



Office of the City Clerk
100 East Broadway
Monmouth, IL 61462
(309) 734-2141

SPECIAL EVENT LICENSE APPLICATION

Organizer Information

Name: _____
Address: _____
Contact/Manager: _____
Contact/Manager's Address: _____
Phone: _____
Email: _____

If the organizer is a Merchant's Association, please list the participating businesses:

Event Information

Event Name: _____
Type of Event: _____
Event Date(s): _____
Setup Time: _____ Tear Down Time: _____
Event Start Time: _____ Event End Time: _____
Estimated staff/volunteers: _____ Estimated attendees: _____

Will food be served? Circle YES or NO. Prepared on site? Circle YES or NO.

If applicable, please list the food vendors (attach an additional sheet if necessary):

If there will be amplified entertainment at the event, please describe:

Please list the vendors who will be selling, serving or distributing alcoholic beverages at this event: _____

Application Checklist

	\$50 application fee.
	\$250 license fee for non-Merchant's Association.
	Attached event site plan showing the special event area and all public improvements (sidewalks, light posts, benches, planters, trees and tree grates) in the immediate area, and showing the location and approximate size of all proposed signs and banners advertising alcoholic beverages, location of trash receptacles, temporary toilets (if needed), entertainment stage and the location of the entrances and exits to the special event.
	Written proposal to provide secure access to the event.
	Proof of general liability insurance for the event.
	Copies of any Special Event liquor licenses and event-specific dram insurance for the event.

Signature of organization's manager: _____ Date: _____

For Office Use Only

Date application received:	
Plan approved by Police Chief:	
Plan approved by City Council:	
City Clerk:	