

CITY OF OTTAWA

301 W. Madison Street Ottawa, IL 61350

Phone: (815) 433-0161 x 31 Fax: (815) 433-2270 E-mail: riverfest@cityofottawa.org

Dear Organization/Business,

Thank you for your interest in Ottawa's annual Riverfest celebration. Your event is one of the reasons why Riverfest is the Illinois Valley's premier festival.

Planning for the 2011 festival is under way. We need some information from you, if you are interested in including your event in the official 2011 Riverfest advertising. **The dates for Riverfest are August 3 – August 7, 2011.**

NOTE: IF YOUR GROUP IS PLANNING ON MAKING A PROFIT THIS YEAR DURING RIVERFEST, SEE THE INFORMATION BELOW ON IBT NUMBER AND NON-PROFIT STATUS

THE CITY OF OTTAWA REQUIRES THAT YOU SUPPLY A COPY OF YOUR CURRENT ILLINOIS BUSINESS TAX (IBT) NUMBER OF YOUR BUSINESS AND

NON-PROFITS WILL NEED TO SUPPLY A COPY OF YOUR CURRENT ILLINOIS DEPARTMENT OF REVENUE'S OR ATTORNEY GENERAL'S AUTHORIZATION OF NON-PROFIT STATUS

*****IF YOU OR YOUR GROUP IS PLANNING ON BEING INCLUDED AS A RIVERFEST EVENT AND IN THE RIVERFEST ADVERTISING, YOU MUST FILL OUT THE SECOND PAGE**

NOTE: The information you supply may be edited due to space availability when putting the Schedule of Events together. **We will try our very best to include all of the information you have supplied.**
The fee to be included in the official advertising is \$50.00 this year.

If you require any city services, there may not be any charge (see NOTE: at the bottom of the next page) BUT you need to fill out the attached form and return it to Heidi at the city of Ottawa. THIS IS THE ONLY WAY YOU WILL GET THE CITY SERVICES.

Please fill out and return the enclosed form, EVEN IF YOU CHOOSE NOT TO BE IN THE RIVERFEST ADVERTISING and require no city services. This will insure that your event is not erroneously listed in advertising.

Enclosed also you will find a Riverfest Schedule of Events from last year. **If you were in last year's advertising, please proof your event and make any corrections needed (if you are choosing to be in again this year) and return it along with the \$50.00 payment.**

If you were not in last year, this is what your event could be included in for the \$50.00 advertising fee.

Please mail, fax or return your form back **by May 27, 2011.**

I look forward to working with you to make the annual Riverfest celebration a huge success.

Heidy Eisert
Riverfest Coordinator

CITY OF OTTAWA 301 W. Madison Street Ottawa, IL 61350
Phone: (815) 433-0161 Fax: (815) 433-2270

SERVICES NEEDED OF THE CITY OF OTTAWA, IL

Name of Event: _____

Date(s) of Event: _____

Time(s) of the Event: _____

Location of Event: _____

Name of Organization/Business: _____
Please Print

Contact Person: _____
Please Print Address, City, County, State, Zip

E-mail address: _____ Phone: _____ Cell Phone: _____

Yes – Include our event in the official 2011 Riverfest advertising.
I understand that the **fee is \$50.00. Please make check payable to: Ottawa Riverfest**

No – Please do not include our event in the official 2011 Ottawa Riverfest advertising.

Any additional needs for your event are the responsibility of the organization/business and the city of Ottawa will not be responsible for any costs that might occur.

NOTE: If you are going to be selling anything - You must submit a copy of your current Illinois Business Tax (IBT) number OR a copy of your current Illinois Department of Revenue's or Attorney General's Authorization of Non-Profit Status

I have submitted: *(This information is required in order to be included in any of the Ottawa Riverfest advertising)*

A current copy of our Illinois Business Tax **(IBT) number**
OR **(you must have either one or the other)**
 A current copy of our Illinois Department of Revenue's or Attorney General's Authorization of **Non-Profit Status**

The following city services are needed:

Picnic Tables: no / yes \$0.00 ea. day – Quantity needed: _____ # of days needed: _____

Barricades: no / yes \$0.00 ea. day - Quantity needed: _____ # of days needed: _____

Garbage Barrels: no / yes \$0.00 ea. day - Quantity needed: _____ # of days needed: _____

Power: no / yes
Usage: \$0.00/Day/Outlet - # of days needed _____ # of outlets needed _____

City Water needed: no / yes
Usage: \$0.00/Day - # of days needed _____

Police Department needed: no / yes - What is needed? _____ How many needed? _____

Fire Department needed: no / yes - What is needed? _____ How many needed? _____

NOTE: There may be a fee charged to your organization/business for police and/or fire department if the chiefs feel there is a need.

Other: _____

Remember to mail, fax or return your form to: **Heidy Eisert by May 27, 2011**

I have read and fully understand the 2 pages of 2011 Riverfest Organization/Business and city services needed letter and will comply with all rules set therein. I will notify all my staff, workers, and/or volunteers of the rules outlined herein and will comply with same.

****Signature of contact person**

Date

