

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



Application for Tour Service Business License

Tour Service Business: A person, firm, corporation or other legal entity, which provides a tour or sight-seeing service for any form of remuneration through the use of or vehicles owned, rented or leased by that same entity.

Trolley Service License: A license allowing a person, firm, corporation or other legal entity to operate a tour service business. There shall be no limitation as to the number of Tour Service Vehicles each licensee may rent, own, or lease; provided, however, that each license may allow a tour service business to operate up to four (4) tour-service vehicles at any given point in time, and only on approved routes as listed in Attachment A. Notwithstanding the foregoing, each licensee may operate more than four (4) tour-service vehicles at any given point in time subject to the following limitations: (1) the operation of more than four (4) tour-service vehicles shall occur no more than twelve (12) days per year; (2) no less than three (3) days prior to operating more than four (4) tour-service vehicles, the licensee shall notify the police department in writing; and (3) departures and arrivals shall be staggered at least ten (10) minutes apart.

Horse Drawn Carriage Business: A business enterprise that provides or offers the ability to ride in a horse drawn carriage for a fee to the public.

Horse Drawn Carriage Business License: Horse drawn carriages shall be confined to the routes identified in Attachment B between the designated hours of 10:00 a.m. to 10:00 p.m. daily. Horse drawn carriages are prohibited from all other streets and areas within the city: There shall be no more than two (2) carriage operator licenses issued and outstanding at any time. A license to operate a horse drawn tour business shall enable the licensee to operate up to two (2) carriages at any given point in time on the approved routes.

1. **Fee:** The fee for each Tour Service Business License and each Horse Drawn Carriage Business License shall be **\$150.00**.
2. **Tour Guides:** Although tour guides employed by a tour service business do not need an individual tour guide business license, all tour guides employed by the tour service business shall comply with all other tour guide regulations stipulated in the Tour Operators Ordinance. The tour service business shall be responsible for assuring that each tour guide in their employment will fully comply with all regulations as set forth herein.

Business Name: _____

Business Address #1: _____

Business Address #2: (if applicable) _____

Business Phone #: _____ **Email:** _____

Please Note: No Tour Service/Horse Drawn Carriage Business shall maintain more than two (2) places of business within the City. The established place(s) of business shall be designated in the license application, and the licensee shall notify the City Clerk in writing of any change in the established place(s) of business at least seven (7) days prior to the changes in or additions to places of businesses.

Please list the vehicles/carriages owned by this Tour Service/Horse Drawn Carriage Business:

Vehicle(s) Make	Year	Weight	Length	License # (if applicable)

Are these vehicles/carriages owned by the Tour Service Business? Yes No

If the vehicle(s) used in the Tour Service/Horse Drawn Carriage Business are rented or leased, a copy of the rental or lease agreement(s) shall accompany this application. Said lease or rental agreement shall extend throughout the entire licensing period.

List all drivers of these vehicles/carriages:

Name: _____ Driver License #: _____ CDL # _____

Name: _____ Driver License #: _____ CDL # _____

List all other employees of this business:

Name: _____ Job Description: _____

Name: _____ **Job Description:** _____

Route: All vehicles, either tour service vehicles, vehicles guided by tour guides, or carriages shall be restricted to the route or routes approved by the City Council on file at City Hall. The City Council may approve one route, or may approve various routes based on vehicle type, size, weight, and/or passenger loads.

Handicapped Accessibility:

Does your Tour Service Business comply with the Americans with Disabilities Act? **Yes** **No**

The City of Galena encourages all tour service businesses to incorporate into their tours “documented” information, where all information presented to the patron, whether verbally, in writing, or electronically, has been substantiated by written, photographic, or otherwise authoritative recorded sources.

I declare my tour to be: **Documented** **Un-Documented**

This application is for a: **Unrestricted License (No restriction on hours of operation)**
 Restricted License (Restricted Hours of Operation 7:45 P.M. – 10:00 P.M)

Each licensee is encouraged to conspicuously post the license at each place of business. Each licensee is encouraged to declare in their advertising for each licensed tour whether or not the information provided during the tour is documented.

Code Compliance Certification:

By submitting this application, the applicant certifies that the subject business, its employees and equipment are in compliance with all pertinent local, state, and federal codes.

I understand that all licenses issued in accordance with the Tour Operators Ordinance or the Horse Drawn Carriage Business Ordinance are issued subject to the City’s police power and subject to all other applicable codes, ordinances and regulations of the City of Galena and the State of Illinois. Licenses issued pursuant to this ordinance that are discovered to be issued in error shall be immediately revoked and the full license fee refunded by the City Collector. I understand I will be given a copy of this application for future reference and a copy of the current City Ordinance relating to same.

Applicant’s Signature

Date

The following attachments must be included with this application:

- Copy of Illinois Department of Transportation Qualified Semi-Annual Vehicle Inspection Report for each vehicle
- Certificate of Liability Insurance
- Copy of the driver's license and CDL for each driver

Attachment "A"

1. Streets designated for use by Tour Service Vehicles:

- All of HWY 20
- Main Street and Riverside Drive, from HWY 20 to Franklin Street
- Commerce Street from Warren Street to Franklin Street
- Water Street from Main Street to Franklin Street
- Franklin Street from Main Street to Commerce Street
- Perry Street from Commerce Street to Water Street
- Green Street from Main Street to Water Street
- Warren Street from Main Street to Water Street
- Park Avenue from Benton Street (near the Belvidere) to Adams Street
- Third Street from Jefferson Street to Adams Street
- Adams Street from Park Avenue to Third Street
- Jefferson Street from Park Avenue to Third Street
- Bouthillier Street from the Depot parking lot to HWY 20
- West Street from Ridge Street to Elk Street
- Division Street from Elk Street to Franklin Street
- Elk Street from Division Street to West Street
- Dodge Street from HWY 20 to Hill Street
- High Street from Green Street to Elk Street
- Prospect Street from Galena Green to Elk Street
- Hill Street from West Street to High Street
- Green Street from Dodge Street to Prospect Street
- Washington Street from Dodge Street to High Street
- Ridge Street from Franklin Street to West Street
- Franklin Street from HWY 20 to Commerce Street
- Bench Street from Franklin Street to HWY 20
- Hill Street from Prospect Street to Commerce Street

When the flood gates are closed, Franklin Street from HWY 20 to Main Street is approved for use as an alternate access.

If a street is closed for repair or other reason, the Chief of Police may designate temporary alternate routes.

2. Streets designated for use by buses and oversized or under powered tour service vehicles:

- All of HWY 20
- Main Street and Riverside Drive, from HWY 20 to Franklin Street
- Commerce Street from Warren Street to Franklin Street
- Water Street from Main Street to Franklin Street
- Franklin Street from Main Street to Commerce Street
- Perry Street from Commerce Street to Water Street
- Green Street from Main Street to Water Street
- Warren Street from Main Street to Water Street
- Park Avenue from Benton Street (near the Belvidere) to Adams Street
- Third Street from Jefferson Street to Adams Street
- Adams Street from Park Avenue to Third Street
- Jefferson Street from Park Avenue to Third Street
- Bouthillier Street from the Depot parking lot to HWY 20
- Bench Street from Hill Street to HWY 20

When the flood gates are closed, Franklin Street from HWY 20 to Main Street is approved for use as an alternate access.

If a street is closed for repair or other reason, the Chief of Police may designate temporary alternate routes.

Attachment B

1. Horse drawn carriages shall be confined to the routes identified below:

West Side Carriage Tours:

Main Street and Commerce Street with staging taking place at the parking and loading zone in front of the post office;

Bench Street and Commerce Street with staging taking place at the parking and loading zone in front of the post office.

East Side Carriage Tours:

Park Avenue, Adams Street, Third Street, Jefferson Street and Bouthillier Street with staging taking place across from the Jo Daviess County Convention and Visitors' Bureau on Bouthillier Street.