

**City of Canton**  
**Downtown Special Event Application**  
**Jones Park/ Opera House Plaza/ Public Parking Lots & Streets**

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED TO THE MAYOR'S OFFICE 60 DAYS PRIOR TO THE EVENT. Any event that requires a Certificate of Liability Insurance or Right-of-Way Closure must be presented to the Canton City Council for approval 30 days prior to the event.

**General Event Information**

Name of Event \_\_\_\_\_ First time event?  Yes  No

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

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

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

Event Set Up Date: \_\_\_\_\_ Event Tear Down Date: \_\_\_\_\_

Event Set Up Time: \_\_\_\_\_ Event Tear Down Time: \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Description of Event \_\_\_\_\_

**Sponsoring Organization Information**

Name of Sponsoring Organization \_\_\_\_\_

Address of Sponsoring Organization \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ E-mail address

\_\_\_\_\_ Phone number

**Organizer/Coordinator Information**

Name of Organizer/Coordinator \_\_\_\_\_

Organizer/Coordinator address \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Event Overview**

1. Will there be food served/prepared?  Yes  No If yes, you must coordinate all food service and preparation with the Fulton County Health Department at (309) 647-1134.

2. Will you have food truck(s)?  Yes  No Food truck(s) and/or trailers should be self-sufficient, providing their own generator and only relying on park electricity for small low-draw items like fans, lights, coolers, etc.

If yes, name of food truck(s) \_\_\_\_\_

If applicable, are the food truck(s) licensed in accordance with Section 3-2-11 of the Canton Municipal Code?  Yes  No

3. Are you serving or selling alcoholic beverages at your event?  Yes  No If yes, you must submit a request for a Special Event liquor license 30 days prior to the event to the Canton Liquor Control Commission. (See also the specific insurance requirements below for events involving alcoholic beverages.)

4. Will there be tents or other temporary structures?  Yes  No Any tents in the Opera House Plaza must be secured with weights. Absolutely NO staking is allowed in the Opera House Plaza.

5. Will anything be sold?  Yes  No If yes, then what? \_\_\_\_\_

6. Will there be an admission charge?  Yes  No If yes, what is the amount of the admission charge? \_\_\_\_\_

**City of Canton  
Request for Right of Way Closure**

7. Are you requesting the closure of any streets or public parking lots?  Yes  No

If yes, list exactly what streets from what point to where, and/or what parking lot(s) to be closed in connection with the event.

\_\_\_\_\_  
\_\_\_\_\_

Please attach a Map identified the requested street and/or parking lot closures.

**All requests to close public rights-of-way must be approved by the City Council.** Please allow at least 30 days for this procedure. The City Council will consider this matter on (Insert Date of Council Meeting) \_\_\_\_\_.

8. Are you requesting the use of any other City services for this event?

Additional trash receptacles and/or trash collection on weekend?

Electrical

Water

Barricades

Police

Firefighters

Public Works Employee(s)

Street Sweeper

Other

9. Will you be renting Porta-potties for your event?  Yes  No

If yes, they will need to be placed in the city-approved designated areas.

When will they be placed and when will they be removed? Please provide the specific date and time of placement and removal. \_\_\_\_\_

**Porta-potties are not provided by the City, but may be required based on event attendance, and must be secured at your own cost.**

<b>Insurance</b>
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Proof of liability insurance must be provided when an event is held on City property that includes any of the following: (i) athletic events, including, but not limited to free-throw contests, 3-on-3 contests, walkathons, 5K or similar runs/walks; (ii) any activity with firearms; (iii) fireworks; (iv) motorized vehicles of any size; (v) events with or expected to have more than 1,000 people in attendance; (vi) events lasting more than 72 hours; (vii) inflatable devices (i.e. bouncy houses); (viii) any event with animals; and (ix) any event that will include the service of *or* sale of alcoholic beverages either on a per-drink basis or included in the cost of admission. Any event that includes the sale of alcoholic beverages, either on a per-drink basis or included in the cost of admission will require host liquor liability coverage in addition to the liability insurance.

As requested by the City, the City of Canton's officials, employees, agents, and volunteers shall be named as an additional insured for purposes of any dram shop liability policies with at least the minimum amount of coverage required by Illinois law, if any.

The City of Canton's officials, employees, agents, and volunteers should be named as an additional insured on a liability policy with a minimum of \$1,000,000 per event in coverage.

Proof of liability insurance may be required by the City in other circumstances where the size of the event or nature of the activity warrants coverage.

Proof of liability insurance received and attached?  Yes  No

**Certification**

I hereby certify that the statements made in this application are true and correct to the best of my knowledge, and that I am authorized to execute this application. Intentional omission or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree, to the fullest extent permitted by law, that I shall indemnify, defend and hold the City, its predecessors, successors, and assigns, present and former parents, subsidiaries, elected officials, mayors, city clerks, treasurers, members of City Council, department heads, sextons, affiliates, investors, officers, directors, trustees, shareholders, police officers, firefighters, employees, former employees, independent contractors, agents, representatives, heirs, estates, executors, administrators, attorneys, and/or insurers, as applicable, harmless from and against any claims, expenses, liabilities, loss, damage and costs, including reasonable attorney’s fees, in any actions or proceedings in connection therewith, incurred in connection with, related to, arising from, or due to or as a result of the death of any person (including but not limited to, the undersigned) or any accident, injury, loss or damage, however caused, to any person (including but not limited to, the undersigned) or property, or any other type of claim or loss, arising from the undersigned exercise or use of the Plaza set forth herein (“Losses”) (except Losses resulting from the City’s failure to comply with its obligations and/or the gross negligence or willful misconduct of the City, or any of the agents, servants or employees of the City).

I understand that acceptance of this application should in no way be constructed as a final approval/confirmation of this event.

By signing this document, I attest that I have received a copy of the Rules and Regulations for Jones Park and the Opera House Plaza, and I will ensure that they are abided by in full by members of my organizing volunteers.

\_\_\_\_\_  
Signature of Organizer

\_\_\_\_\_  
Date

***TO BE COMPLETED BY THE MAYOR’S OFFICE***

Date application received: \_\_\_\_\_

Received by: \_\_\_\_\_

[If applicable] Approved by City Council on: \_\_\_\_\_  
\_\_\_\_\_