

103 Market Street

Anna, IL 62906

Email—cityhall@cityofanna.org

Procedure to Request Exclusive Use of City Property (Road Closure, Park Usage, or other Misc Requests)

1. Contact City Hall to check for open dates and to schedule a tentative a date.
2. In order to formalize your request and reserve your date, complete, sign, and submit a Property Use/Rental Application to city hall. City hall staff will tentatively approve the request at this time based on the date and information provided on the application.
3. Within 45 days of the event, a certificate of insurance must be obtained and submitted to city hall which adhere to the following guidelines:
 - a. All requests are subject to the same (minimum) insurance requirement that is outlined in Ordinance No. 2010-03. 1 million/2 million aggregate.
 - b. The entity must be listed as the “Primary Insured”, with the “City of Anna, a Municipal Corporation”, as the additional insured.
4. Within 45 days of the event, a cashier’s check or money order for any fees (if applicable) made out to the City of Anna, must be submitted to city hall.
5. Once all preceding steps are completed, the application will be added to the next city council agenda for formal approval.
6. If any of the above steps are not completed, or are not completed to the city’s specifications, the request is considered null and void, and therefore is not authorized by the City of Anna. Any unauthorized use of city property is prohibited, and fines may be imposed for said unauthorized use.

Multiple Dates

If your organization is having an event on multiple dates, one application is acceptable and one insurance policy listing all dates.

Vendors/Equipment

If your event has outside vendors and/or equipment, you must attach a copy of your contract with that vendor to your application. You are responsible for obtaining the vendors insurance. All vendors must list city as additional insured.

All of these requirements must be met to secure “exclusive use” and/or closure of any part of the Park and or City Streets, Alley ways, Parking Lots, etc. This includes school functions, sporting teams, cheerleading camps, and any and all organizations/businesses, etc. No organization is exempt from this process.

If you have any questions, please call City Hall at 833-8528.

FOR OFFICE USE ONLY

City of Anna Checklist

- Event Date Cleared and Approved
- Application Submitted and Signed
- Certificate of Insurance Attached
- Certificate of Dram Shop Insurance Attached (*if applicable*)
- Public Health Operating Permit Attached for all Food Vendors participating
- Certificate of Insurance Attached for all Food Vendors participation
- Map/Diagram of Event Attached
- Fee Submitted
- Added to Agenda for Council Approval
- Approved by the Council

City of Anna

APPLICATION FOR EXCLUSIVE USE OF CITY PROPERTY

This application must be approved by the City Council at least thirty (45) days prior to event.

Applicant Information

Date of Application: _____

Full Name: _____
First M. I. Last

Permanent Address: _____
Street

_____ *City State Zip*

Name of Business/Organization: _____

Phone Number: _____ Cell Phone Number: _____

Alternate Contact Person: _____
(Required) *First M. I. Last*

Permanent Address: _____
Street

_____ *City State Zip*

Phone Number: _____ Cell Phone Number: _____

Event Information

Applications will not be processed unless ALL of the following information is submitted.

Property Use/Rental Application For:

Building Usage Park Usage Street Closure Parking Lot Other

1. Area (s) of City Property requested: _____

2. Description of Event: _____

3. Date (s) of Use: _____ *(If your group is having an event on multiple dates, one application is acceptable and one insurance policy listing all dates.)*

4. Time of Use: From: _____ To: _____

5. Schedule of Events: _____

6. Projected Total Number of Attendees, participants/vendors and staff: _____

7. Map or Diagram of Event Site must be attached: Yes: ___ No: ___

8. Describe your parking plan: _____

9. Describe your security plan or requirements: _____

10. Will any items or services be offered for sale or funds solicited? Yes: _____ No: _____

If yes, for what purpose? _____

11. Will electricity be required? Yes: ___ No: ___ If yes, for what purpose: _____

12. Will water be required? Yes:___ No:___ If yes, for what purpose: _____

13. Will any musical instruments be used? Yes:___ No:___

14. Will any amplified sound be used? Yes:___ No:___

Time of Use: From: _____ To: _____

15. Will any temporary signs or structure be erected? Yes:___ No:___ If yes, for what

purpose? _____

16. Will food be sold? Yes:___ No:___ If yes, please attach a copy of a valid operating permit issued by the Department of Public Health for vendors preparing and selling food. (Please remember that you must abide by all public health codes concerning the preparation and selling of food. The City of Anna is not responsible for the administration of this category.)

17. Will your event have outside vendors and/or equipment, such as bounce houses, trampolines, etc..? Yes:___ No:___ If yes, you must attach a copy of your contract with that vendor to your application.

18. Will your group bring materials, literature or equipment other than food supplies onto the City Property? Yes:___ No:___ If yes, please describe:_____

19. Will any animals be brought onto City Property as a part of your event? Yes:___ No:___

If yes, please describe: _____

20. Describe your arrangements for adequate toilet facilities: _____

21. Describe your arrangements for trash disposal and clean up following the conclusion of this event: _____

22. Proof of Insurance is attached? Yes:___ No___ The policy of insurance shall meet the following minimum requirements:

- \$1,000,000.00/per individual, \$2,000,000.00, per event.
- Named the City of Anna, Illinois, an Illinois Municipal Corporation, as an additional insured.
- If your event has outside vendors, you are responsible for obtaining the vendors insurance. All vendors must also meet the minimum requirements listed above and must be attached to the application.

Note** Depending on the risk posed by the event and other relevant factors, the City Council may require additional insurance.

23. Will Alcohol be sold or served at the event? Yes: ___ No: ___ if yes, please complete the following section. *(The only locations that the City of Anna allows Alcoholic Liquor are on the City Parking Lots on W. Davie Street and E. Davie Street.)*

- a. Which City Parking Lots are you requesting? W. Davie St E. Davie St
- b. Applicant has procured and there is attached to the application a certificate of Dram Shop Liability Insurance. Yes:___ No:___
- c. Applicant shall abide by the regulations and restrictions of the Illinois Liquor Control Act, the City’s Liquor Control Ordinance, and any further restrictions upon the permissible hours for the sale of alcoholic liquor under any license issued pursuant to the application as the public good and convenience may require as determined by any Ordinance or Resolution of the Mayor or the Council during the Event.

24. Applicant agrees to furnish everything necessary to said event not hereinafter agreed to be furnished by the CITY, under separate written agreement, if applicable, and agrees to submit to city hall the following fee, payable by cashier’s check or money order only:
\$_____Fee

**All of these requirements must be met to secure “exclusive use” and/or closure of any part of City Property. No organization is exempt from this process.

I agree to the terms and conditions as outlined in the application and understand that this contract is void unless signed and submitted to city hall, along with certificate of liability insurance, dram shop insurance (if applicable), fees, and any other applicable certificates or permits, at least one month prior to event.

Applicant Printed Name

Applicant Signature

Date