



EVENT APPLICATION

Walks, Runs, Bike Events, Parades

The Village of Monee Parks & Recreation Department requires a completed Event Application for all Walks, Runs, Bike Events, Parades held in the Village. Applications will not be considered unless the application is complete with all required information.

APPLICANT INFORMATION

Organization Coordinating Event: _____

501©3 Number (if non-profit): _____

Charity Benefiting from the Event Proceeds: _____

Applicant Name: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____

Race Coordinator Name: _____ Cell: _____

Race Website: _____ E-mail: _____

EVENT OPERATIONS

Event Name: _____ Anticipated Participants: _____

Type of Race: Running Race Walk A Thon Bike Race Pet Event
 Other _____

Event Course: _____

Event Course Map must be attached. Maps can be obtained at www.mapmyrun.com, www.runmyroute.com, www.runningahead.com and Google Maps

Course Detail: Private Property Sidewalk Park Street

Event Date: _____

Registration Time: _____ AM / PM to _____ AM / PM

Race Start Time: _____ AM / PM Approximate End Time: _____ AM / PM

Is this a timed event? Yes No

EVENT COMPONENTS

Parking: Anticipated Number of Vehicle Spaces needed for staff, volunteers and race participants: _____

Describe temporary structures you may use.(DJ booth, Bounce House). Will you require electric ___ Yes ___ No

Will you require electric: ___ Yes ___ No TYPE of power needed: _____ Volts _____ Amps

Traffic Control Aids Requested: Barricades: Number of _____ / Orange Cones: Number of _____

Contact the Monee Police Department, Monee EMA, Monee Fire Protection District at least 60 days prior to your event
I have contacted Monee Police Dept: Yes: _____ Date: _____ Contact Person: _____

First Aid: Who will provide on-site first aid? ___ Yes ___ No (School Nurse / Monee Fire Protection Paramedics)
Who is your provider? _____

Contacts: Monee Police Dept. 708 534-8321 EMA 708 534-8305 Monee Fire Protection 708 534-8772

Clean up/Litter Management: You are responsible for all trash/waste generated by the race. The Race Coordinator is responsible to walk or have a team re-walk the course to pick-up and dispose of all litter made from the race. All trash must be disposed of in the large dumpster at the back of the Park Building or taken with them. All signage must be removed from all Streets, Street poles, etc. Any markings on the streets or sidewalks must be removed.

Course Map

You MUST attach a map of your selected course to this application. Maps can be obtained at www.mapmyrun.com, www.runmyroute.com, www.runningahead.com and Google Maps.

Please Clearly Identify

- * An outline of the entire race event including names of all streets or areas that are part of the venue, the intersections impacted and approximate time span. Indicate the direction of travel, start and finish lines.
- * The location of all first aid providers, water stops, barricades, trash receptacles, etc.
- * The location of after event activities, DJ, games, etc.

In addition to completing the Race Event Application the applicant must submit a Certificate of Insurance. A minimum of \$1,000,000 with combined single body injury and property damage for each occurrence is required. The insurance certificate should list as an additional insured The Village of Monee, 5130 W. Court St. Monee, IL 60449

ACKNOWLEDGEMENT/SIGNATURE

I, the applicant understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process. I further accept responsibility to hold free and harmless the Village of Monee and to meet all Village rules and regulations including proof of insurance, a detailed course map, and details for any contract services required to make the proposed event safe and successful. I verify that I have read and understand this application and conditions under which my request will be considered.

Signature

Date

EVENT CHECKLIST

1. _____ Completed Application
2. _____ Course Map Attached
3. _____ Certificate of Insurance

For Office Use ONLY	
Monee Parks & Recreation Authorization	
Application Submitted:	Contact Person:
	Contact Phone:
Race Event is Approved: _____ Yes _____ No	Application Complete: _____ Insurance Attached: _____
Other Activities at the Park that day:	
Anticipated Number of Guests at other event:	
Comments:	
Monee Police Dept.	
Race Event Course Approved: _____ Yes _____ No	Notified by Parks Date: _____ Fax / E-Mail _____
	Number of Officers Assigned: _____
	Cost: _____
Race Organizer Contacted Police:	
Comments:	
Monee EMA	
Race Event Course Approved: _____ Yes _____ No	Notified by Parks Date: _____ Fax / E-Mail _____
	Number of EMA Officers Assigned: _____
	Date: _____
Race Organizer Contacted EMA:	
Comments:	
Monee DPW	
Race Event Course Approved: _____ Yes _____ No	Notified by Parks Date: _____ Fax / E-Mail _____
	Number of DPW Staff Assigned: _____
	Date: _____
Race Organizer Contacted DPW:	
Comments:	
Monee Fire Protection District	
Race Event Course Approved: _____ Yes _____ No	Notified by Parks Date: _____ Fax / E-Mail _____
	Paramedics will be on site: _____
	Paramedics will be on-call: _____
	Date: _____
Race Organizer Contacted Fire Protection:	
Comments:	
Meeting Date with EMA / DPW	
Key to Park Building Given	Key was returned:
Staff person to open/close building	Hours:
After event: Building was clean	
_____ Main Room _____ Kitchen _____ Refrigerator _____ Washrooms _____ Pavilion	
Building was not clean after event.	
_____ Main Room _____ Kitchen _____ Refrigerator _____ Washrooms _____ Pavilion	

All Street signs and markings have been removed: ___ Yes ___ No

Items remain at:

4. _____ Email or Fax _____ Police _____ EMA _____ DPW _____ Fire