

**CITY USE ONLY**

**Approved/Denied**

Fire Dept: \_\_\_\_\_

Public Works: \_\_\_\_\_

City Manager: \_\_\_\_\_

Police Dept: \_\_\_\_\_

Engineering: \_\_\_\_\_

Building: \_\_\_\_\_

License #: \_\_\_\_\_



**APPLICATION FOR MASS GATHERING**

**License Fees: \$200.00 PER EVENT/PER DAY**

Municipal Code Chapter 34, *minimum 30 day advance notice must be given prior to issuance of license.*

License requested as provided for in Chapter 34 of the City of DeKalb Municipal Code for a period beginning on \_\_\_\_\_ and ending \_\_\_\_\_, as indicated hereafter.

Describe Event Specifically: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
(City/State/Zip): \_\_\_\_\_

Company Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
(City/State/Zip): \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

List the two most current cities in Illinois that you conducted this type of business and the dates business was conducted: \_\_\_\_\_

Location of Event \_\_\_\_\_

Dates of Event \_\_\_\_\_ Including additional Set up/Take down days \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

Number of Expended \_\_\_\_\_

**Participants:**

**Property  
Owner:**

**Property  
Address:**

**Property Owner  
Telephone:**

**Will you be requiring (check all that apply):**

**Electrical Access:** \_\_\_\_\_ **Water Access:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Specify Other:** \_\_\_\_\_

**Name, address, phone number of all responsible parties conducting, supervising and/or sponsoring the event**

<b>NAME:</b> _____ <b>PHONE:</b> _____
<b>RESIDENTIAL ADDRESS:</b> _____
<b>CITY:</b> _____ <b>STATE:</b> _____ <b>ZIP CODE:</b> _____
<b>NAME:</b> _____ <b>PHONE:</b> _____
<b>RESIDENTIAL ADDRESS:</b> _____
<b>CITY:</b> _____ <b>STATE:</b> _____ <b>ZIP CODE:</b> _____

(Use additional sheet if necessary.)

**THE FOLLOWING SHALL APPLY TO THIS APPLICATION:**

**Permit Application:**

b) The permit application shall be accompanied by a site plan showing the proposed location and orientation of the event, and identifying: i) applicable occupancy limits; ii) temporary or permanent sanitation facilities; iii) all points of emergency ingress and egress; iv) any temporary structures, tents, facilities or utility connections anticipated to be utilized; and, v) the parking arrangements for anticipated attendees, showing that all anticipated attendees can be safely accommodated by planned parking. The site plan shall be accompanied by written letters from the owners of each parcel identified for use on the site plan (other than property owned by the applicant), consenting to the use of their property for the event.

c) The applicant shall be responsible for all costs of inspection or permitting for any inspection or permit which is required under applicable City Code. In addition, all permits shall be subject to review by the City of DeKalb Police Department, Fire Department and Public Works Department, which shall be authorized to require additional or supplemental inspections based on the nature of the proposed event; the cost of any such inspections shall be borne by the applicant. Any building within which an event including Hazardous Activity is proposed to be conducted within shall require a then-current Fire Life-Safety inspection and license (or such a License shall be acquired prior to issuance of a permit for the event).

d) For any Commercial Event or any event which requires a permit and is to be conducted on City-owned property, the applicant shall be responsible for entering into an agreement with the City of DeKalb which identifies a single person legally responsible for the ultimate collection and payment of any governmental fines, penalties, taxes or fees due in connection with the event, and which specifies any specific rules or regulations applicable to the event (including but not limited to regulations relating to the sale of any age-restricted items or

services or the conduct of any Hazardous Activities).

1) Said agreement shall be in a form acceptable to the City Manager, and the City Manager is authorized to negotiate and enter into such agreements on behalf of the City. In the case of any event that is identified by any City Department as requiring supplemental City services (e.g. an event with Hazardous Activity that the Fire Department determines requires standby ambulance service, an event that the Police Department determines requires supplemental police patrol, or an event that requires Public Works supervision and/or road closure, inspections or utility connections), the agreement shall require that the applicant post a cash escrow in an amount estimated to be adequate to cover the anticipated costs of such supplemental services prior to issuance of an event permit, and shall require that the applicant be responsible for the actual costs incurred by the City in providing any service, patrol, response, or other matter that requires an expenditure of City resources, services or funds in responding to, managing or patrolling such event or any conduct or occurrence arising out of such event.

2) Said agreement shall provide that the applicant shall be responsible for the payment of any cleanup, restoration, remediation or other similar expenses incurred by the City or any private property owner not affiliated with the event, occurring as a result of the event.

3) For any Commercial Event or event involving a Hazardous Activity, temporary structure, temporary utility connection or closure of a public street or right of way, said agreement shall also require the applicant to provide a certificate of insurance evidencing general commercial liability insurance coverage for the event and/or the premises at which the event is to be conducted, from an insurer licensed to do business in the State of Illinois, with policy limits not less than \$1,000,000 per person, per occurrence, and listing the City of DeKalb as additional primary insured without right of subrogation.

e) The applicant shall also be responsible for submitting a security plan providing for the safe and orderly conduct of the event in a fashion that protects the public health, safety, welfare and morals and minimizes or eliminates impact on surrounding property owners and the general public.

**Proof of liability insurance in the minimum amount of One Million Dollars (\$1,000,000) per person per occurrence listing the City of DeKalb as an additional insured must be attached.**

**Letters of permission by any property owner affected that may necessitate the acquisition of temporary easements, use of leased land or as otherwise required.**

**Building permit applications shall be submitted and signed by licensed and bonded contractors (where required) in accordance with DeKalb Municipal Code provisions.**

I, THE UNDERSIGNED APPLICANT OR AUTHORIZED AGENT THEREOF, SWEAR OR AFFIRM THAT: THE MATTERS STATED IN THE FOREGOING APPLICATION ARE TRUE AND CORRECT; THEY ARE MADE UPON MY PERSONAL KNOWLEDGE AND INFORMATION; THEY ARE MADE FOR THE PURPOSE OF REQUESTING THE CITY OF DEKALB TO ISSUE THE LICENSE HEREIN APPLIED FOR; AND THE APPLICANT WILL NOT VIOLATE ANY OF THE LAWS OF THE UNITED STATES OF AMERICA, THE STATE OF ILLINOIS, OR THE CITY OF DEKALB, IN PARTICULAR,

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Date

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Print Name and Title

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Signature

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Please return completed applications to:

City of DeKalb/Finance Department  
200 South Fourth Street  
DeKalb, Illinois 60115  
Fax: (815)748-2304

If you have any questions or require further assistance, please call (815)748-2387.

<p><b><u>OFFICE USE ONLY:</u></b></p> <p><b>Date Application</b> <b>Fee Received:</b> _____ <b>Paid Stamp Here</b> <b>Amount Paid:</b> _____ <b>Check #:</b> _____ <b>Cash</b> <input type="checkbox"/></p> <p><b>Plot Plan Included: YES</b> _____ <b>NO</b> _____ <b>Scale Drawing Included: YES</b> _____ <b>NO</b> _____ <b>Certificate of Insurance Included: YES</b> _____ <b>NO</b> _____ <b>Letter from Property Owner Included: YES</b> _____ <b>NO</b> _____</p>	<p><b>Date After Hours</b> <b>Inspection Fee</b> <b>Received:</b> _____ <b>Paid Stamp Here</b> <b>Amt. Paid:</b> _____ <b>Check #:</b> _____ <b>Cash</b> <input type="checkbox"/></p>
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