



CITY OF CARBONDALE, ILLINOIS
APPLICATION FOR PUBLIC GATHERING PERMIT
CITY OWNED PROPERTY

ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

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

Address: \_\_\_\_\_

Chairman/President/Other: \_\_\_\_\_

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

PUBLIC GATHERING
PURPOSE: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME START: \_\_\_\_\_ TIME FINISH: \_\_\_\_\_

\_\_\_\_\_ PAVILION \_\_\_\_\_ TOWN SQUARE WEST \_\_\_\_\_ TOWN SQUARE EAST
(\$25 - Carbondale resident \$50 - Non-resident)

\_\_\_\_\_ TOWN SQUARE WEST \_\_\_\_\_ TOWN SQUARE EAST \_\_\_\_\_ FRIENDSHIP PLAZA
PARKING LOT PARKING LOT
(\$25 - Carbondale resident \$50 - Non-resident)
(\$10 per hour (For closed parking only) \$15 per hour (For closed parking only))

For Pavilion or Friendship Plaza use, please describe all public areas that are requested to be used: \_\_\_\_\_

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

Estimated number of participants: \_\_\_\_\_ Number of tents or other structures (Describe): \_\_\_\_\_

\_\_\_\_\_

- Will a stage be utilized?: \_\_\_\_\_ YES \_\_\_\_\_ NO
Will there be amplified sound?: (no amp. sound after 10pm) \_\_\_\_\_ YES \_\_\_\_\_ NO
Will the event include any fund-raising activities?: \_\_\_\_\_ YES \_\_\_\_\_ NO
Will the event need Electricity?: \_\_\_\_\_ YES \_\_\_\_\_ NO
Will the event need Water?: \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, describe the type of activities:
\_\_\_\_\_
\_\_\_\_\_

NO VEHICULAR TRAFFIC WILL BE ALLOWED OFF OF PAVED SURFACES. USE OF PICNIC TABLES INSIDE THE PAVILION IS PROHIBITED WITHOUT WRITTEN APPROVAL OF THE CITY.

SPACE IS NOT RESERVED UNTIL ALL APPROVALS HAVE BEEN OBTAINED

THE APPLICANT HEREBY INDEMNIFIES THE CITY FROM ANY AND ALL INJURIES AND/OR DAMAGES WHICH MAY ARISE OUT OF ANY EVENT OR OCCURRENCE IN CONNECTION WITH THE SPONSORED ACTIVITIES TO BE PERFORMED.

SUBMITTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**APPLICATION MUST BE SIGNED BY RECOGNIZED OFFICER OF ORGANIZATION REQUESTING PERMIT**

**INSTRUCTIONS**

Application form and payment must be submitted to Property Management Office not less than fourteen (14) days nor more than sixty (60) days prior to the date upon which the event is to be held.

An original application should be submitted to the Property Manager and a copy of the application will be forwarded to the Chief of Police, Fire Chief, and Public Works Street Superintendent (as required) no later than two weeks prior to the date of the event. Failure to do so can result in denial of request. Consumption of alcoholic beverages on City Property is PROHIBITED.

Attach any additional information (pamphlets, posters, etc.) about the event to the application.

Questions regarding the permit procedures should be directed to the Property Management Office at (618) 549-5302, ext. 222.

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**THIS SPACE FOR CITY USE ONLY**

Received By: \_\_\_\_\_ Date Sent: \_\_\_\_\_  
Property Manager

Date Fee Paid: \_\_\_\_\_ Return Before: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date Returned: \_\_\_\_\_  
Police Chief

\_\_\_\_\_ Date Returned: \_\_\_\_\_  
Other

Traffic Control Required: \_\_\_ YES \_\_\_ NO Signs Required: \_\_\_ YES \_\_\_ NO

Barricades Required: \_\_\_ YES \_\_\_ NO Police Dept Assist.: \_\_\_ YES \_\_\_ NO

Comments:

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Approved by Public Works Director: \_\_\_\_\_ DATE: \_\_\_\_\_

Approved by City Manager: \_\_\_\_\_ DATE: \_\_\_\_\_

Approval Required by Division of Highways: \_\_\_ YES \_\_\_ NO

Date of Approval: \_\_\_\_\_

Distribution After Approval: Police Chief, Fire Chief, Street Superintendent, Organization