applies):

B. Sponsoring Organization

Name of Sponsoring Organization:

Type of Sponsoring Organization: ☐Governmental ☐Non-Governmental ☐Non-Profit
☐Private ☐For-Profit Event ☐Service Club Organization

Website:

Email:

Mailing Address:

Phone Number:

- For not-for-profit, attach documentation certifying not-for-profit status

C. Event Contact

Name of Event Representative/Contact:

Contact Phone:

Address:

Contact Phone:

Email Address:

D. Attendance/Traffic

Estimated Total Attendance:

Estimated Total Number of Vehicles:

Will vehicles be parked on public streets in surrounding neighborhoods: ☐ Yes ☐ No

E. Use of Quincy Park District Areas/Facilities

Indicate what Quincy Park District areas/facilities will be used or occupied:

If any areas/facilities above are indicated, please contact the Quincy Park District to schedule a reservation and fill out the proper permit request form.

- Attach copy of Quincy Park District permit or request form

Please note: Any event that has indicated that it will use Quincy Park District areas/facilities as well as City of Quincy property/facilities will be subject to review by both City of Quincy and the Quincy Park District and both entities must approve their respective permit applications for the event to receive a permit.

F. Reservation of Annual Event

Events shall be reserved at the Clerk's Office. For events intended to be annual, at regularly scheduled dates, please indicate the date(s) for the following year's event:

(Please note you cannot reserve more than one year in advance)

Please note: Approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval.

II. REQUIREMENTS AND CONDITIONS

A. Certificate of Insurance/Hold Harmless Agreement

- Attach a copy of the event certificate of insurance and hold harmless agreement

B. Alcoholic Beverages

Will the event include the dispensing or selling of alcoholic beverages? ☐ Yes ☐ No

If yes, please explain:

- Attach application or copy of Class C Liquor License for State and City sale and/or dispensing of alcohol. Class C-1 (non-profit special event) or C-2 (for profit special event)
- Attach copy of DRAM Shop Insurance for the sale/consumption of alcohol
- Liquor Waiver if applicable (a fence will be required) (see form on City website)

C. Food and Beverages (Non-Alcoholic)

Will the event be selling/serving food and/or beverages (non-alcoholic)? ☐ Yes ☐ No

- Attach Adams County Health Department Certificate

Please note: Events serving food must contact the Adams County Health Department (217) 222-8440 for approval and inspection. All cooking devices used under a tent need approval and inspection by the Quincy Fire Department (217) 228-4459.

D. Site Plan/Route Map

- Attach a site map of your event providing the locations of all significant activities referenced in this application

Please refer to Appendix B – Site Plan/Route Map in the City’s Special Event Policy for instructions on site map requirements.

E. Closure of Public Street/Sidewalk, Alleys, City Right-of-Ways

Does the event require the closure of a public street, sidewalk, or parking lot? ☐ Yes ☐ No

If yes, please explain and show closures on Site Plan:

Does the City need to provide barricades for the street or sidewalk closure? ☐ Yes ☐ No

Does the City need to provide “No Parking” signs? ☐ Yes ☐ No

Please note: Closure requests will be placed on the City Council Agenda with the completed application. For those events that require street closures, or may cause disruption for City of Quincy residences or businesses, mailed or hand delivered notification must be provided to the affected parties thirty (30) days prior to the event, and the event organizer must provide written notification to the Special Event Coordinator that said notification was provided.

F. Electrical Service

Will the event require electrical service? ☐ Yes ☐ No

If yes, please show location of electrical installations on Site Plan and indicate source:

☐ Event-provided generator(s) ☐ City-provided temporary service

G. Tents & Temporary Structures

Will the event require a tent (larger than 120 square feet) or other temporary structure?

☐ Yes ☐ No

If yes, please show location(s) on Site Plan and indicate all that apply:

☐ Tent ☐ Stage ☐ Other (please describe)

- Attach a diagram of the Temporary Outdoor Structure

Please note: All temporary outdoor structures require an inspection by the Quincy Fire Department (217) 228-4459, and you must contact them to perform that inspection as soon as the tent / temporary structure is setup and prior to the start of the event.

H. Portable Sanitation Facilities

Will the event be providing portable sanitation facilities? ☐ Yes ☐ No

If yes, please show location(s) on Site Plan and indicate how many:

Will you be providing or requesting additional water service? ☐ Yes ☐ No

If yes, please describe:

I. Emergency Response, Security & First Aid

Does the event anticipate 250 or more in attendance? ☐ Yes ☐ No

If yes, please show location of first aid facilities on Site Plan.

- Attach copy of the event Emergency Response & Security Plan

Please refer to City's Special Event Policy for what should be included in the plan.

Does the event anticipate 1,000 or more in attendance? ☐Yes ☐ No

If yes, please show location of first aid facilities and ambulance(s) on Site Plan.

- Attach copy of contract agreement with the ambulance service, or waiver issued by the Adams County Emergency Management Systems department, 222 N 52nd St, Quincy, IL 62305, (217) 277-2005
- Attach copy of Event Crisis Procedures Plan

Please note: At least one paramedic ambulance shall be required at the event site. Please indicate whether ambulance service is private, or if event is requesting to hire the County. 1,000 or more in attendance: Completion of the Event Crisis Procedures form is required. Please refer to Appendix C – Event Crisis Procedures in the City’s Special Event Policy for a sample form that can be modified and submitted.

J. Trash/Recycling Receptacles and Collection

Will the event be providing for the placement of trash receptacles and refuse pick-ups during and/or after the event? ☐Yes ☐ No

If yes, please describe the how this service will be provided (i.e. number and location of receptacles, frequency of refuse pick-up, event volunteers or contracted service, etc.)

Please note: Trash/recycling receptacles are necessary at all events and the event site shall be cleared of all debris within eight (8) hours after close of the event.

K. Amplification, Music, & Live Entertainment

Will the event use loudspeakers, bands, other amplification devices, or have live entertainment? ☐Yes ☐ No

If yes, please explain:

- Attach Live Entertainment Public Gathering Permit (for over 50 people) (form on City website)

Please note: Per City Ordinance no sound amplification equipment is to be used before 7:00am or after 10:00pm unless a noise waiver by City Council has been included with the application and has reviewed and approved.

L. Fireworks & Pyrotechnics

Will the event be using Fireworks and/or Pyrotechnics? ☐Yes ☐ No

- Attach Fireworks Permit (must be approved by the Quincy Fire Department and City Council)

Please note: A permit is required for the public exhibition of fireworks or pyrotechnics, available through the City Clerk's office. The application is on the City's website. Please also contact the Quincy Fire Department to schedule a time to review the event location with fire department personnel.

M. Raffles

Will the event conduct a raffle? ☐Yes ☐No

- Attach Raffle Permits (applications can be obtained from the Clerk's office or City website and must be approved by City Council)

Please note: A City (a 50/50 is exempt) and County permit is required.

N. Parades

Will the event have a parade? ☐Yes ☐No

O. Rides / Runs / Walks

Will the event have a ride, run or walk? ☐Yes ☐No

P. Carnival / Circus

Will the event have a carnival and/or circus? ☐Yes ☐No

- Attach Carnival or Circus Permit(s)/License(s) (A carnival and/or circus must be inspected and approved by the Quincy Police Department and Quincy Fire Department)

Q. Peddler/Vendor

Will the event have a vendor(s)? ☐Yes ☐No

- Each Vendor/Peddler is required to have a license per Chapter 120 of the City of Quincy Municipal Code. Applications are available on the City of Quincy website.

Q. Waiver of Event Requirement or Condition

Please list the requirements or conditions requested to be waived and an explanation:

Please note: Event requirements and conditions shall only be waived by the City Engineer in connection with the Permit Review Committee in those instances as deemed to be in the best interests of the City.

R. Indemnity Form

Please fill out and include the Indemnification and Hold Harmless Agreement included at the end of this packet.

Statement of Acknowledgement

I, _____, have read the City of Quincy's Special Events Policy, agree to abide by its provisions, and have completed this application in accordance with the policy to the best of my ability.

Signature: _____

Organization: _____

Title: _____

Date: _____

Attachments (please check all that apply):

- ☐ Certification as a Not-For-Profit Organization (if applicable)
- ☐ Approved Quincy Park District Permit or Request Form (if applicable)
- ☐ Certificate of Insurance (**all events**)
- ☐ Hold Harmless Agreement/Indemnification Form (**all events**)
- ☐ Live Entertainment Public Gathering Approval (required for any event over 50 people)
- ☐ Liquor License Copy and Approval
- ☐ DRAM Shop Insurance
- ☐ Waiver of Liquor Ordinances Approval
- ☐ Food & Beverage Certificate – Adams County Health Department
- ☐ Site Plan/Route Map (**all events**)
- ☐ Emergency Response, Security & First Aid Plan (**all events**)
- ☐ Ambulance Service Agreement (1000+ attendance & when deemed necessary by EMS)
- ☐ Event Crisis Procedure (1000+ attendance only)
- ☐ Fireworks Permit Application Approval
- ☐ Peddler/Vendor Licenses (if applicable)
- ☐ Raffle Permit(s) Application Approval (50/50 does not require a Raffle Permit)
- ☐ Carnival/Circus Approval
- ☐ Revocable Permit for Temporary Signs on Right-of-Way
- ☐ Application Fee - \$75 (check made payable to the City of Quincy – **required for all events**)

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This Agreement is entered into by and between the City of Quincy, an Illinois municipal corporation (hereinafter “the City”) and _____, the event sponsor (hereinafter “the Sponsor”).

RECITALS

A. The Sponsor wishes to hold an event commencing on the _____ day of _____, 20____ on property owned by the City located and described on **Exhibit A** annexed hereto and incorporated herein and made a part hereof; and the Sponsor is requesting the City to issue formal approval to hold the event on City property and has further requested that the City extend certain services to the Sponsor in connection with said event.

B. The City has indicated that the issuance of the approval is conditioned upon the Sponsor executing this Agreement and complying with requirements set forth hereinafter, which include, but are not limited to, the following: (i) complying with all of the City’s applicable rules and regulations regarding the conduct of the event (collectively “applicable rules”), (ii) providing certain insurance, where applicable, dram shop insurance, satisfactory to the City and providing a certificate of insurance to the City regarding said insurance, and (iii) agreeing to an Indemnification and Hold Harmless Covenant (as set forth hereinafter) and securing a “Contract Liability Endorsement” to underwrite the contract indemnity requirements and providing proof of said endorsement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants hereinafter set forth, specifically including the approval by the City of the event, it is hereby agreed as follows:

1. **Recitals.** The foregoing recitals are hereby incorporated herein as if set forth verbatim.

2. **Insurance Requirement.** The City and Quincy Park District shall be added as an additional insured under the Sponsor’s general liability policy through an Additional Insured Endorsement, with coverage including claims for bodily injury or property damage that is caused in whole or in part by the named insured’s and additional insured’s acts or omissions, and in limits reasonably satisfactory to the City. A certificate of insurance naming the City shall be filed with the City prior to the opening date of the event. The Sponsor hereby and herein waives any and all rights of subrogation against the City. The Sponsor, in appropriate circumstances as determined by the City, shall be required to provide dram shop insurance with any and all terms as requested by the City.

3. Indemnification and Hold Harmless. To the fullest extent permitted by law, the Sponsor hereby agrees to indemnify and hold harmless the City and all of its agents, officers, elected officials, department heads, managers and employees, including police officers, both regular and auxiliary, from and against all claims, actions, liabilities, losses (including economic losses), costs, expenses and liens, including, but not limited to, reasonable attorney's fees and Court costs arising out of any bodily injury, sickness, disease, death or injury, including the loss of use resulting therefrom, or any other damage (including property damage) or loss arising out of or resulting in whole or in part from any act or omission of the City and/or its aforesaid described employees and agents and the Sponsor in sponsoring and operating the event or that violates any applicable rules, or such act or omission by any employees, representatives or independent contractors of the Sponsor, or anyone directly or indirectly employed by the Sponsor, or any one for whose acts the Sponsor may be liable in sponsoring and operating the event, or for any acts or omissions by any attendees of the event. Any costs or expenses, including reasonable attorney's fees, incurred by the City to enforce the indemnity obligations or defend itself in connection with any claims filed against the City by any third party as a result of the event, in addition to any judgment or amount paid by the City as a result of said third party's claim, hereunder shall be borne by the Sponsor. Further, the Sponsor will secure the necessary Contract Liability Endorsement to underwrite this contractual indemnity and hold harmless agreement and provide the City with proof of said endorsement.

4. Additional Documentation. The Sponsor agrees to execute such additional documents as the City may reasonably request in furtherance of the foregoing covenants. The Sponsor agrees to include in any event application to be signed by the participant a waiver of liability clause specifically naming the City and referencing the City property used for the event, as well as any others, as a condition for the participant to participate in the event; and the Sponsor also agrees to provide the City with any and all event applications signed by the participants and to keep all signed participation agreements for up to eighteen (18) months from the date of the event.

5. Miscellaneous. The Sponsor may be required to reimburse the City and/or its Public Safety Departments (Police Department, Fire Department, Street and Bridge Department) for certain costs incurred by the City in connection with complying with the Sponsor's request for event approval, which would be mutually agreed to by and between the parties hereto. The approval of the event, if granted, is not transferable and is revocable at any time at the absolute discretion of the City. The Sponsor understands that the issuance of the event approval is contingent upon compliance with all of the conditions and requirements set forth in this Agreement.

6. Effective Date. The effective date of this Agreement shall be the date that formal approval for the event is given to the Sponsor by the City.

7. **Governing Law in Actions.** All questions concerning the construction, validity and interpretation of this Agreement will be governed by the laws of the State of Illinois, including choice of law and conflict of law rules, except when they conflict with Federal law.

8. **Counterpart/Facsimile and E-Mail Signatures.** This Agreement may be executed in two or more counterparts, each of which shall be considered an original, but which taken together shall constitute one and the same instrument. For purposes of execution, any signed copy, including PDF's of this Agreement, may be transmitted by facsimile machine and/or electronic mail, and the signature of any person thereon shall be considered an original signature, and neither party shall raise the fact that any signature or document was so transmitted as a defense to the effectiveness of this Agreement.

9. **Binding Effect.** This Agreement shall inure to the benefit of and be binding upon the Sponsor and its successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate original as of the day and the year set beside their signature. By also initialing each page of the duplicate originals of this Agreement in the lower right hand corner, the parties have identified and agreed to each page of this Agreement.

[Remainder of Page Intentionally Blank. Signature Pages Follow.]

Date of Execution: _____, 20____.

_____ Printed Name of the Sponsor

By _____ Printed Name of Authorized Agent

_____ Printed Name of Witness

Date of Execution: _____, 20__.

The City of Quincy, an Illinois Municipal Corporation (the City)

By _____

_____ Printed Name of Authorized Agent