



City of Belleville Event Guidelines and Checklist

- Event Director/Sponsor fills out the application(s) which are applicable to the specific event(s) requested (Run/Walk/Bicycle; Parade; Block Party; Special Event). Note: additional information may be required for submission - refer to the specific application for checklist (i.e. map, certificates of insurance, etc.).
- Submit completed application with required attachments to Jennifer Gain Meyer, Belleville City Clerk, 101 South Illinois Street, Belleville IL 62220 or via email to jmeyer@belleville.net.
- The City Clerk's office will contact the Event Director/Sponsor to schedule a meeting with city staff to review the application(s) and required attachments - **prior to City Council approval. This meeting is mandatory for all events held on City streets, right-of-ways and sidewalks or using City personnel and/or equipment.**
- Event organizers are responsible for their own course design. During the meeting with city staff, review of the course map will be provided and issues and concerns addressed.
- Event organizers MUST signify on the application(s) the number requested for city trash containers and/or picnic tables.
- The number of police officers, barricades and cones necessary for the event(s) will be determined by City Staff **ONLY**. This will be part of the discussion at the mandatory meeting with the event organizers.
- ONCE OFFICERS ARE ON THE SCENE FOR AN EVENT - FEES WILL APPLY
(EVEN IF THE EVENT IS CANCELLED FOR UNFORESEEN CIRCUMSTANCES, SUCH AS WEATHER)**
 - Fitness events that last **less than 2 hours and 45 minutes** will be billed a minimum of 4 hours for each officer
 - Fitness and Special Events lasting **longer than 2 hours and 45 minutes** will be billed for each hour worked by officers
- City equipment used during the event must be placed by event organizers unless otherwise agreed upon with the City. Any City equipment used on the weekend will be delivered during City working hours unless otherwise agreed upon with the City. Event organizers must return all City equipment to the location where the City of Belleville placed equipment prior to event.
- Overtime costs may apply at the rate of \$50.00/hour per person if necessary due to execution of the event.
- Run/Walk/Bicycle events require a minimum of two (2) volunteers at every course turn.
- ANSI approved safety vests/shirts are required for all volunteers on streets.
- Event organizers are responsible to contact neighbors/businesses directly impacted by the event where applicable.
- Event organizers must contact St. Clair County Transit District at (618) 628-8090 or info@scctd.org to advise of any bus routes impacted, if applicable.
- Event organizers must contact the appropriate railroad companies regarding railroad crossings, if applicable.
- Event organizers must contact Abbott Dispatch (618) 233-4820 and MedStar Dispatch (618) 234-3088 to advise of road closures and detours.
- If an Illinois Department of Transportation roadway is utilized for the event(s); the City of Belleville will secure proper permitting upon City Council approval.
- The City of Belleville shall be held harmless on the event entry forms/applications.
- Any person, firm, corporation or any other entity that is indebted to the City shall not receive approval for their event until said

indebtedness of the City has been paid.

 Only temporary marking materials may be used to mark the designated route. This includes chalk, lime, or spray chalk. **Please ask if you question your product.**