



City of Geneva, Illinois
Parade, March, Assemblage, or Gathering Permit Application
(August 2014)

Thank you for considering the City of Geneva as you plan a special event for your organization. The City of Geneva requires a permit for any non-commercial parade, march, assemblage or gathering (PMAG), other than a funeral procession which occurs on any public street, alley or other public way. A permit may be issued when the City Administrator determines that:

- the proposed route or location has not been reserved for other use on the date and hours requested in the application;
- the conduct of the event will not substantially interrupt the safe and orderly movement of pedestrian and vehicular traffic at or contiguous to the place where the same is conducted or held;
- the conduct of the event will not prevent or unduly interfere with normal fire and police protection in the city;
- the event is for a lawful purpose and is not intended to cause a public disturbance or breach of the peace;
- the event is not held purely for the private profit of the person, group, or organization conducting or holding the event, or for the sole purpose of advertising any product or goods of such person, group or organization. (City Code, 6-7-1 and 6-7-2)

For a parade, march, or gathering on private property, you must have permission of the property owner. This includes property owned by other taxing bodies such as:

- Geneva Public Library (630 232-0780)
- Geneva Park District (630 232-4542)
- Kane County Government (630 208-5118)
- Kane County Forest Preserve District (630 232-1242)
- Geneva School District 304 (630 463-3000)
- Geneva Post Office (630 232-6262)

This application should be submitted 10-30 days in advance of your planned event to maximize the approval possibility and address any conflicts involved with the event if applicable. For special circumstances, the time frame can be waived with approval of the City Administrator.

Please note that if, upon review, it is determined the event includes a condition that requires Council Approval, approval for the event would be delayed or postponed until the City Council has had a chance to review and approve the application.

EVENT INFORMATION

Name of Event _____

Date(s) _____ **Time** _____

Name of Organization _____

Social Security/Federal ID No.: _____ **Website** _____

Phone _____ **Email** _____

Contact Person _____ **Daytime Phone** _____

Email: _____

Address _____ **City** _____ **State** _____ **Zip** _____

EVENT DETAILS

Is this a Fundraising Event? Yes No

If yes, are you registered with the Illinois Attorney General? Yes No

A. Description of the proposed event: _____

B. Estimated maximum number of persons expected at the event each day: _____

C. Site/Route of Proposed Event: _____

- D. Submit in writing a detailed explanation, including drawings, site plan, and diagrams, of your plans to provide for the following –
- 1. Police/Security and Fire Protection
 - 2. Noise control and abatement
 - 3. Insurance and bonding arrangements (please attach Certificate of Insurance naming City of Geneva as additional insured.
 - 4. Clean up procedure

Applicants Statement of Agreement:

I hereby affirm that the above information is true and correct in describing the intent of this application. I have read, understand, and agree to abide by the rules and regulations included in this application including the instruction section of this application. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Geneva. I understand that the issuance of the special event permit is contingent upon compliance of all conditions, requirements, and City codes. Further, I understand that the City of Geneva, upon direction of the City Administrator or designee may rescind permission to hold any or all portions of a special event within the City if in his/her judgment it is in the public’s best interest to do so.

I, _____ the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

Date: _____ Signature of applicant _____

Applications should be submitted to
City of Geneva
22 S. First Street
Geneva, IL 60134
(630) 232-7494

*****For Office Use Only*****

Administrative Approval

Date: _____ Signature, City Administrator _____

