



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

Please fill out completely

ORGANIZATION

DATE: _____

NAME: _____

ADDRESS: _____

CHAIRMAN/PRESIDENT/OTHER: _____

PHONE: _____

PUBLIC GATHERING

PURPOSE: _____

DATE: _____ TIME START: _____ TIME FINISH: _____

[] PAVILION
\$25 - Carbondale resident
\$50 - Non-resident

[] TOWN SQUARE WEST

[] TOWN SQUARE EAST

[] FRIENDSHIP PLAZA
\$25 - Carbondale resident
\$50 - Non-resident

[] TOWN SQUARE WEST
PARKING LOT

[] TOWN SQUARE EAST
PARKING LOT

\$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 electric outlets on light poles be needed?: [] YES [] NO

Will a stage be utilized?: [] YES [] NO

Will there be amplified sound?: (no amp. sound after 10pm) [] YES [] NO

Will the event include any fundraising activities?: [] 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.

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:

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