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.
2. In order to formalize your request and reserve your date, complete, sign, and submit a Property Use/Rental Application to city hall. No less than 90 days before the event 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 and one insurance policy, listing all dates, is acceptable.

Vendors/Equipment If your event has outside vendors (NO FOOD 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, E. Davie St. Plaza, 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.

Customer Checklist:

- ☐ Event Date Cleared and Approved
- ☐ Application Submitted and Signed
- ☐ Certificate of Insurance Attached, listing the City of Anna, a Municipal Corporation, as the Additional Insured, with 1 Million/2 Million Aggregate
- ☐ Certificate of Insurance, Permit(s) and Contract(s) from participating Vendors Attached
- ☐ Certificate of Dram Shop Insurance Attached (*if applicable*)
- ☐ Map/Diagram of Event Attached
- ☐ Fee Submitted (*if applicable*) Exclusive Use Fees for the exclusive use of the Davie Street Plaza: 1. Up to two (2) hours of exclusive use: A fee of one hundred dollars ($100.00)
  2. More than two (2) hours of exclusive use: A fee of two hundred dollars ($200.00)

For Office Use Only:

- ☐ Added to Agenda for City of Anna Council Approval
- ☐ Approved by the City of Anna Council
- ☐ Work Order Created
- ☐ Work Order Completed

City of Anna

APPLICATION FOR EXCLUSIVE USE OF CITY PROPERTY

This application must be approved by the City Council at least forty-five (45) days prior to the event. Applications will not be processed unless ALL of the following information is submitted.

Property Use/Rental Application For:

☐ City Plaza ☐ Park Usage ☐ Street Closure ☐ Parking Lot ☐ Other

Applicant Information

Date of Application: _____

Name of Business/Organization: _____

Primary Contact Person: _____
First *Last*

Physical Address: _____
Street

_____
City *State* *Zip*

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Alternate Contact Person: _____
(Required) *First* *Last*

Physical Address: _____
Street

_____
City *State* *Zip*

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Event Information

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

   _____

   _____

2. Name & Description of Event: _____

   _____

3. Date (s) of use: _____ Rain Date (s) of use: _____
   - (If you are having an event on multiple dates, one application and insurance policy, listing all dates, is acceptable.)
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 or NO
8. Describe your Security Plan or requirements: _____

   _____
9. Describe your Emergency Evacuation Procedures: _____

   _____
10. Describe your parking plan: _____

    _____
11. Will any items or services be offered for sale or funds solicited? YES or NO

    If yes, for what purpose? _____

    _____
12. Will electricity be required? YES or NO If yes, for what purpose: _____

    _____
13. Will water be required? YES or NO If yes, for what purpose: _____

    _____
14. Will any musical instruments be used? YES or NO
15. Will any amplified sound be used? YES or NO

    Time of use from _____ to _____
16. Will any temporary signs or structures be erected? YES or NO

    If yes, for what purpose? _____

17. Are concessions requested at Anna City Park? YES or NO

- If yes, please contact the Vendor on file for more information. (NO OUTSIDE FOOD VENDORS ARE ALLOWED DURING THE LEASE AGREEMENT AT ANNA CITY PARK).

18. Are concessions requested for the following: E. Davie or W. Davie parking lot(s) and/or Hindman Park? YES or 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.)

19. Are the City Park bathrooms requested? YES or NO

20. Will your event have outside vendors and/or equipment, such as bounce houses, trampolines, etc.? YES or NO

- If yes, you must attach a copy of your contract and insurance listing the City of Anna as an additional insured, with that vendor to your application.

21. Will your group bring materials, literature or equipment other than food supplies onto the City Property? YES or NO If yes, please describe: _____

_____

22. Will any animals be brought onto City Property as a part of your event? YES or NO If yes, please describe: _____

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

24. Proof of Insurance is attached? YES or NO

- The policy of insurance shall meet the following minimum requirements:
  - $1,000,000.00/per individual, $2,000,000.00, per event.
  - Under the Description of Operations, the City of Anna, Illinois, an Illinois Municipal Corporation, must be listed as an additional insured; along with the name of the event, location of the event and date(s) of the event.
  - 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.*

25. Will Alcohol be sold or served at the event? YES or 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.)*

  - Which City Parking Lots are you requesting? ☐ W. Davie St ☐ E. Davie St
  - Applicant has procured and there is attached to the application a Special Event Liquor License? YES or NO
  - Applicant has procured and there is attached to the application a Certificate of Dram Shop Liability Insurance? YES or NO
  - 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.

26. 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*

Revised 7/22/21