



City of Rockford

Special Event License Application

No person shall engage in an event such as: parade, race, procession, carnival, festival, residential block event, street dance or fundraiser as listed in ordinance 609.01 unless a license has been obtained from the city as provided in ordinance 609.

Name of Organization or Sponsor	
Description of the proposed event	
Legal Description of the property	
Property Owner(s) Name	
Applicant(s) Name Address Phone Number Email Address	
Date(s) and time of proposed event	_____ From _____ To _____
Requesting Barriers If yes, put location on site plan	Yes / No
Outdoor Event	Yes / No
Music	Yes / No
Alcohol	Yes / No
Applicant(s) agrees to defend and hold the city harmless from all claims, demand, actions or causes of action, of whatsoever nature or character, arising out of or by reason of conduct of the event for which the license is granted.	
Applicant(s) will indemnify the city for all damages that may result to city property, including any portion of such street as a result of the event.	
Applicant(s) will, without expense to the city, immediately clean-up, remove and dispose of all liter or material or any kind which is placed or left on city streets or city property because of the event and that if the applicant neglects or fails to proceed with the clean-up within the two-hour period immediately following the end of the event, or if clean-up is done in an inadequate manner, the city public works department is authorized to do the clean-up and the applicant shall be charged for said cost.	
The Applicant(s) will be responsible for the placement, maintenance and removal of barricades which may be required.	
Signature of Property Owner(s)	
Signature of Applicant(s)	

*Applicant attach site plan showing location of event specifics _____

*Applicant attach Insurance Certificate _____

City Staff Only

Signature of Administrator	
Signature of Public Works Supervisor	
Signature of Fire Chief	
Cost	
Notified Sherriff's Department	
Date Approved	