



100 N. Davenport St. (Physical)
P.O. Box 1070 (Mailing)
Metamora, IL 61548
309-367-4044
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Downtown Special Event Application

This application is required for any individual, organization, or business seeking approval to hold an event in Downtown Metamora and/or on the Village Square. Approval must be granted prior to advertising, promoting, or committing funds for the event.

- Application must be submitted **no fewer than thirty (30) days** prior to the event date.
- Application will be **reviewed by Village staff**, who may provide recommendations.
- **Final approval is granted by the Village Board.**
- There is **no application fee.**

Applicant Information

Applicant Type *(check one):*

- Individual
- Non-Profit Organization
- Business
- Other:
- _____

Legal Name of Applicant / Organization / Business:

Federal EIN (if applicable):

Primary Event Contact *(required):*

Name:

Title:

Mailing Address:

Phone:

Email Address:

Alternate Contact *(optional):*

Name:

Phone:

Email Address:



Event Information

Event Name:

Description of Event *(brief)*:

Event Date(s):

Start Date:

End Date:

Set-Up Date:

Tear-Down Date:

Event Hours:

Start Time:

End Time:

Set-Up Time:

Tear-Down Time:

Estimated Attendance *(required – estimates acceptable)*:

Event Features & Activities

Will the event include any of the following?

(check all that apply)

- Food/Retail Vendors
- Alcohol Sales or Service *(seperate approval required)*
- Live Music or Amplified Sound
- Inflatables, Rides, or Special Equipment
- Fireworks, Open Flame, or Special Effects
- Other:

Right-of-way Usage & Utilities

Will the event require closure and/or use of any of the following? *(check all that apply)*

- Street Closures
- Sidewalk Closures
- Parking Restrictions
- Use of Public Property
- Use of Village Utilities (electric/water)
- Porta-Potties
- Other:

Event Location & Layout Map (Required)

List all the specific locations the event will take place at within the Downtown / Village Square:

(Identify streets, blocks, square areas, or public spaces to be used.) (See page 4 for details on Prohibited Activities on Village property and Public Right-of-Way.)

A site layout map must be submitted with this application. (A downtown base map for applicant use is provided, via online download or from Village Staff.)

Map should have markers identifying the following (as applicable): Event Footprint, Streets/Area Closures Retail Vendor Booths, Stage or Performance Areas, Food/Alcohol Service Areas, Inflatables, Rides and Other Equipment Areas - Porta-Potties, and Emergency Access Routes

Hand-drawn or digital sketched map with identifying markers attached.

Safety, Services & Insurance

Will the event require any of the following?

(check all that apply)

- Police Presence
- Fire or EMS Standby
- Private Security

If yes, describe:

Insurance (Required for All Events): A Certificate of Liability Insurance naming the Village of Metamora as an additional insured **will be required prior to final approval.** (See page 4 for details.)

Applicant acknowledges insurance requirement.

Applicant Certification & Agreement

By signing below, the applicant certifies that all information provided is true and accurate and agrees to:

(See page 4 for additional details.)

- Comply with all Village ordinances, policies, and conditions of approval
- Assume responsibility for event operations, safety, and cleanup
- Indemnify and hold harmless the Village of Metamora
- Acknowledge that approval may include conditions and may be revoked for non-compliance

Authorized Signature:

Printed Name:

Date:

FOR VILLAGE USE ONLY

Date Received: _____

Date of Board Action: _____

Staff Review Notes/Recommendations:

- Approved
- Approved with Conditions
- Denied

Certificate of Insurance Requirements

As a condition for obtaining a permit, the person, organization, or entity to whom the permit is issued must provide a Certificate of Insurance for general liability insurance coverage with a company and in an amount of one million dollars (\$1,000,000) per occurrence and two million (\$2,000,000) dollars in aggregate, naming the Village of Metamora and Village officials, agents, employees and assigns as additional insureds. The Village President, or the designee of the Village President, at their full and absolute discretion may waive or reduce the requirements of this Section when in light of the facts and circumstances of the event for which a permit is requested the Village determines that the requirements of this Section would pose an undue burden on the applicant or may require, in lieu of a certificate of insurance, a waiver of liability and hold harmless be executed by the applicant as a condition of the award of a permit.

Prohibited Activities on Village Property and Public Right-of-Way

The following activities are prohibited at any time on any Village owned property or public right-of-way used for an outdoor public gathering space or special event:

- A.** Smoking, use of electronic cigarettes or electronic smoking devices, or use of smokeless tobacco products;
- B.** Consumption, possession, or sale of alcoholic beverages without prior authorization from the Village and acquisition of the necessary liquor license under the Village Code;
- C.** Open burning, or possession or use of pyrotechnics or fireworks;
- D.** Possession of any firearm, except by law enforcement officials;
- E.** Possession or use of any glass bottle;
- F.** Removing or damaging any Village owned property, facilities, or equipment;
- G.** Improper or inappropriate use of any facilities or equipment, including use that is not consistent with the intended use of the facilities or equipment;
- H.** Use of skateboards, bicycles, or scooters (including e-bikes and e-scooters);
- I.** Operation of any motor vehicle of any kind within the Village owned outdoor public gathering space;
- J.** Climbing on any fixtures or property other than playground equipment;
- K.** Any use which is a violation of any Village Ordinance, State law, or Federal law; or
- L.** Sales or solicitation, unless in accordance with the Village Code and such sales or solicitation is specifically permitted by the Village under a special event use permit.

Additional Certification & Agreement

Hours of Use: Unless approved by the Village Board, any event can only take place during the hours of 8 a.m. and 10:00 p.m.

Denial of Reservation: The Village may deny a reservation on any of the following grounds: (1) incomplete application; (2) the applicant has on prior occasions damaged Village property; (3) planned use by Village or a prior granted reservation; (4) the use or activity would present an unreasonable danger to the health or safety of the applicant, or other users of the park, the Village, or the public; or (5) the use or activity prohibited by state, federal, or local regulations.

Damage & Loss: User is responsible for payment for any and all damages to Village Property, which expressly includes all buildings, furnishings, fixtures, equipment, landscaping, and grounds and in any immediately adjacent areas to the Village Property under the Village's control, including walkways, pathways, or streets whether caused by the user or user's guests, employees, and invitees or resulting from their use of the area; normal wear and tear excluded. The Village of Metamora will not be responsible for lost or damaged property of user or its guests, employees, and invitees.

Indemnification and Hold Harmless: User agrees to indemnify, defend against and hold harmless the Village of Metamora, its officers and officials, agents, employees, and any of their successors or assigns from and against any and all claims, suits, damages, actions, liabilities, costs and expenses (including reasonable cost of investigation and attorney's fees) resulting from any damage or injury occurring in connection with the reserved event proximately caused by the activity or use or any act, error or omission of the user, its officers, employees or agents or any person under their control insofar as permitted by law.