



Effingham County Board
101 N. 4th Street, Suite 301, Effingham, IL
217.342.4990

APPLICATION FOR USE OF HISTORIC COURTYARD GROUNDS AND PAVILION

This application must be completed and submitted to the County Board office 45 days prior to your proposed event; Emailed to countyboard@effinghamcountyil.gov or delivered to 101 N. 4th St., Suite 301, Effingham, IL.

All applications will be reviewed by the Effingham County Building and Grounds Committee which meets the second Tuesday of every month at 8:30am. A representative of your event must attend to answer any questions from the committee. Once the committee has approved your event, the full County Board will review your request. Your event is NOT approved until the full County Board has given approval.

Once approved, you will be required to provide a certificate of liability insurance for your event to the County Board office.

NAME OF EVENT: _____ DATE & TIME OF EVENT: _____

CONTACT NAME: _____ PHONE: _____ EMAIL: _____

- Road closures for your event? YES / NO What roads will you have closed? _____
- Has the City of Effingham approved road closure? YES / NO Alcohol at your event? YES / NO

If so, you will need to contact the City of Effingham along with the Chairman of the Effingham County Board for approval. You will also need to contact the Effingham County Clerk's office for a local special use permit as well as submit to the state. State application can be found here:

<https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-use-permit.pdf>

- If alcohol is served, do you have security provided for your event? YES / NO
- Do you anticipate a need for restrooms? YES / NO Are restrooms secured? YES/NO
- What are plans for trash disposal during and after your event? _____
- NOTE: Food trucks require approval from City of Effingham. Please, ensure you have appropriate electrical access. If more electrical access will be necessary, you will need to contact the City of Effingham for approval for use from lamp posts.

Printed Name of Applicant

Signature of Applicant

Approved/Denied by: _____
Chairman of the Board

Date of Approval: _____

RULES FOR USE

1. Certificate of liability insurance is required for all events.
2. Be respectful of the Veteran's Memorial. Absolutely no tents, trash, personal items may be on the Veteran's Memorial located on the southwest corner of the courtyard.
3. Be respectful of others with approved use of the courtyard. If another event is taking place prior to your event, do not set up for your event until the previous event is closed down. Once your event is over, please clean up and close down as quickly as possible for following events.
4. All trash, litter, etc. from the event is the responsibility of the event holder and must be cleaned up immediately upon close down of event.