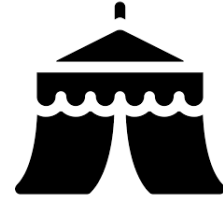




City of
Pana, Illinois

Special Event Permit Application

Pursuant to Pana City Code Chapter 12, Sec 12-401 to 12-404, Ord #1896



Date of Application: _____

Date of Event: _____ Time of Event: _____

Location: _____ Name of Event: _____

SECTION 1: Application MUST BE COMPLETED IN ITS ENTIRETY and approved by the Pana City Council before your event is confirmed. Do NOT publicize your event before receiving approval from the City Council. Return completed application to:

**City Clerk's Office
Attn: Kim Toberman
120 E 3rd St.
Pana, IL 62557**

Name of Sponsoring Group/Organization: _____

Group/Organization Status (Check all that apply): Private Commercial Incorporated
 Not-for-Profit (501c3) Not-for-Profit For-Profit Organization

Group/Organization Address: _____

City/State/Zip: _____

Responsible Party/Contact Person: _____

Telephone Number: _____ Email Address: _____

Dates/Time Requested, including set-up and take down): _____

Purpose/Description of Event/Activity: _____

Projected Attendance: _____ Event/Activity Fees & Charges? Yes No

If "Yes," mark appropriate fees:

Admission Fee \$ _____ Food/Beverage Concessions Other Fee(s), explain:

How/Where will profits be distributed? _____

Initial: _____

Date: _____

SECTION 2: GENERAL POLICIES:

- Activities should not reasonably interfere in any way with other park users, if applicable, or adjacent property owners.
- The facility area, inside or out, should be left in equal or better condition than it was found. If the facility is found otherwise, the City Council reserves the right to recoup any or all portion of the damages. Damages will be billed to the sponsoring organization.
- It is unlawful for any sponsoring entity to of a special event to intentionally damage any City property, in whole or in part.
- Each sponsoring entity of a special event who damages any City property, in whole in in part, shall be liable to the City for any and all damages of any kind, nature, or extent whatsoever to City property. Such entity shall pay the City the full amount of such damages, as determined by the City, within ten (10) calendar days immediately following receipt of a City bill for such damages.
- Groups wishing to use portable structures, equipment, and amenities such as inflatable play equipment, tents, carnival type rides and portable bathrooms at park sites must include all such items on the application along with proposed placement and contact information of the provider for prior approval from the City. Groups will also be required to comply with any special insurance requirements.
- Any sponsoring entity or person violating any terms or provisions of the Special Events article of the City of Pana Code of Ordinances shall be punished in accordance with provisions in Section 1-17 of the City of Pana Code of Ordinances, including a fine of \$50 - \$750.

SECTION 4: CITY OF PANA EVENT/ACTIVITY INSURANCE REQUIREMENTS:

At its sole expense, the sponsoring entity shall maintain, through the duration of the special event, carry insurance and provide evidence by supplying a certificate of insurance with the following coverage:

- Workers' compensation insurance coverage in the minimum statutory limits under Illinois law, if applicable; and
- General liability insurance coverage in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate; and
- Motor vehicle liability insurance coverage in an amount not less than One Million Dollars (\$1,000,000.00) combined single limit; and
- Such insurance all include, but shall not be limited to, coverage for personal injuries, including death, and property damages, including, but not limited to, property damages to City property or property of others.

After considering the kind, nature, and extent of the special event for which a sponsoring entity is requesting a City permit and any associated perceived risks of liability to the City if the special event is allowed to be conducted on City property, the City Council, in its sole discretion from time to time, may further require as another condition to the issuance of a City permit for a special event.

Council has the right, at it's sole discretion to excuse or lower insurance requirements in part or in whole.

Initial: _____

Date: _____

SECTION 5: CITY OF PANA EVENT/ACTIVITY RELEASE, HOLD HARMLESS, INDEMNIFY:

Each sponsoring entity that is issued a City permit for a special event shall be deemed to have consented to and to have released and shall hold harmless, indemnify, protect and defend the City and its elected and/or appointed Mayor, City Council, officials, officers, employees and agents from and against any and all loss, damages, costs and expenses (including, but not limited to, the City's attorney fees and costs), liability, claims, demands, suits and causes of action of any kind, nature, or extent whatsoever occurring, arising, incident to, resulting from, or related directly or indirectly or consequentially, from such special event.

By signing below, I, being the authorized representative of the sponsoring entity, have read and fully understand that the sponsoring group/organization will be fully financially responsible for all damages to the event/activity grounds and facilities directly related to the conduct of the event/activity. It is understood that the group/organization I represent will provide liability insurance and fully comply with all State, Federal, and Village statutes, policies, rules and regulations governing the use of public parks and properties.

I further understand that filling out and signing this application is does not constitute permission to host the event. A formal approval and permit must be granted.

Signed: _____ Date: _____
(Responsible party)

Printed Name: _____

=====

Official Use Only

- Hold Harmless Agreement (Form attached)
- Waive, Release, Assumption of Risk, and Agreement for Facility Use by Others
- Entertainment/Vendor and Concessionaries list (Form attached)
- Proof of Liability Insurance (Tort Immunity), as generally required by the ordinance and any addition requirements deemed necessary by the city county such as naming the City of Pana as an additional insured.
- Vendor/Concessionaire list

Issued Yes No

Signed: _____ Date: _____
Mayor

If denied, explain:

ENTERTAINMENT/VENDOR CONCESSIONAIRE LIST

Name of Event: _____ Date of Event: _____

List all entertainment that will be performing at your event:

GROUP NAME	TYPE OF ENTERTAINMENT	ADDRESS	PHONE

List all vendors and concessionaires that will be attending your event:

VENDOR NAME	TYPE OF SERVICE	ADDRESS	PHONE

Notes: Vendors, concessionaires and other types of participants may be required to obtain their own license or permit with the City depending on their type of business or occupation.