

Special Event Permit Policy

- 1- Permits will be awarded on a first-come, first-served basis with Township sponsored events taking priority.
- 2- Individuals must be 18 or older to apply.
- 3- Special Event Permits must be submitted to Edwardsville Township at least **ninety days** prior to requested event date. Applications are subject to Board Approval at the next monthly meeting.
- 4- A completed application must be received at the Edwardsville Township Office in order to apply. A completed application includes the form, payment, ID, a letter describing the event (maps, routes, etc.) AND proof of insurance naming Edwardsville Township as additionally insured. **NO HOLDS WILL BE ACCEPTED.**
 - a. Individuals may submit the application and payment in person or via mail.
- 5- Payment of fees must be made at the time of application. All checks will be deposited upon receipt, as required by law.
 - If the applicant is also paying a reservation fee, the Special Event Permit fee will need to be on a separate check. In the event that the Permit is denied, the \$50.00 check will be returned.
 - Applications for fee waivers do not apply to the Special Event Permit fee.
- 6- Fees are non-refundable.

Special Event Permit Procedure

- 1- A permit application is received (either in person or via mail). The permit application must be accompanied by ID, proof of insurance naming Edwardsville Township as additionally insured, letter describing the nature of the event AND \$50 check for permit fee.
 - **Make a copy of the proof of insurance and attach to the application.**
- 2- Check calendar (Township Park Reservations) to confirm date and time availability.
- 3- Receive payment- Special Event Permits require a separate check for \$50 made payable to Edwardsville Township. If application is denied, this check will be returned.
 - **Make copy of payment and attach to the application.**
- 4- **Initial boxes at bottom of permit application.**
- 5- File application in Special Event folder in safe for Board approval.
- 6- **If application is approved, mail green copy and receipt to applicant** and add reservation to calendar-- "SPECIAL EVENT NAME", Applicable Facilities, Contact Person, and Phone.
- 7- File **white** copy of application in the safe, file **blue** copy in the Park folder.
- 8- If application is denied: contact applicant and return check.