

MONMOUTH ILLINOIS

Office of the City Clerk
100 East Broadway
Monmouth, IL 61462
(309) 734-2141

SPECIAL EVENT LICENSE APPLICATION

Organizer Information

Name: LIPANDA FOUNDATION
Address: 144 N. Broad St, GALESBURG, IL
Contact/Manager: GORETTE KUPA
Contact/Manager's Address: 144 N. Broad St GALESBURG, IL
Phone: 309-299-4281
Email: g.kupa@lipandafoundation.org

If the organizer is a Merchant's Association, please list the participating businesses:

Event Information

Event Name: LIPANDA DAY FESTIVAL
Type of Event: FESTIVAL
Event Date(s): June 29th 2024
Event Location: 1PM
Setup Time: 5PM Tear Down Time: 11PM
Event Start Time: 5PM Event End Time: 10PM
Estimated staff/volunteers: 35 Estimated attendees: 2000
Will food be served? Circle YES or NO. Prepared on site? Circle YES or NO.
If applicable, please list the food vendors (attach an additional sheet if necessary):

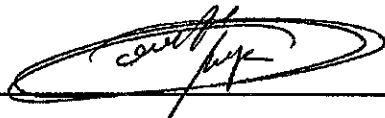
If there will be amplified entertainment at the event, please describe:

stage bar music BAND

Please list the vendors who will be selling, serving or distributing alcoholic beverages at this event: G2M Distributor

Application Checklist

X	\$50 application fee.
	\$250 license fee for non-Merchant's Association.
	Attached event site plan showing the special event area and all public improvements (sidewalks, light posts, benches, planters, trees and tree grates) in the immediate area, and showing the location and approximate size of all proposed signs and banners advertising alcoholic beverages, location of trash receptacles, temporary toilets (if needed), entertainment stage and the location of the entrances and exits to the special event.
	Written proposal to provide secure access to the event.
	Proof of general liability insurance for the event.
	Copies of any Special Event liquor licenses and event-specific dram insurance for the event.

Signature of organization's manager:  Date: April 22, 2024

For Office Use Only

Date application received:	<u>4-22-2024</u>
Plan approved by Police Chief:	
Plan approved by City Council:	
City Clerk:	

CITY OF MONMOUTH CLASS 5 SPECIAL EVENT LICENSE REQUIREMENTS

Definitions:

Class 5 Special Event License. A City license issued to an event organizer issued for a specific term as set forth below.

Approved Location. Special event locations must be approved by the Mayor/Liquor Commissioner, or his designee.

Issuance:

(a) The City Clerk shall issue a license to an organizer if the organizer receives ultimate approval from the City Council.

(b) The organizer shall complete an application on a form approved by the City Clerk.

(c) The organizer shall provide a copy of the State of Illinois Special Events license to the City Clerk.

(d) An insurance Certificate of Liability must accompany the Class 5 application.

(e) BASSETT Training Certificate must accompany the Class 5 application.

Fee:

A non-refundable application fee of \$50 to recover the cost of processing the application shall be paid to the City Clerk by an Organizer.

Inspection; Records:

The City reserves the right to inspect all licensed premises at any time. Every holder of a Class 5 Special Event license shall keep complete and accurate records, including a daily sheet showing receipts from the sale of alcoholic liquor.

Plan of Operation:

Each organizer shall provide a copy of its plan of operation along with a completed application to the City Clerk. The plan of operation shall provide, at a minimum, the following:

(a) A dimensional plan drawn to scale and done in a professional manner showing the special events area and all public improvements (sidewalks, light posts, benches, planters, trees and tree grates) in the immediate area, and showing the location and approximate size of all proposed signs and banners advertising alcoholic beverages.

(b) The location of the entrances and exits of the special event, which shall include the organizer's proposal to provide secure access to the event.

(c) The location of all trash receptacles for the special event; and

(d) The location of any portable toilets for the special event, if deemed necessary.

Restrictions:

(1) If the Mayor/Liquor Commissioner or his designee deems additional security measures are required the organizer shall pay to the City an amount equal to the prevailing overtime wages which the City is required to pay to any on-duty City police officers required in

the discretion of the Mayor/Liquor Commissioner or his designee to provide such additional security.

(2) The following items are additional requirements with which the organizer must comply:

(a) All merchants intending to sell, serve or otherwise distribute alcoholic beverages must be listed on the application.

(b) Only merchants with a current liquor license, or a State issued special event liquor license, are allowed to sell, serve, or otherwise distribute alcohol at any time during the event.

(c) Organizers are required to have checkpoints at all entrances and exits from the event. The checkpoints are required to:

1. Be occupied by at least one volunteer, who is 21 years old or older;
2. Have a trash receptacle; and
3. Have a free-standing sign stating, "no alcohol past this point," not smaller than four feet high and four feet wide.

(d) Organizers are required to check I.D.s of patrons.

(e) Banners and large signs displaying or advertising alcoholic beverages are not allowed unless specifically approved by the Mayor/Liquor Commissioner or his designee. Menu signs of reasonable size may be placed in close proximity of alcohol purchasing locations.

(f) The organizer is required to purchase wrist bands for all attendees that are 21 years of age or older. Wristbands must contain adhesive and be one time use only. Wristbands shall not be transferable to other persons.

(g) All drink containers must be made from a non-breakable material including plastic cups and/or aluminum cans. Glass bottles shall not be sold during the event. If a beverage can only be purchased in a glass bottle it must be poured into a plastic cup. The glass bottle must be disposed of by the organizer's staff. At no time may a special event worker hand a consumer a glass container.

(h) BASSET Training. The organizer must have been trained via a State of Illinois approved BASSET training program. There must be at least one person on site at all times that is BASSET certified. If the organizer will not be on-site for the entire duration of the special event the organizer must provide names of the additional qualified members on the application.

Clean Up:

(a) The organizer shall, within 210 minutes after the ending time of the event, remove all refuse, litter debris, garbage and the like from the property used for the event abutting or in any public right-of-way.

(b) In the event that an organizer does not remove all refuse, litter, debris, garbage and the like in the 120-minute period, the City may remove all refuse, litter, debris, garbage and the like from the property used for the event and bill the organizer for the costs of removal.

(c) Any organizer that does not properly clean up the site will not be allowed to reapply for a special events license of any type for a period of three years.