

# CITY OF GALENA, ILLINOIS

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



## Application for Tour Guide License

**Tour Guide Business:** A person, firm, corporation or other legal entity which provides a tour or sightseeing service for any form of remuneration, by providing personnel that step on a previously loaded bus or other vehicle owned, rented or leased by a different entity, and guide that vehicle through the City.

**License:** A license allowing a person, firm, corporation or other entity to operate a tour guide business within the City of Galena. (Fee \$50.00/license)

**Business Name:** \_\_\_\_\_

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

**Business Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please Note: If any changes occur, said licensee shall notify the City Clerk in writing of any change in said address at least seven (7) days prior to the change in address.

Tour Guide Business **Employees** (if more room is needed, please use an additional page and attach it):

**Name:** \_\_\_\_\_ **Job Description:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Job Description:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Job Description:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Job Description:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Job Description:** \_\_\_\_\_

Tour Guide Business **Owners** (if more room is needed, please use an additional page and attach it):

**Name:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_

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

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

**Name:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Route:** All vehicles under the direction of a Tour Guide shall be restricted to the route or routes approved by the City Council and 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. In the case that more than one approved route exists, the guided vehicle shall be restricted to the route that most closely matches the type of vehicle being used. The vehicles under the direction of a tour guide must be operated in accordance with City ordinances.

I declare my tour to be :  Documented  Un-Documented

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**

## 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.