City of
CHAMPAIGN

Finance Department-102 N Neil St-Champaign, IL 61820-(217) 403-8940-fax (217) 403-8995-www.ci.champaign.il.us
(Rev 12/08)

APPLICATION FOR CARNIVAL LICENSE

FEE: $50.00 PER DAY

NOTE:

No carnival shall be set up, run, operated or conducted by any person within the City, unless a written permit from the Finance Department has first been issued, setting forth the conditions under which the carnival shall be operated. The permit shall be granted upon the condition that there shall not be set up or operated any gambling device, lottery, number or paddle wheel, number board, punch board or other game of chance, obscene show or attraction making an indecent exposure of the person and on condition that this Code and other codes and ordinances of the City be observed. Application for a permit required shall be made in writing to the Finance Department thirty (30) days prior to the first day the carnival is to operate.

Name of Owner_____

Address of
Owner_____

City_____

Telephone #_____

Name of Manager_____

Local Address_____

City_____

Telephone
Number_____(Business)_____(Cell)_____

Location of Event_____

Dates and Hours of Operation of Carnival_____

Please attach the following to application. A permit cannot be issued until this information is received.

1. Landowner's consent to conduct carnival/circus

2. A site plan with accurate measurements showing the location of all permanent and temporary tents, buildings or structures located on or to be located on the premises during the operation of the carnival, as well as fire lanes, parking and parking layout.

3. An interior layout with accurate measurements of all tents or other temporary structures to which the public will be admitted by the carnival showing means of ingress, emergency exits, lights including exit lights, and seating including numbers of seats and indicating toilet facilities to be used.

4. Proof that the tent has been flame proofed with twelve (12) months prior to the application.

5. Copy of permit from the water company to use fire hydrants.

6. A certificate of insurance in the amount of not less than one million dollars ($1,000,000.00) per occurrence insuring the owner or operator against the liability for injury to persons arising out of the use of the amusement rides or attractions; or a bond in like amounts, provided, however, that the aggregate liability of the surety shall not exceed the face thereof; the insurance or bond shall be kept current and be in force at the time of the application and during the operation of the carnival.

I certify that the above information is correct to the best of my knowledge.

Name(please print)_____

Signature_____

DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY.

License No._____

Date Approved:_____

License Fee:_____

Approved:_____
License Officer/City Clerk

Bond Approved:_____
Legal/Risk Mgr