

INSTRUCTIONS FOR COMPLETING THE STREET CLOSURE APPLICATION

1. **Completed application for all street closures must be submitted at least 60 days prior to the Event.**

2. Careful completion of the form will help to avoid delays in processing. It is important that you follow the instructions and provide clear and accurate information.

3. Submit all necessary documents with the application.

4. The following sections **MUST** be completed by the event coordinator for **ALL** events:

- General event information
- Site plan with clearly marked maps (geography of area, street closures, barricades, tents, stage, food trucks, any obstacles)
- Presentation to the Economic Development Committee 60 days prior to the event (Economic Development meetings are the second Monday of each month check Village website)
- Submission of insurance and liability certificate information listing the Village of Pecatonica as additional insured.
- Request in writing for additional police coverage.
- Contact information for at least two event coordinators.
- Signature of event organizer
- Organization is responsible for Clean up after the event. Your organization may be charge a clean-up fee if this is not completed.
- Organization is required to provide follow-up to committee within 60 days after event.
- Please contact Village Hall at 815-239-2310 with any questions.

REQUEST FOR STREET CLOSURE

Submission _____ Requesting Organization: _____

Date: _____

Date and Time of Closing: _____ Purpose: _____

Contact Information

1.

Name: _____

Home Phone	Cell Phone	
Address		
City	State.	ZIP Code
Email Address		

2.

Name: _____

Home Phone	Cell Phone	
Address		
City	State.	ZIP Code
Email Address		
Insurance Information:	Contact:	
	Certificate of Insurance listing the Village as additional insured must be attached	
Additional Police Needed:	Public Works Request:	
Banner Requested		

Received in office Date	Required Meeting Date	Approval Date
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Please indicate below (use additional pages if necessary) what street closures are being requested.

Street Name: _____ between _____ and _____

Date: _____ Time: Starting _____ Ending _____

Street Name: _____ between _____ and _____

Date: _____ Time: Starting _____ Ending _____

Street Name: _____ between _____ and _____

Date: _____ Time: Starting _____ Ending _____

Street Name: _____ between _____ and _____

Date: _____ Time: Starting _____ Ending _____

Street Name: _____ between _____ and _____

Date: _____ Time: Starting _____ Ending _____

Other Special Request: _____

- There will be a clean-up fee charge to your organization if clean-up is not completed by your group

Signature: _____ Date: _____

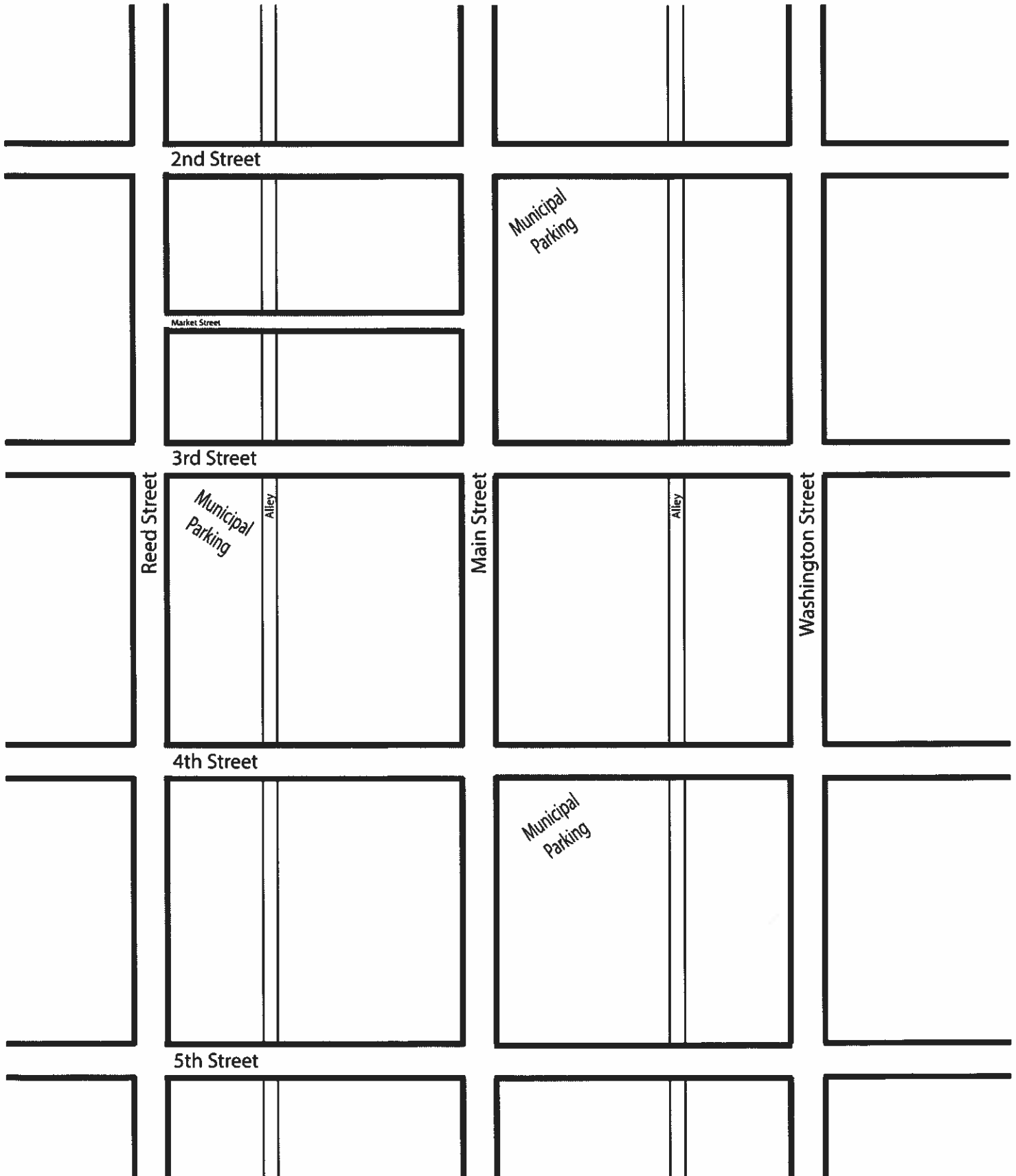
Received in office Date	Required Meeting Date	Approval Date
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STREET CLOSURE APPLICATION CHECKLIST

Done?	Name
<input type="checkbox"/>	Signed and Dated your application
<input type="checkbox"/>	Attached your event site map with clearly marked street closures, barricades, course routes, tents, stage, food trucks, any obstacles, designated smoking/vaping areas 15 feet from the event?
<input type="checkbox"/>	Provided a certificate of your insurance? \$1,000,000.00 General Liability Attached?
<input type="checkbox"/>	Completed application with contact information
<input type="checkbox"/>	Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship, and other entities, if applicable?
<input type="checkbox"/>	Attached a copy of your IRS 501 tax exemption letter and letter of intent from participating nonprofit, if applicable?
<input type="checkbox"/>	Included your Special Event Liquor License application, Dram Shop Insurance, if applicable?
<input type="checkbox"/>	Included your completed Banner (temporary sign) if applicable?
<input type="checkbox"/>	Organization is responsible for Clean up after the event. Your organization may be charge a clean-up fee if this is not completed
<input type="checkbox"/>	Organization is required to provide follow-up at committee meeting within 60 days of event
<input type="checkbox"/>	

Village of Pecatonica Map of Downtown Streets



* If your Street Requested is not listed Please provide map.