



CITY CLERK'S OFFICE
304 SOUTH INDIANA AVENUE
KANKAKEE, ILLINOIS 60901
PHONE 815-933-0480
FAX 815-933-0482

APPLICATION FOR SPECIAL EVENT PERMIT
PARADES/RUN/WALK/RALLIES
STREET BLOCKS FOR CHURCHES, NOT-FOR-PROFIT ORGANIZATIONS, OR
NEIGHBORHOOD ASSOCIATION PARTIES

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

This form must be completed to receive permission for the following: to have a parade/march/run/rally on City property; to close a street for churches, not-for-profit organization, or neighborhood association parties.

THE FOLLOWING CONDITIONS MUST BE MET BEFORE A REQUEST SHALL BE GRANTED:

- ❖ Street blockages will be permitted for churches, not-for-profit organizations, and/or neighborhood association parties only.
- ❖ In the event of a block party, the organizer of the party must obtain the signatures, addresses and phone numbers of every person on the block, indicating that everyone on the block agrees to the street closure.
- ❖ Parades, rallies, runs/walks, or public demonstrations require proof of insurance with a minimum of \$1,000,000.00 liability coverage to be submitted to the City Clerk's office prior to the date of the event.
- ❖ All applications and attached documentation must be submitted to the City Clerk's office by the Thursday prior to the Council sate preceding the event.

****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. Submit all necessary documents with this application. You will be notified by letter if the event has been approved. Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Therefore, you are encouraged not to make any other arrangements for your event until approval from the City Council has been received****

APPLICATION FOR STREET CLOSURE/PUBLIC DEMONSTRATION/RUN/WALK

PLEASE CHECK APPROPRIATE BOX:

- PARADE/MARCH/RUN/RALLY/PUBLIC DEMONSTRATION**
 STREET BLOCK (CHURCHES, NOT-FOR-PROFIT ORGANIZATIONS, OR NEIGHBORHOOD ASSOCIATION PARTIES ONLY)

(PLEASE PRINT):

SPONSORING ORGANIZATION OR INDIVIDUAL FOR EVENT: _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: _____ **CELL PHONE:** _____

EVENT NAME: _____

EVENT DATE AND START AND END TIME: _____

STREETS TO BE CLOSED, INCLUDING INTERSECTING ROADWAYS: _____

WHAT HOURS ARE YOU REQUESTING FOR STREET CLOSURE? _____

THE UNDERSIGNED REPRESENTS THE PARTICIPANTS IN SAID EVENT AND AGREES TO THE CONDITIONS OF THE APPLICATION:

SIGNED: _____

<p>Office Use Only: Proof of insurance submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Residents' permission for street block? <input type="checkbox"/> Yes <input type="checkbox"/> No Processed by: _____ Date/Time: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied If Denied Reason for Denial: _____ _____ _____</p>
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