



**CITIZEN/ORGANIZATION AGENDA REQUEST**

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

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

CITIZEN/ORGANIZATION: Monmouth Area Chamber of Commerce

Citizen/Representative: Amy Patterson

Address: 89 Public Square

E-mail Address: amy.p@monmouthilchamber.com

Phone Number: 309-734-3181

Event Date and Hours of Event: December 6<sup>th</sup> - 5-7 [Snow Date Dec. 9 5-7]

Type of Event and Reason for Request: Open House Event, carriage rides on blocked off streets, walking carders,

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

10/18/19  
Date

Susan J. Trevar  
City Clerk

10-18-19  
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.



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

### SPECIAL EVENT LICENSE APPLICATION

#### Organizer Information

Name: Monmouth Area Chamber of Commerce  
Address: 89 Public Square, Monmouth, IL  
Contact/Manager: Amy Patterson  
Contact/Manager's Address: \_\_\_\_\_  
Phone: 309-734-3181  
Email: amy.p@monmouthilchamber.com

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

#### Event Information

Event Name: Christmas on the Square  
Type of Event: Open House - Holiday  
Event Date(s): Dec 6<sup>th</sup> (Snow Date Dec 9<sup>th</sup>)  
Setup Time: 4:45 pm Tear Down Time: 7:15 pm  
Event Start Time: 5:00 pm Event End Time: 7:00 pm  
Estimated staff/volunteers: 10 Estimated attendees: 300-500  
Will food be served? Circle YES or NO. Prepared on site? Circle YES or NO.

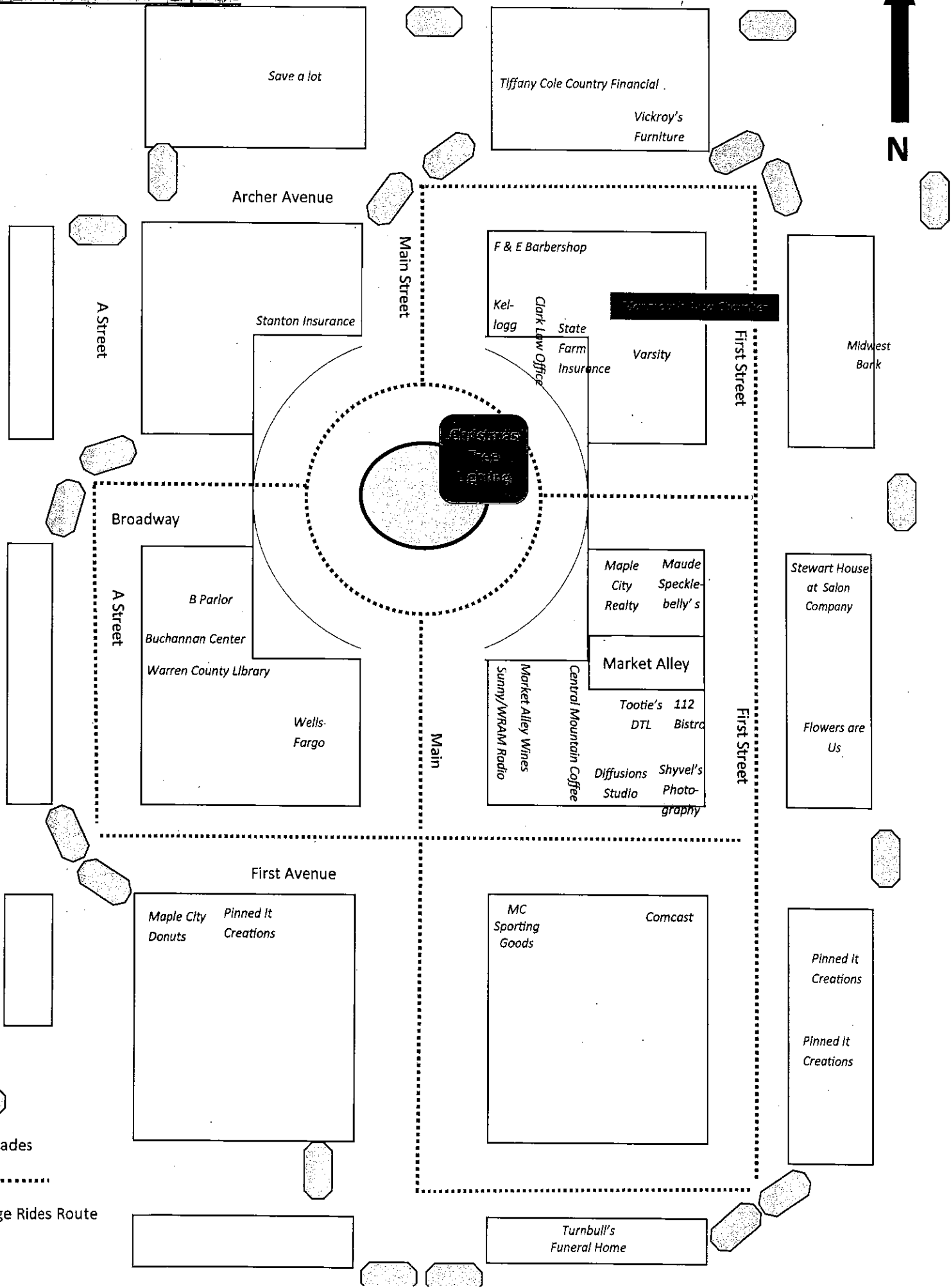
If applicable, please list the food vendors (attach an additional sheet if necessary):

If contacted food vendors will be set up on site

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

Community groups singing -

# Christmas in the Square



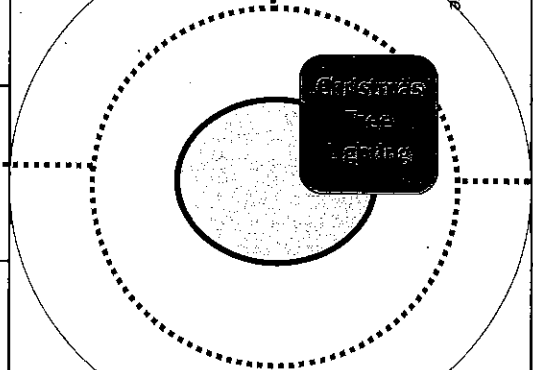
Save a lot

Tiffany Cole Country Financial  
Vickroy's Furniture

Archer Avenue  
Stanton Insurance

F & E Barbershop  
Kellogg  
Clark Law Office  
State Farm Insurance  
Varsity

Midwest Bank



Broadway  
A Street  
B Parlor  
Buchannan Center  
Warren County Library  
Wells Fargo

Maple City Realty  
Maude Speckle-belly's  
Market Alley  
Sunny/WRAM Radio  
Market Alley Wines  
Central Mountain Coffee  
Tootie's 112 DTL Bistra  
Diffusions Studio  
Shyvel's Photography

Stewart House at Salon Company  
Flowers are Us

First Avenue  
Maple City Donuts  
Pinned It Creations

MC Sporting Goods  
Comcast

Pinned It Creations  
Pinned It Creations

Turnbull's Funeral Home

Barricades

Carriage Rides Route

## Christmas on the Square

The square will be blocked off for the carriage rides for the safety of the horses and pedestrians.

Barricades will be placed at all intersections. Committee members will be monitoring the event to make sure everyone stays safe. Would like Coordination between Public Works and City officers to assist in the barricading of the area for the event.

The event planners will not be selling any alcohol.