

CITY OF GALENA, ILLINOIS



Flea Market, Fair, or Festival

- Flea Market:** A vendor or group of vendors, each being charged a display fee, collected in a single location for a period of not more than 48 consecutive hours.
- Fair:** A gathering for competition, or exhibition of various products, often with amusement and educational displays.
- Festival:** A collection games, activities, sales booths, etc.

Licensing Requirements

1. All flea markets, fairs, and festivals must be organized and sponsored by a nonprofit organization.
2. Flea market licenses should be limited to the following events:
 - a. The Art Fair
 - b. Country Fair
 - c. Antique Town Rods
 - d. Turner Hall Flea Market
 - e. Coatsworth Flea Market
 - f. Historical Society Ice Cream Social
 - g. Fourth of July Celebration
 - h. Relay for Life
 - i. Other events not to exceed a total of ten per calendar year, including (a) through (g) above.
3. Said Organization shall make application for said flea market or festival at least 30 days in advance of the event. Event license fees must be paid at the time of the application. The application shall include the name of the event coordinator who can be contacted with any questions or problems. Said organization shall be responsible for obtaining all necessary license application paper for all individual vendors at said event within sufficient time to allow the required ten days application period for the vendor. If a majority of vendor license applications are not received in the office of the City Clerk at least ten days previous to the event, said event license shall be revoked, and said event shall not occur. Said revocation shall be subject to hearing as per Code of Ordinance.
4. Event licensing fees shall be **\$50 per day** of said event.
5. License must be conspicuously posted. The approved license for the event must be posted in a conspicuous place at or near the main entrance to the event. Said license shall be in plain view at all time the event is taking place. All vendor permits must be displayed in plain view at each individual vendor's area.

Event Name: _____

Event Location: _____

Name of organization sponsoring event: _____

Event Coordinator: _____

Address of Organization: _____

Not for Profit # (copy must be attached): _____

IL Sales Tax # (copy must be attached): _____

Articles to be sold: _____

of Vendors: _____ # of Lunch Stands: _____

Date of Event: _____

Time event begins: _____ Time event ends: _____

A copy of the City of Galena Ordinance (Section 110.36) regulating Flea Markets, Fairs and Festivals can be obtained at City Hall or by visiting our website at www.cityofgalena.org. Please take a moment to read and familiarize yourself with these regulations. Non-compliance with any of the provisions of this Ordinance may result in the immediate suspension and/or revocation of your permit and subject you to the penalty provisions contained therein. State Auction guidelines are also available at City Hall.

Applicant's Signature Date

City of Galena Use Only

Mayor's Signature or Designee Date

Police Chief's Signature or Designee Date



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.