



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

SPECIAL EVENT LICENSE APPLICATION

Organizer Information

Name: Amy Patterson
 Address: 89 Public Square
 Contact/Manager: Amy Patterson
 Contact/Manager's Address: 89 Public Square
 Phone: 309-734-3181
 Email: amy.p@monmouthilchamber.com

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

Monmouth Area Chamber, Warren County United Way, Warren County YMcA, BCA and other various businesses.

Event Information

Event Name: Christmas in the Square
 Type of Event: Open House
 Event Date(s): November 30
 Setup Time: 4:00 pm Tear Down Time: 7:30 pm
 Event Start Time: 5:00 pm Event End Time: 7:00 pm
 Estimated staff/volunteers: 5 Estimated attendees: 150

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):

each business on the square has the opportunity to furnish food, beverages, etc. within their business location.

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

carriage rides only on blocked off streets, walking carolers, walking street performers, reindeer in a pen.

Please list the vendors who will be selling, serving or distributing alcoholic beverages at this event: possible vendors include, 112 Bistro, Market Alley

Wines, Varsity Club, Tooties DTL,

Application Checklist

<input checked="" type="checkbox"/>	\$50 application fee.
<input type="checkbox"/> N/A	\$250 license fee for non-Merchant's Association.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Written proposal to provide secure access to the event.
<input checked="" type="checkbox"/>	Proof of general liability insurance for the event. <i>on file at city</i>
<input type="checkbox"/> N/A	Copies of any Special Event liquor licenses and event-specific dram insurance for the event.

Signature of organization's manager:

[Handwritten Signature]

Date:

10/10/18

For Office Use Only

Date application received:	<i>10-10-18</i>
Plan approved by Police Chief:	
Plan approved by City Council:	
City Clerk:	<i>10-11-18</i>

Christmas on the Square

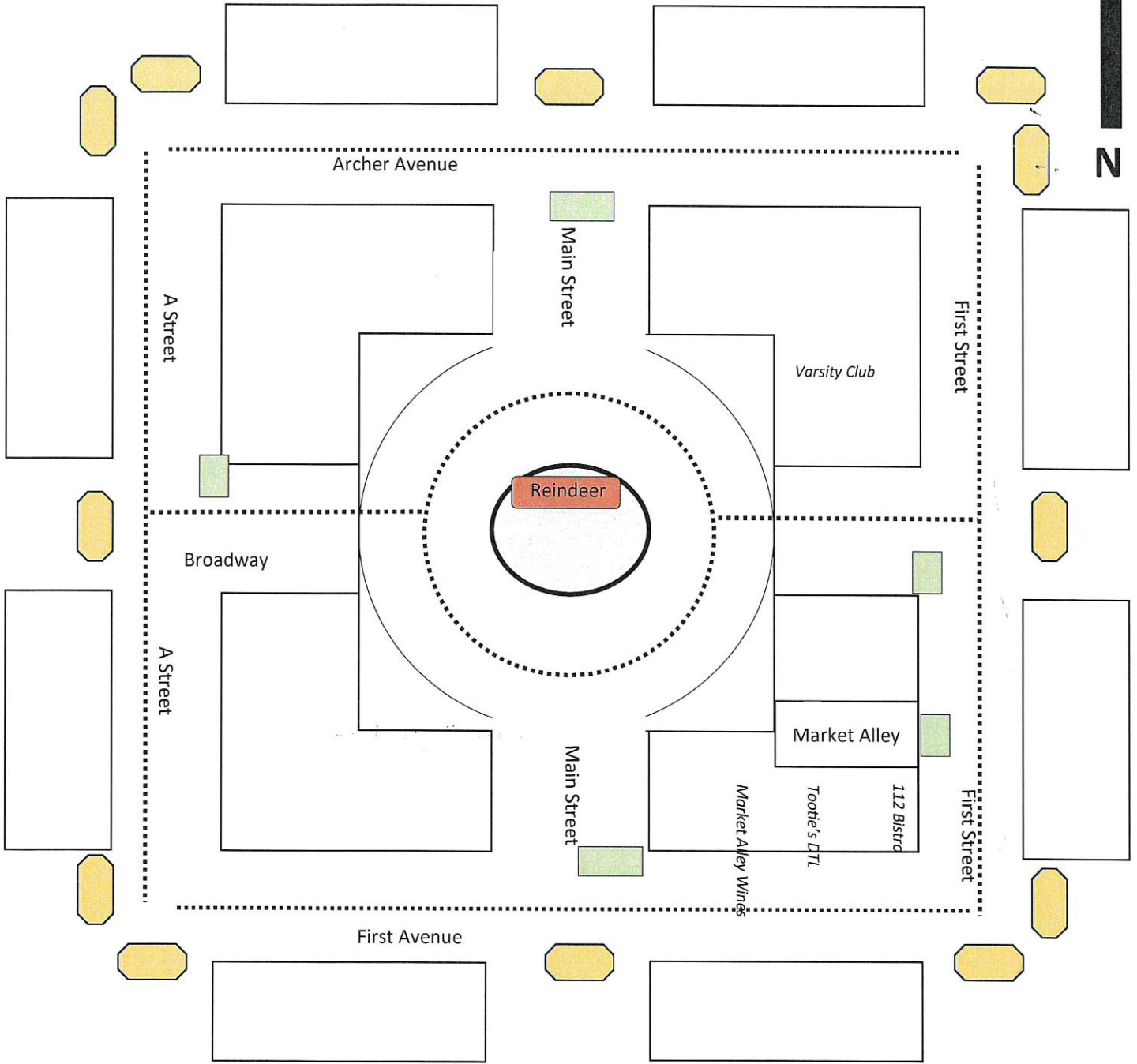
The square will be blocked off for the carriage rides for the safety of the horses and pedestrians.

Barricades will be placed at all intersections. There will be signage reminding the community to keep any and all alcoholic beverages within the designated area. Committee members will be monitoring the barricades so that pedestrians follow the designated area for alcoholic beverages.

Participating businesses that may serve alcohol will be told that beverages must be sold in plastic (or paper if a hot beverage) and that ID's must be taken. The committee can give a bracelet to all participating businesses who wish to serve specialty drinks.

The event planners will not be selling any alcohol at this event.

Downtown Monmouth Illinois



Barricades.



Carriage Rides Route



"No Alcohol past this point" signage