*****City of Collinsville***

**Return completed form to:**

City of Collinsville City Clerk’s Office

125 South Center

Collinsville, IL 62234

**UPTOWN SOLICITATION PERMIT**

**Office of the City Clerk**

**618.346.5204**

***PERMIT TO CONDUCT SOLICITATION***

Per Title 5 of the Collinsville Municipal Code, more specifically Section 5.44.010, a permit is required prior to the operations for soliciting contributions from occupants of vehicles in the Uptown area of the City of Collinsville. Soliciting agency must be registered with the Illinois Attorney General as a charitable organization and collection of funds for charitable purposes. Soliciting agency shall have a local chapter in Collinsville. There is no charge for a permit but this application to solicit shall be completed and submitted for approval 30 days prior to date of event along with proof of general liability insurance coverage in the of $1,000,000 including the City of Collinsville as an additional insured party. All persons engaged in the solicitation must be at least 16 years of age and wear a high visibility vest. Solicitation is restricted to the intersections of Main Street at Center (eastbound traffic only) and Clay Street at Clinton (westbound traffic only).

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| **SECTION ONE: Applicant Information** | |
| NAME OF ORGANIZATION: | ADDRESS: |
| NAME OF REPRESENTATIVE/CONTACT PERSON: | PHONE NUMBER: |
| DRIVER’S LICENSE NUMBER:  DATE OF BIRTH: | EMAIL ADDRESS: |
| **SECTION TWO: Event information** | |
| DATE(S) REQUESTED: | TIME REQUESTED: |
| PURPOSE FOR SOLICITING FUNDS: | PROOF OF NON-PROFIT (attached/on file):  PROOF OF INSURANCE (attached):  **Please attach your proof of liability insurance that must have minimum coverage $1,000,000 with City of Collinsville as certificate holder.** |
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| BY SIGNING BELOW, I HEREBY CERTIFY THAT THE STATEMENTS ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I WILL COMPLY WITH APPLICABLE CITY OF COLLINSVILLE ORDINANCES CONCERNING THE OPERATION OF UPTOWN SOLICITATION. I UNDERSTAND THAT ANY CHANGES IN TO THIS PERMIT MUST BE REPORTED TO THE CITY. FURTHER, I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION ON THIS APPLICATION MAY RESULT IN THE REVOCATION OF THE PERMIT | |
| APPLICANT SIGNATURE: | DATE: |