

# CITY OF NEWTON

City Clerk  
108 North Van Buren Street, Rm. A  
Newton, Illinois 62448  
[www.cityofnewtonil.com](http://www.cityofnewtonil.com)

Incorporated City 1887

Phone (618) 783-8451

## SPECIAL EVENT APPLICATION

Date of Application: \_\_\_\_\_

Name of Organization Sponsoring Event: \_\_\_\_\_

Type of Organization: \_\_\_\_\_  
(Example: religious, charitable, educational, fraternal, etc.)

Contact Representative: \_\_\_\_\_  
(Print Name) (Signature)

Contact Address: \_\_\_\_\_ Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

Special Event: Parade \_\_\_\_\_ Bike Tour \_\_\_\_\_ Run/Walk \_\_\_\_\_ Cruise \_\_\_\_\_ Circus \_\_\_\_\_

Tournament \_\_\_\_\_ Other \_\_\_\_\_ (please describe)

Name of Event: \_\_\_\_\_ Reason for Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Fees charged for Event: \_\_\_\_\_  
(Example: Parking, entry fees, tickets, concessions, cover charge, etc.)

City Property to be used: \_\_\_\_\_  
(Example: Park name, street closing, building, etc.) (Attach additional pages if needed.)

Are street closures required: Yes \_\_\_\_\_ No \_\_\_\_\_ (Attach map of route, if applicable.)

If yes, which streets? \_\_\_\_\_

Point of Assembly: \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Estimated No. of People: \_\_\_\_\_ No. of Floats: \_\_\_\_\_ No. of Bands: \_\_\_\_\_ No. of Cars/Trucks: \_\_\_\_\_

Will traffic be monitored? Yes \_\_\_\_\_ No \_\_\_\_\_

Barricades needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, How many? \_\_\_\_\_

Attach map of intersections where barricades will be placed. Please make arrangements with the Street Department for a time a member of your organization can pick up barricades at the Street Department. (618) 783-8511

Insurance Provider: \_\_\_\_\_ (Attach Certificate of Insurance / \$1,000,000 minimum liability)

### Special Requests

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