



**CARBONDALE**  
All Ways Open

City of Carbondale  
Civic Center  
200 S. Illinois Avenue  
Carbondale, Illinois 62901  
Phone (618) 457-3209  
Fax (618) 457-3289  
Explorecarbondale.com

**APPLICATION FOR PUBLIC GATHERING PERMIT**

Organization		Date	
Contact Name			
Address			
City	State	Zip	
Coordinator/President/Other			
Phone		Email	
Type of Event; Purpose for Rental			
Date(s) of Rental	Start Time	End Time	
<b>CITY-OWNED PROPERTIES</b>			
<i>WASHINGTON STREET VENUE</i> \$25 per day with electricity \$300 per day – no electricity		<i>PAVILION</i> \$25 per day for residents \$50 per day for non-residents	
For property use, describe type of event, purpose for rental, estimated number of participants, tents or structures to be put on property, volunteer involvement and activities taking place for the event.			
Attach any additional information (pamphlets, flyers, posters, etc.) about the event to the application.			
Will electric outlets be needed?	Yes	No	
If yes, deposit for spider box attached?	Yes	No	
<b>NOTE:</b> \$500 deposit for electrical at Washington Street Venue			
Will a stage be requested?	Yes	No	
Will there be amplified sound? (No amplified sound after 10pm)	Yes	No	

Will the event include fundraising activities?	Yes	No
Will Vendors be on property at event?	Yes	No
<b>NOTE:</b> Insurance naming the City as additionally Insured will be required for all Vendors.		
Insurance naming the City of Carbondale as additionally insured attached?	Yes	No
Copy of event layout attached?	Yes	No
Street closure required?	Yes	No
SIU Registered Student Organizations will be required to submit SIU approved off-site event paperwork		
<b>PORTION BELOW APPLIES ONLY TO APPROVED COMMUNITY ORGANIZATIONS</b>		
Will alcohol be permitted at event?	Yes	No
<b>ALCOHOL DETAILS</b>		
Will there be alcohol sales in the event area?	Yes	No
If yes, will applicant be applying for a Special Event Liquor License?	Yes	No
If yes, application for a Class F License must be submitted to the City Clerk's Office.		
<b>OR</b>		
Will a licensed retailer conduct sales by requesting a Special Use License?	Yes	No
If yes, letter requesting a Special Use License must be submitted at least 30 days in advance of event.		
<b>NOTE:</b> State License/Permit and a Certificate of Dram Shop Insurance will be required following approval.		
If no, is applicant seeking a Fair Days request to allow attendees to bring and consume their own alcohol?	Yes	No
If yes, this application will serve as a Fair Days request for the City Council's consideration. This request requires the passage of a Resolution		
<b>SPACE IS NOT RESERVED UNTIL ALL APPROVALS HAVE BEEN OBTAINED</b>		
The applicant hereby indemnifies the City from any and all injuries and/or damages which may arise out of any event or occurrence in connection with the sponsored activities to be performed.		
Submitted by:	Title	Date
<b>NOTE:</b> Application must be signed by recognized representative or organization requesting permit.		

## INSTRUCTIONS

- Application form, insurance naming the City of Carbondale as additionally insured and payment must be submitted to Civic Center Manager not less than 14 days prior to the date upon which the event is to be held. If the applicant is to sell or allow alcohol, a Fair Days resolution must be approved before the event.
- An original application should be submitted to the Civic Center Manager and a copy of the application will be forwarded to the Chief of Police, Fire Chief, Property Supervisor and Public Works Street Superintendent (as required) no later than 10 days prior to the date of the event. Failure to do so can result in denial of the request.
- Questions regarding permit procedures should be directed to the City Manager’s Office at (618) 549-5302, ext. 226.

FOR OFFICE USE ONLY			
Reviewed by MES Manager		Date	
Reviewed by Property Manager (Pavilion rental only)		Date	
Traffic Control Required	Yes	No	
Signs Required	Yes	No	
Barricades Required	Yes	No	
Reviewed by Chief of Police		Date	
Police Department Assistance	Yes	No	
Reviewed by City Clerk		Date	
Comments			
Approved by City Manager		Date	
Approval Required by IDOT	Yes	No	Date of Approval