



**CITIZEN/ORGANIZATION AGENDA REQUEST**

**Council Meeting Date** \_\_\_\_\_

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

**CITIZEN/ORGANIZATION:** BaconFest 2017

Citizen/Representative: Amy Patterson - Michele Reyburn

Address: 606 N 11<sup>th</sup> Street, Monmouth, IL

E-mail Address: amy.patterson10@yahoo.com

Phone Number: 309-219-3592

Event Date and Hours of Event: August 11, 2pm to 10pm

Type of Event and Reason for Request: Annual Festival

**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.**

Amy Patterson  
Citizen/Organization Representative

6/28/17  
Date

Jusana J. Trevar  
City Clerk

6-28-17  
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.*

# MONMOUTH ILLINOIS

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

## APPLICATION FOR SPECIAL EVENT LICENSE

### Organizer Information:

Name:

Monmouth Business Council

Address:

401<sup>st</sup> Street Armoury, 215 S 1<sup>st</sup> Street, Monmouth, IL 61462

Contact/Manager:

Amy Patterson or Michelle Reyburn

Address:

606 N. 11<sup>th</sup> Street, Monmouth, IL 61462

Phone:

309-219-3592

Email:

amy.patterson10@yahoo.com

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

Smithfield, Cloverleaf, 97.7, Kellogg's Printing, Midwest Bank, YMCA, BCA, Country Financial, etc.

### Event Information:

Event Name:

Bacon Fest 2017

Type of Event:

food & music festival

Date(s) of Event:

Friday, August 11<sup>th</sup>

Setup Time:

2-3 pm

Tear Down Time:

9:30pm

Event Start Time:

5:00pm

Event End Time:

10:00pm

Estimated num. of staff/volunteers: 40+

Estimated num. of attendees: #1,500

Will Food be Served?:

yes

Prepared on Site?:

yes

List Food Vendors (attach additional sheet if necessary):



V - vendor  
T - trash

## BaconFest Security 2017

Any patron of BaconFest that will be drinking an alcoholic beverage will be IDed and must have a single-wear Tyvek bracelet. This is true for patrons getting a beer outside, or those getting a drink from Market Alley Wines, Market Alley Tap or Varsity Club.

Alcoholic beverages will be served in plastic cups (or aluminum beer cans- no glass allowed) The three locations to purchase alcoholic beverages listed on the application (the outdoor beer area, market Alley wines, Market Alley Tap and Varsity Club) Will all have different color plastic cups.

Primary ID and bracelet areas will be by the ticket booth next to the beer stand. There will be "greeters" at the North, East and West Entrances to the square to direct patrons and will have ID bracelets if requested. At each of the four entrances to the square there will be "no alcohol beyond this point" signs.

At the outdoor beer area, NO beer or other alcoholic beverage will be poured to anyone without a bracelet. There will also be an ID and ticket location next to the beer stand in Central Park.

Market Alley Wines, Market Alley Tap and Varsity Club will also have bracelets – anyone who will be carrying out a drink must have it in an approved container and be wearing a bracelet.

We estimate about 40 volunteers during the course of the event will be working in various areas around the square. Ticket sales, Greeters, ID Checkers, garbage pick-up, set up and tear down.

The Monmouth Business Council will provide overtime funding for any extra police officers as recommended by the Police Chief, or his second in command. We have also contacted the auxiliary police for assistance.

The outdoor beer areas will call "last call" at 9:10 and stop serving at 9:20. Market Alley Wines, Market Alley Tap and Varsity Club will also stop pouring for outside customers at 9:20 pm.