



General Instructions

Requests to utilize public areas in the City for any event must be submitted in writing no less than 90 days in advance. Public areas include streets, public rights-of-way, sidewalks, and/or use of City-owned utilities. A \$2M Certificate of insurance naming the City as an additional insured (not just a certificate holder) must be provided and submitted with the Public Event Request Application.

Your request will be forwarded to the necessary City departments, including the Police Department, for their review to identify security issues in advance of the event. Assistance by the Collinsville Explorers or Collinsville Emergency Management Agency (CEMA) can be requested on the Public Event Request Application.

See the Public Events Manual for a complete listing of Public Event Request requirements and details.

Public Signage:

An additional Temporary Sign Permit is required for signage associated with the Public Event. Temporary Sign Permit Applications are found [here](#) or can be obtained in person in the Community Development Department. Applications must be submitted no less than five days prior to posting of signage. Signage posted under the authorization of a Temporary Sign Permit may be displayed no more than 14 days. Temporary Signs are restricted to 3 per year.

- **Requirements:** Separate application submitted no less than five days prior to installation.
- **Fees:** \$50

Use of Public Water:

The City of Collinsville, at its discretion, may allow use of water from hydrants in conjunction with Public Events.

- **Requirements:** Notification of intended use specifying anticipated usage requirements.
- **Fees:** Per Water/Waste Water Department Director under special circumstances.

Use of Public Electricity

The City of Collinsville, at its discretion, may allow use of electricity at street poles or other access points for Public Events. The Street Department will exclusively maintain the electric for events, and no agent or employee of the hosting organization is permitted to access or tamper with any utility boxes owned or operated by the City of Collinsville.

- **Requirements:** Type of use and electric requirements must be stated in the request form.
Note: Each utility pole can provide a maximum of 15 amps per outlet. There are four available outlets per pole on Main Street from Combs to Highway 159/Morrison Avenue.
- **Fees:** Fees may apply for assistance, both routine or emergency, as directed by the Public Works Director.

Trash and Maintenance

Users must supply their own trash receptacles and remove all litter, debris, and trash from the site immediately following the event. All other event equipment and materials must be cleaned up and removed within 24 hours after the event. This includes stages, tables, chairs, special signage, tents, etc. The hosting organization may be assessed fees to cover the City's costs for noncompliance.

Vendors

A list of tentative vendors shall be provided with the Public Event Request Application and a finalized list provided to the City prior to the event. The event coordinator shall be responsible for notifying all vendors of the collection and remittance of sales and food and beverage tax. The event coordinator shall ensure all food vendors coordinate with the appropriate County Health Department to obtain proper inspections, permits, and licenses. Additionally, if alcohol is sold at the event, a Liquor License is required through the City of Collinsville City Clerk's Office.



EVENT INFORMATION

Name of Event: _____

Sponsoring Organization: _____

Primary Contact Name: _____

Phone: _____ Email: _____

Date(s) of Event: _____ Time(s) of Event: _____

REQUIRED ATTACHEMENTS:

- Event narrative including detailed description of event, dates, hours of operation, location(s), if alcohol will be sold, anticipated attendance, restroom facilities, cleanup plan, requested municipal services, etc.
- Detailed site plan showing all areas to be used for the event, requested road/sidewalk/parking lot closures, locations of tents/booths/vendors, barricades, restrooms, trash receptacles, generators, etc.
- \$2M Certificate of Insurance naming the City of Collinsville as an additional insured: *Additional insurance requirements for IDOT road use*
- Security and emergency plan with rain date(s) and an emergency contact list
- List of participating vendors: *Preliminary list upon application is acceptable, finalized list must be submitted prior to start of event*

MUNICIPAL SERVICES REQUESTED: Please describe the assistance being requested (attach additional sheets if necessary)

- STREET CLOSURE, SIDEWALK CLOSURE (Describe in narrative):
- MAIN STREET BANNER
- LIQUOR – Additional fee and separate Liquor License required (Contact Kim Wasser, City Clerk, at 618-346-5204 or kwasser@collinsvilleil.org)
- POLICE ASSISTANCE – Additional fees may apply (Circle all that apply):
Explorers
Police Officers
- FIRE DEPARTMENT ASSISTANCE (Circle all that apply):
Collinsville Emergency Management Agency (CEMA)
Other: _____
- BARRICADES (Describe type and quantity in narrative):
- PICNIC TABLES, TRASH RECEPTACLES, RECYCLING RECEPTACLES (Describe type and quantity in narrative):
- WATER USAGE (Describe purpose and anticipated consumption in narrative):
- ELECTRIC USAGE (Describe locations and purpose in narrative):

By signing below, applicant certifies that they have reviewed the Public Events Manual, will comply with all applicable regulations, consent to pay any applicable fees (including those associated with damages, costs for extra cleanup, and any unanticipated costs incurred by the City), agree to advise all vendors of the City's regulations for the event, including the applicable remittance of all taxes.

Signature: _____

Date: _____