

CITY of MONMOUTH

100 East Broadway
Monmouth, IL. 6146

Ph: 309-734-2141 Fax: 309-734-4943



CITIZEN/ORGANIZATION AGENDA REQUEST

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

CITIZEN/ORGANIZATION: Buchanan Center for the Arts

Citizen/Representative: Kristyne Gilbert

Address: 64 Public Square, Monmouth, IL 61462

E-mail Address: buchanancenter@mtcnw.net

Phone Number: 309-734-3033

Event Date and Hours of Event: 9Am - 3pm Saturday, June 26

Type of Event and Reason for Request: "Plein Air on the Square"

4-5 artists paint and at the of the event, the artwork is donated to the BCA for an online auction. All proceeds benefit arts education programs. ARTISTS WILL Be located on Central Park Circle

Requirements for events (these requirements must accompany the annual request)

- 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: blocking off street)
- 3) Diagrams or maps, if pertinent to approving the request.

Kristyne Gilbert
Citizen/Organization Representative

5-4-21
Date

Susan
City Clerk

5-4-21
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.