



CITIZEN/ORGANIZATION AGENDA REQUEST

Council Meeting Date 11-2-2020

(Requests may be faxed to City Clerk at 309-734-4943)

CITIZEN/ORGANIZATION: Monmouth Area Chamber

Citizen/Representative: David Wise

Address: 89 Public Square Monmouth IL 61462

E-mail Address: director@monmouthilchamber.com

Phone Number: 309-734-3181

Event Date and Hours of Event: Friday December 4th 5:00pm-8:30pm

Type of Event and Reason for Request: Public Event - Christmas on the Square - Theme: Reindeer Games with Any participating businesses. Will need portions of N main, S main, E & W Broadway & side roads barricaded. will follow attached Covid plan

Requirements for events (these requirements must accompany the request at time of meeting or before, NO EXCEPTIONS):

- 1) Certificate of Liability Insurance - (private citizen or not-for-profit group)
- 2) If request includes or affects other citizens, a form signed by such citizens showing their approval is to be brought to meeting. (Ex: vacating an alley, blocking off street)
- 3) Diagrams or maps, if pertinent to approving the request.

David Wise
Citizen/Organization Representative

10-29-2020
Date

City Clerk

Date

- PLEASE NOTE:
- 1) In order to be placed on the agenda of a Council Meeting, ALL requests MUST be received the Wednesday morning prior to the next Council meeting!
 - 2) Representative must be present at meeting unless exempted under annual request policy.

*There will be a live reindeer sled in the Northeast portion of the square

2020 Christmas on the Square COVID plan

Date: Friday December 4th

Time: 5:00pm- 8:30pm

- Asking people to maintain 6' distancing
- Mandatory Masks for all participants
- Warren Co Health Dept indicated they will donate individual hand sanitizer bottles
- We will provide (with guidance from the health department) COVID guidelines for each participating business / vendor such as, number of occupants within the business at any given time, each business is responsible for supplying an individual / volunteer to keep count. Also each business is responsible for their individual sanitizing procedures.
- Outdoor movie viewing, each person to bring their own seating, social distancing, and masks required
- Any / all food and beverages will be individually packaged and NOT self-serve and each business is responsible for maintaining this guideline.