

Dear Event Planner,

Please ensure that all the following requirements are met before issuing a special event permit. Failure to complete and submit the necessary forms and documents may delay or deny your permit application.

**Special Event Permit Application Checklist**

- **Proof of Insurance**
  - Attach a certificate of liability insurance listing the Village of South Roxana as an additional insured.
- **Food Vendor Permit**
  - If food trucks or vendors will be present, provide a food event permit obtained through Madison County Public Health.
- **Alcohol Use and Sale Documentation**
  - If alcohol is served or sold, attach a copy of the liquor license and detailed measures for responsible consumption.
- **Children's Event Fee Refund Request**
  - **Check this box to see if this event is a children's event and if you plan to request a refund of the event fee after completion.**  
The Village Board has approved a refund of the event fee for children's events after the successful completion of the event. (8-6-2024)

**For Village Clerk's Office Use**

- **Application Review**
  - Ensure all sections of the Special Event Permit Application form are completed.
- **Document Verification**
  - Verify that all additional required documents and permits are attached.
- **Assignment of Village Personnel**
  - Amount of Police Assigned: \_\_\_\_\_
  - Amount of Public Works Assigned: \_\_\_\_\_
  - Associated Costs: \$ \_\_\_\_\_

- **Permit Number Issuance**
  - Assign and record the permit number upon approval.
- **Fee Payment Verification**
  - Confirm payment of any applicable fees.
- **Children’s Event Fee Refund Approval**
  - Initials: \_\_\_\_\_
  - Date: \_\_\_\_\_
  - Check Number: \_\_\_\_\_

**Signatures:**

By signing below, the event planner acknowledges that all required documents have been submitted and understands the responsibilities of holding the event.

**Event Planner:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Village Clerk:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Important Notice:**

All required forms and documentation must be completed and submitted before the event permit will be issued. Please ensure that all documents are attached and submitted to the Village Clerk’s office as soon as possible.

If you have any questions or need further assistance, please get in touch with us.

Sincerely,  
Casey Hartley  
Village Clerk  
[clerk@soutrhoxana.org](mailto:clerk@soutrhoxana.org)  
618-254-2086

