

Please complete all pages of this application and return it no later than seven (7) calendar days prior to your event.

City of Waukegan – City Collector

Licensing and Collections – First Floor
100 N. Martin Luther King Jr. Avenue
Phone: (847) 599-2997 | Fax: (847) 599-2584
jorge.torres@waukeganil.gov

PART ONE

1. Event Name: _____

2. Event Date(s): _____

3. Start Time: _____ End Time: _____

4. Location:

Street address of assembly area: _____

Street address of disbanding area: _____

Please provide a route map for the parade or public assembly, including sidewalks and/or lanes of traffic that will be occupied.

Do you have an alternate route if this route is already being used by another parade or public assembly on the date and time in question? Yes No (If yes, please attach)

5. Give a brief description of event: _____

6. Approximate # of person participating: _____

Approximate # of vehicles: _____

Approximate # of floats: _____

On what basis are these estimates made? _____

7. Are you requesting any street closures? Yes No

If Yes, provide name of streets: _____

8. Please list (type and number) of animals that will be included.

Dangerous animals are prohibited per City of Waukegan ordinance.

PART TWO

1. Sponsoring Organization Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____ Cell: _____ Fax: _____

2. Contact Person or Organizers Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____ Cell: _____ Fax: _____

E-mail: _____

PART THREE

1. Bond: *Choose one*

Our bond company certificate number is: _____

In lieu of bond, as applicant, I/we will prepay for city services. I/we understand the amount is to be determined by the Development Review Board per ordinance.

2. Please attach signed Indemnification and Reimbursement Agreement.

PART FOUR

Do you anticipate needing any of the following City of Waukegan services?

1. Public Works: Yes No

Describe what is needed: _____

2. Police: Yes No

Describe what is needed: _____

3. Fire/Rescue: Yes No

Describe what is needed: _____

4. Other: Yes No

Describe what is needed: _____

