



Village of Mahomet

Special Event Permit Application



Questions / Completed Form to: **Dawn Mohr, Village Clerk Direct**
Line: (217) 586-4456 ext 120, Fax: (217) 586-5696 Email:
dawnmohr@mahomet-il.gov

503 E. Main Street
P.O. Box 259
Mahomet, IL 61853

Date of Application: _____

Permit Number: _____

Type of Event: ☐ Block Party ☐ Parade ☐ Athletic ☐ Festival ☐ Other _____
☐ Non-Profit Event ☐ Public Assembly

Applicant Information:

Name: _____ Address: _____

Telephone: Day: _____ Evening: _____ Cellular: _____

Email Address: _____

Event Information: **(Please Complete All Applicable Information, Incomplete applications will not be accepted.)**

Name of Event: _____ Date of Event: _____

Location of Event: _____

Event Sponsor / (If Different): _____

Event Starts: _____ Ends: _____ Road Closure Starts: _____ Ends: _____

Road Closure / Blockage: ☐ Yes ☐ No **(please review Road Closure Policy & submit a site map.)**

Time of Closure / Blockage: Starts: _____ Ends: _____ Are Barricades / Cones needed: ☐ Yes ☐ No

Person in Charge Day of Event: Name: _____

Telephone: Day: _____ Evening: _____ Cellular: _____

Email Address: _____ Alt. Contact
Day of Event: _____ Cell: _____

Route Information: **(Parades / Athletic Events / Public Assembly / March - Route Map Required)**

Assembly Area: _____ Completion Point: _____

Number of Participants: _____ Estimated Number of Cars or Floats (Parade Only): _____

Alcohol Being Served: ☐ Yes ☐ No Location Being Served: _____

Food Being Served: ☐ Yes ☐ No Location of Food Preparation: _____

Temporary Structure / Tent Structures On-Site ☐ Yes ☐ No Does the Tent have Sidewalls: ☐ Yes ☐ No

Will Heaters be used: ☐ Yes ☐ No Note: Weights or tie downs required for tents.

Electrical Power needed: ☐ Yes ☐ No Will You Be Using Portable Generators: ☐ Yes ☐ No

Will You Have Sound / Amplified Music: ☐ Yes ☐ No

Will You Be Conducting A Raffle: ☐ Yes ☐ No Note: Raffle License is required.

Will Signage be Used to Promote Event: Yes No Signage details should be provided in notes section.

(Our Community Development Department will contact you with guidelines on signage.)

Notes/Special Requests/Signage Details (type,quantity,dimensions,locations,display time frame):

By signing this document, I agree to the terms and conditions set forth in the Village of Mahomet Special Event Policy.

DATE

Print Name

Signature

Do not write below this line - Official Use Only

Event Notes: (For official use only)

Permit Distribution / Action:

Sent	Department / Agency
☐	Village Administration
☐	Cornbelt FPD
☐	Police Department
☐	Public Works
☐	Community Development
☐	Parks & Recreation
☐	Other: _____

Required	Action
☐	Planning Meeting
☐	Special Liquor License
☐	Health Department Permit
☐	Raffle License
Sent	Action
☐	Approval / Denial Sent

Approval:

Signature

Printed Name

Date

Indemnification and Hold Harmless Agreement

As the event applicant, I will abide by the approved permit and/or permits and will make every effort to resolve any conflicts through appropriate communications. Furthermore, I understand that the Village of Mahomet, its officials, employees, and agents will not be responsible for any property left unattended at the event, and that I am responsible for reporting incidents of vandalism or illegal activity at the event by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor(s), and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the Village of Mahomet for any and all loss incurred by it in repairing or replacing damage to Village of Mahomet property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the Village of Mahomet its officers, agents, and employees from any liability to any person, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agents, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all special use regulations/ requirements/agreements. I do hereby agree to abide by all federal, state, local and Village of Mahomet laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Village of Mahomet property. I understand that lack of meeting all requirements may result in the denial of the proposed special event. In the event that information provided on this form changes, or the event is canceled, I will inform the Village of Mahomet, in writing, at least two (2) weeks prior to the event.

Applicant Signature:

Date:

Print or Type Name:

Cellular Number:

Email Address:

If you have any questions regarding the application or application process, please call the Village of Mahomet at (217) 586-4456. Thank you for taking the time to complete this application. We look forward to working with you on a very successful event.