



The Monticello-Jasper County Chamber of Commerce manages the Downtown Square (city park) for the city of Monticello. The Chamber of Commerce organizes, hosts, co-hosts, and sponsors **all community events** (general public is welcome) that are held on the Downtown Square. If you are interested in organizing a **community event**, the Chamber of Commerce will try to schedule your event in conjunction with an event that has already been planned. No one is to use the park or parking spaces around the Square for soliciting or selling unless there is a scheduled Chamber event.

Today's Date: \_\_\_\_\_ Date of your Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Beginning Time of Event: \_\_\_\_\_ Ending Time of Event: \_\_\_\_\_

How many people attending event: (circle one) 25-50 51-75 Over 75

Contact Person: \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Email Address : \_\_\_\_\_

Describe what you or your organization will be using the park for:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have read and been given a copy of the rules for the use of the Downtown Square in Monticello.

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

For Community Events

- \_\_\_\_\_ Vendors will be on site
- \_\_\_\_\_ Food will be for sale
- \_\_\_\_\_ Food will be cooked on site
- \_\_\_\_\_ Children's Activities will be on site
- \_\_\_\_\_ Activities will be onsite
- \_\_\_\_\_ Entertainment
- \_\_\_\_\_ Information Booths will be on site

Sheriff's Department Contacted and Approved: \_\_\_\_\_  
 Insurance Verification: \_\_\_\_\_  
 Food/Vendor Permit (s) Issued: \_\_\_\_\_  
 Request Approved: Yes No  
 Request Denied and Comment Regarding Denial: \_\_\_\_\_  
 \_\_\_\_\_  
 Directors Signature: \_\_\_\_\_