

# CITY OF GALENA, ILLINOIS



## Circus, Carnival, & Menagerie Permit

**Carnival:** A collection of rides games and amusement for which admission is charged or individual events are charged for.

**Circus:** A traveling show in which wild animals, athletic feats, clowns, etc. are exhibited; usually under a large tent.

**Menagerie:** A collection of wild and/or dangerous animals for exhibition in which admission is charged.

**Does this event require the use of a tent?**

**Yes**  **No**

### Please Note:

1. Any person or group having or sponsoring a Circus, Carnival or Menagerie must make application to the City of Galena City Clerk at least thirty (30) days prior to the event.

2. The fee for a Circus, Carnival or Menagerie license shall be one hundred and fifty (\$150.00) dollars per day without the use of a tent and five hundred (\$500.00) per day per tent. The license fee shall be paid at the time of application.

3. No city license shall be issued for special events that take place wholly on City of Galena owned property (Grant or Recreation Park) unless application is accompanied by a certificate proving that the applicant has obtained liability insurance in the amount of \$1,000,000 (one million dollars) and naming the City of Galena as additional insured on the policy.

**Name of organization sponsoring event:** \_\_\_\_\_

**Address of Organization:** \_\_\_\_\_

**Organization President:** \_\_\_\_\_

**Last**

**First**

**M.I.**

**Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Driver's License No:** \_\_\_\_\_ **State Auction License #:** \_\_\_\_\_

**On-site Event Contact:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_





## SPECIAL EVENTS CLEANUP and RECYCLING POLICY

### CLEANUP/DAMAGE DEPOSIT

The event sponsor is responsible for cleanup of the site. If the event is held on city property and food and/or beverage is served, the sponsor must provide a cleanup and **damage deposit of \$250**. This deposit or portions thereof may be retained to cover additional cleanup costs or damage to public property or loss or damage to city equipment. The City Administrator may waive or modify this requirement based on the circumstances of the individual event. Damages exceeding the amount of the deposit will be billed directly to the sponsor.

### RECYCLING AND WASTE MANAGEMENT

The event sponsor must provide trash receptacles to be located in the immediate area where food and beverages are to be sold. All litter is to be picked up and removed by the sponsor. If the event is held on city property, the sponsor is responsible for the removal of all trash from the event area, including the trash in existing city-owned receptacles in the area. Trash receptacles must be emptied when full during the event. The grounds must be completely picked up and all trash receptacles must be emptied not later than the day following the event. All beverages must be served in paper or plastic containers that bear the recycling #1-7, which are the plastics that are recyclable in Galena. Styrofoam cups and glass bottles are prohibited.



Recycling of plastic, glass, paper and cardboard is mandatory at all events. Special Event Portable Recycling Units are required and available for use during the event. The units may be obtained from the City of Galena (City Hall) and are included as part of the permit fee. These units help reduce recyclable waste at community events. The recycling bins are easy to transport and assemble.

### Tips for packaging recyclable materials for collection:

Corrugated cardboard – break down and flatten all empty corrugated boxes. Place them on a pallet behind your booth or at designated collection point.

Co-mingled materials – includes all beverage bottles, containers, and clean paper and cardboard. Set out clearly labeled “recycling” bins throughout event area for patrons to recycle bottles and cans. Service bins regularly; collect filled liners; and place them into a larger trailer or dumpster away from main event area.