



Outdoor Event Request Application

City of Collinsville

Travis Taylor, Community Development Director

City of Collinsville, 125 South Center

cddirector@collinsvilleil.org | (618) 346-5200 x1120

General Instructions

Requests to utilize public areas in the Uptown area for any event must be submitted in writing no less than 45 days in advance. Public areas include streets, public rights-of-way, sidewalks and use of City-owned utilities. A \$2M Certificate of insurance naming the City as additional insured must be provided by the sponsoring organization when applicable and submitted with the event request.

Your request will be forwarded to the necessary City departments including the Police Department for their review to identify security issues in advance of the event. Requests for special assistance by the Collinsville Explorers or Emergency Management Agency should be included in the original event request.

Trash and Maintenance

Users must supply their own trash receptacles and remove all litter, debris and trash from the site immediately following the event. All other event equipment and materials must be cleaned up and removed within 24 hours after the event. This includes stages, tables, chairs, special signage, tents, etc. The hosting organization may be assessed fees to cover the City costs for noncompliance.

Use of Public Electricity

The City of Collinsville, at its discretion, may allow use of electricity at the street poles or other access points for special events. The Street Department will exclusively maintain the electric for events, and no agent or employee of the hosting organization is permitted to access or tamper with any utility boxes owned or operated by the City of Collinsville.

- **Requirements:** Type of use and electric requirements must be stated in the request form. Note: Each utility pole can provide a maximum of 15 amps per outlet. There are four available outlets per pole on Main Street from Combs to Highway 159/Morrison Avenue.
- **Fees:** Per Street Department. Fees may apply for emergency response or ordinary assistance as directed by the Street Department Director.

Use of Public Water:

The City of Collinsville, at its discretion, may allow use of water from hydrants in conjunction with special events.

- **Requirements:** Notification of intended use specifying anticipated usage requirements.
- **Fees:** Per Water/Waste Water Department Director under special circumstances.

Public Signage:

Notification: A Temporary Sign Permit is required for posting public signage for the Outdoor Event. Applications for Temporary Sign Permits are reviewed and approved by the Community Development Department. Applications must be submitted no less than five days prior to posting of signage. Sign permit application may be found online (www.collinsvilleil.org) or in the Community Development Department. Signage posted under the authorization of a Temporary Sign Permit may be displayed no more than 14 days. Temporary Sign Permit can only be used three times per calendar year.

- **Requirements:** Per sign code.
- **Fees:** \$50

Questions? Please contact:

Travis Taylor
Community Development
Director

cddirector@collinsvilleil.org

618.346-5200 x1120

Prior to commencement of an Outdoor Event, the applicant must complete certain requirements relative to the requested Outdoor Event as mandated by the City. The Event manager will coordinate correspondence with the following City Departments to ensure all requirements related to the requested Outdoor Event are fulfilled by the applicant.

COMMUNITY DEVELOPMENT

Travis Taylor, Director
125 S. Center Street
Collinsville, IL 62234

STREET DEPARTMENT

Dan Clark, Director
850 Morrison Avenue
Collinsville, IL 62234

POLICE DEPARTMENT

Steve Evans, Chief
201 West Clay Street
Collinsville, IL 62234

FIRE DEPARTMENT

John Bailot, Fire Chief 130
130 South Clinton
Collinsville, IL 62234

PUBLIC WORKS

Dennis Kress, Director
300 Simpson Street
Collinsville, IL 62234



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Collinsville City Hall, 125 South Center Street
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EVENT INFORMATION

Sponsoring Organization: _____

Contact Name: _____

Phone: _____ Email: _____

Name of Event: _____

Date of Event: _____ Time of Event: _____

Brief Description of Event:

Event Location (including street boundaries and layout where applicable):

MUNICIPAL SERVICES REQUESTED: Please describe the assistance being requested.
(Please attach a typed or clearly printed sheet if more space is needed.)

- STREET CLOSURE
SIDEWALK CLOSURE
SPECIAL SIGNAGE: Main Street Banner or Temporary Signage (Circle all that apply.)
POLICE ASSISTANCE: Explorers; or Police Officers (Circle all that apply.)
FIRE DEPARTMENT ASSISTANCE: Collinsville Emergency Management Agency (CEMA) (Circle all that apply.)
WATER USAGE:
ELECTRIC USAGE: (Outlets in Uptown are 15 amps)

REQUIRED ATTACHEMENTS

- \$2M Certificate of Insurance naming the City of Collinsville as additional insured
*For Uptown Events: Please attach a detailed description of activities and an event map describing the street layout for the event.

Signature: _____ Date: _____