

# CITY OF GALENA, ILLINOIS



## Parade, Open Air Meeting, & Assembly Permit

**Parade:** Parade, march, ceremony, show, exhibition, pageant, or procession of any kind or any similar display in or upon any street, park or other public place of the City of Galena provided that said gathering does not fall under licensing requirements found elsewhere in this chapter. (Fee \$25.00)

**Open Air Meeting:** Concourse or meeting together or congregation of fifty (50) or more citizens held outdoors on public property for the purpose of providing recreation, entertainment or for having speakers or discussing some matter of public interest provided that said gathering does not fall under licensing requirements found elsewhere in this chapter.

### Please Note:

1. A permit fee of twenty five (25) dollars must be submitted with this application for a parade. No fee shall be required for open air assembly permits or for the following parades: Memorial Day Parade, Fourth of July Parade, Boy Scout Pilgrimage Parade, Galena High School Homecoming Parade, and Christmas Parade.
2. A parade shall be held during daylight hours except from the hours of 7:30 a.m. to 9:00 a.m. and 4:30 p.m. to 6:00 p.m. Monday through Sunday.
3. No city license shall be issued for special events that take place wholly on city-owned property unless application is accompanied by a certificate proving that applicant has obtained liability insurance in the amount deemed sufficient for the event or activity by the City of Galena's liability insurance carrier.
4. Application must be made in writing to the Chief of Police at least seventy two (72) hours prior to the event.
5. The owner or any individual having apparent control over any animal shall be responsible for the prompt removal of any excrement deposited by such animal within the city limits/parade route.

**Organization/Person sponsoring event:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
City State Zip

**Date of Event:** \_\_\_\_\_

**Route to be traveled** (Please include starting point, termination point, and location of any speaker's platform): \_\_\_\_\_

Approximate # of persons: \_\_\_\_\_

Approximate # of animals and type: \_\_\_\_\_

Approximate # of vehicles and description: \_\_\_\_\_

Time event begins: \_\_\_\_\_ Time event ends: \_\_\_\_\_

Will this event occupy all of a city street/s?  Yes  No

Will this event occupy only a portion of a city street/s?  Yes  No

Location by street of any assembly areas: \_\_\_\_\_

Time of assembly at above areas: \_\_\_\_\_

A copy of the City of Galena Ordinance regulating parades, open air meetings, and assemblies is available at City Hall. Please take a moment to read and familiarize yourself with these regulations. Noncompliance with any of the provisions of this ordinance may result in the immediate revocation of your permit and subject you to the penalty provisions contained in Section 13-1/2—10.

\_\_\_\_\_  
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.