

M.C. Request for Special Event.pdf

map.pdf

Rough Event Timeline and Staffing.pdf

Secure Event Access (1).pdf

# MONMOUTH ILLINOIS

100 EAST BROADWAY, MONMOUTH, ILLINOIS 61462 (309) 734-2141

## APPLICATION FOR SPECIAL EVENT LICENSE

### Organizer Information:

Name:

Monmouth College - Katie Shipp

Address:

700 E Broadway, Monmouth, IL 61462

Contact/Manager:

Katie Shipp

Address:

700 E Broadway, Monmouth, IL 61462

Phone:

309-457-2316

Email:

KShipp@MonmouthCollege.edu

If Organizer is a Merchant's Association, list participating businesses:

### Event Information:

Event Name:

All Alumni + Friends Social

Type of Event:

Social Gathering

Date(s) of Event:

September 30

Setup Time:

3:00 PM

Tear Down Time:

11:00 PM

Event Start Time:

7:00 PM

Event End Time:

10:30 PM

Estimated num. of staff/volunteers:

20

Estimated num. of attendees:

150

Will Food be Served?:

No

Prepared on Site?:

N/A

List Food Vendors (attach additional sheet if necessary):

Will there be amplified entertainment at the event?: Yes

If so, please describe:

The very live band, 6 mics, 1 drums, 1 guitar, 1 bass, 1 piano

List all vendors who will be selling, serving or distributing alcoholic beverages at this event:

Market Alley Winos - The Alley Bar

**Application Checklist:**

- Application fee (of \$50)
- License fee (\$250) 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]  
Signature of organization manager

8/2/16  
Date

**For Office Use Only:**

Date application received: \_\_\_\_\_

Plan Approved by Police Chief: \_\_\_\_\_

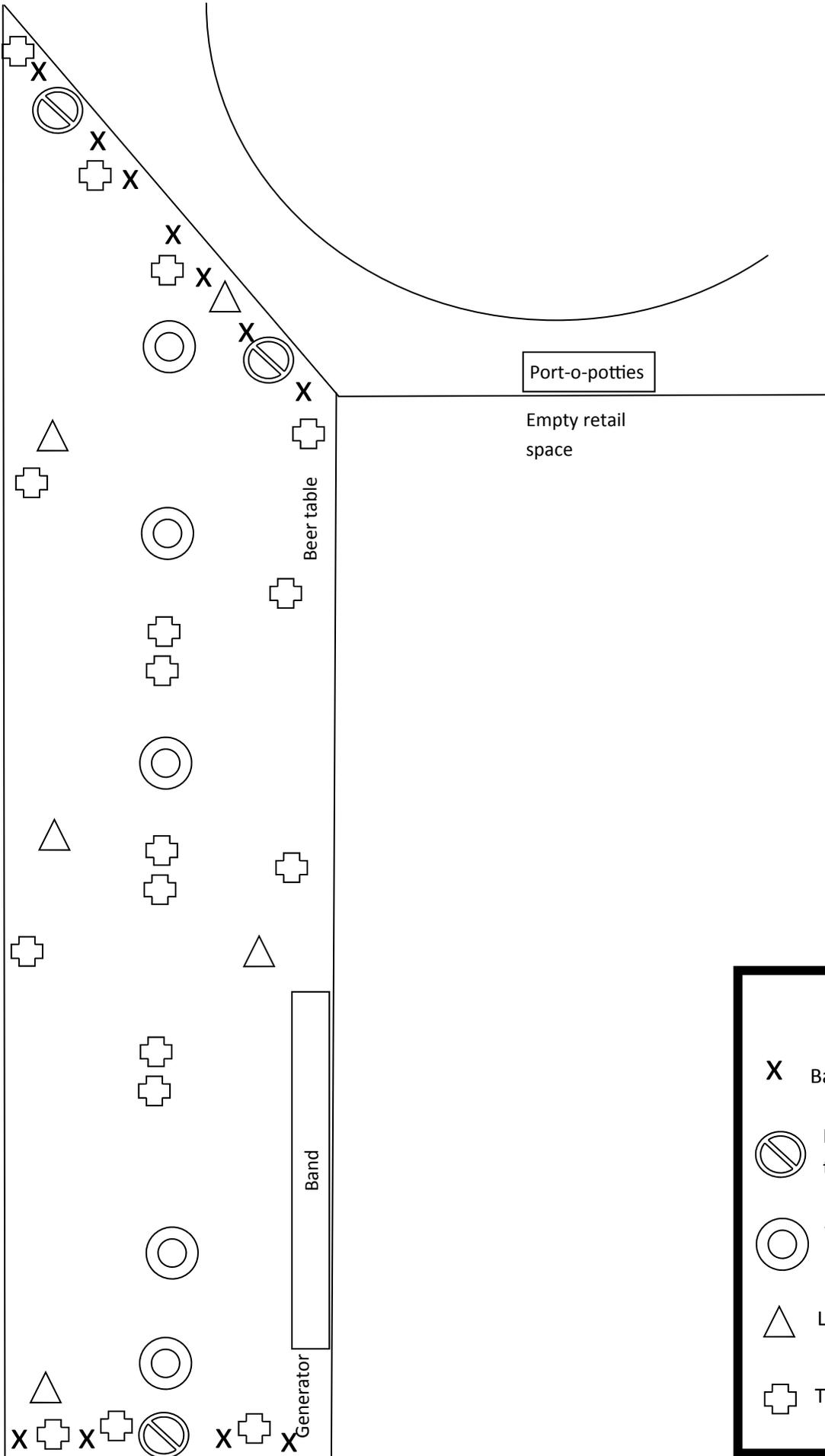
Plan Approved by City Council: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Market Alley Wines

The Alley Tap



**Key**

- X Barricade
- No alcohol beyond this point sign
- Tree
- Lamp Post
- Trash

## Event Timeline and Staffing

### Friday, September 30

- 3:00PM all event equipment will arrive (Band, temporary toilets, generator, tables, signage, barricades)
- 5:00PM Event set-up will be complete (barricades to be put up last to not interfere with the business of Distin and Doyle)
- 6:15PM Full event staff arrives
- 7:00PM Outdoor alcohol sales begin<sup>1</sup>
- 8:00PM Music begins
- 9:00PM Intermission
- 10:00PM Alcohol ceases to be sold outside and in Market Alley Wines. The Alley Tap no longer serves patrons alcohol that can be taken outside
- 10:30PM Band stops and begins teardown. Extra volunteers begin cleaning area. 12 volunteers remain at exit points to remind guests that alcohol is not to be taken past check points
- 12:00AM Event tear down is complete

### Saturday, October 1

- 10:00AM Temporary toilets removed

### Friday September 30 Staffing

- 6:15PM 20 Volunteers<sup>2</sup> will be at the event: 7 will be at the west end to check IDs and wristband guests, 5 will be at the east end, 8 will be floating throughout the event to ensure anyone with alcohol has a wristband and to answer any questions that may arise.
- 9:00PM Volunteer shifts switch- 20 volunteers will still be in attendance
- 10:00PM 2 volunteers to remain outside of the Alley to remind guests that they can no longer come outside with alcohol. 2 volunteers to help the beer tent tear down and inform guests that alcohol sales have ceased.
- 10:30PM All volunteers to help with teardown and cleanup until complete

1 Alcohol sales can occur from 3 locations: Market Alley Wines, The Alley Tap, beer table outside(extension of Market Alley Wines). All alcohol will be served in plastic containers- no glass  
2 all volunteers will be in a noticeably colored shirt that reads "Staff" on the back.

## Secure Event Access

1. The east and west sides of Market Alley will be equipped with barricades, No Alcohol Beyond This Point signage and trash receptacles
2. The west side of Market Alley will be staffed by 7 volunteers at all times who will check IDs and put wristbands on those guests who are 21 years of age or older.\*
3. The east side of Market Alley will be staffed by 5 volunteers at all times who will check IDs and put wristbands on those guests who are 21 years of age or older.\*
4. Bartenders at The Alley, Market Alley Wines, and the beer table will also have wristbands available to be used, if needed.
5. No one should be served alcohol without a wrist band.
6. No guest should have an alcoholic beverage without a wristband. If event staff see a guest with alcohol that does not have a wrist band, they will kindly ask the guest to see their ID and give them a wrist band if they are 21. If the guest is not 21 years of age, or the guest refuses to show their ID, the volunteer will ask them to pour out their drink and leave the event. If the guest refuses to leave, volunteers will call the Monmouth Police Department at 309-734-8383.

\*wristbands will be put on securely by volunteers, not guests, to ensure that wristbands are not handed off to any underage guests