

**PERMIT APPLICATION**

DATE APPLICATION RECEIVED: \_\_\_\_\_

In order for the application to be processed, an application fee receipt must be attached.  
Please see application fees on the last page of this application.

Event Title: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Vendor/Media Contact: \_\_\_\_\_  
(Last) (First)

Address: Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

On Site Phone During Event: \_\_\_\_\_ Email: \_\_\_\_\_

Event Sponsor's Secondary Event Contact: \_\_\_\_\_  
(Last) (First)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**SUMMARY OF EVENT**

Event Location: \_\_\_\_\_  
*(Please be as specific as possible and attach a scaled layout of the event. If your event includes a run, parade, or walk please include the route.)*

Event Description: \_\_\_\_\_

Event Website Link: \_\_\_\_\_

Admission Fee: \_\_\_\_\_

Estimated Number of Attendants: \_\_\_\_\_

**DATE/TIME**

Set-up Start: Date \_\_\_\_\_ Time \_\_\_\_\_ / Set-up Finish: Date \_\_\_\_\_ Time \_\_\_\_\_

Event Start: Date \_\_\_\_\_ Time \_\_\_\_\_ / Event Finish: Date \_\_\_\_\_ Time \_\_\_\_\_

Dismantle Start: Date \_\_\_\_\_ Time \_\_\_\_\_ / Dismantle Finish: Date \_\_\_\_\_ Time \_\_\_\_\_



## PERMIT APPLICATION

For any inquiries on this portion of the application, please refer back to the General Information portion of the Special Events Planning Guide.

### COMMUNITY DEVELOPMENT

Do you plan on using a tent(s) at your event? Yes      No

\*\*\*If so please attach the Tent application and answer the following:

- Did you read the Tent Requirements in the General Information Section? Yes      No
- Do you plan on having a fire extinguisher for every tent structure? Yes      No

\*\*\*If so please initial that someone from the event sponsor's organization will be there when tents are dropped off, set up, and picked up. \_\_\_\_\_

Do you plan on food/drinks at your event? Yes      No

Do you understand that there is a permit fee for food vendors? Yes      No

\*\*\*If so please attach the Temporary Food Service application and answer the following:

- Do you/your food vendors need grease disposal barrels for their cooking oil/hot charcoal/grease? Yes      No
- How many food vendors will need to disposal barrels? \_\_\_\_\_
- Beverages will be served in: (Please check as many of the following that applies)  
 plastic cups    plastic bottles    aluminum cans    glass bottles    other \_\_\_\_\_

Do you plan on conducting a raffle? Yes      No

\*\*\* If so, please attach your raffle license to the application.

Do you plan on having signage? Yes      No

\*\*\* If so, please attach your Sign Permit application. To obtain this, please contact Community Development at (847) 931-5920.

\*\*\* Please note, yard signs advertising events are not allowed and can be subject to fines. For any questions regarding this matter please contact Community Development.

### FIRE DEPARTMENT

Do you plan on having fireworks/pyrotechnics at your event? Yes      No

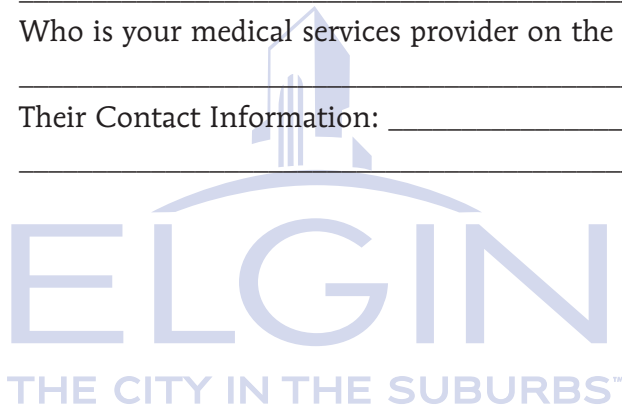
\*\*\*If so, additional paperwork is required. Please contact (847) 931-6190

Do you plan on having a bonfire at your event? Yes      No

What is your medical plan? \_\_\_\_\_

Who is your medical services provider on the day of the event: \_\_\_\_\_

Their Contact Information: \_\_\_\_\_



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**LAND MANAGEMENT DEPARTMENT**

Do you need a water hook-up at your event? (This does not include a hose) Yes No

• If so, please indicate what it will be used for: \_\_\_\_\_

Do you plan on using electric at your event? Yes No

• If so, please indicate the following:

What it will be used for: \_\_\_\_\_

Power Needs: \_\_\_\_\_

Do you plan on using a generator at your event? Yes No

• If so, please indicate what kind and from what supplier: \_\_\_\_\_

If you are on city property (parks, city parking lots, etc.), do you plan on having trash and recycling receptacles at your event? Yes No

• If so, please indicate how many Trash Receptacles: \_\_\_\_\_ Recycling Receptacles: \_\_\_\_\_

**Parks and Recreation Department**

Do you want to hold your event on city property? Yes No

The sponsor must provide the department with a certificate of general liability insurance naming the city as additional insured with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and with a general aggregate limit of not less than two million dollars (\$2,000,000). Such insurance shall be primary and noncontributory to any insurance carried by the city and the insurance shall not be terminated or cancelled for any reason without thirty (30) days advance written notice to the city. This insurance shall not be required for residential block events, parades and noncommercial expressive activities protected under the first amendment of the constitution of the United States.

Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please list these entities. If not, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a sample of the notice and press release that you propose to distribute two weeks prior to your event? If yes, please attach. If no, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

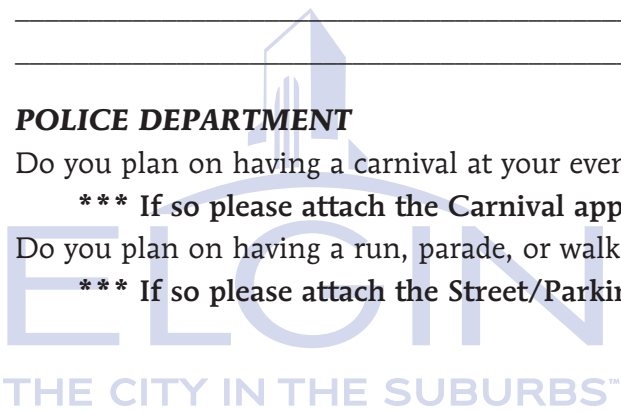
**POLICE DEPARTMENT**

Do you plan on having a carnival at your event? Yes No

\*\*\* If so please attach the Carnival application.

Do you plan on having a run, parade, or walk at your event? Yes No

\*\*\* If so please attach the Street/Parking Lot Closure application.



**PERMIT APPLICATION**

Do you plan on having music at your event? Yes  No

\*\*\* If so, did you read the sound requirements in the general information section? Yes  No

Number of Stages: \_\_\_\_\_ Number of Performers/Bands: \_\_\_\_\_

Performer/Band name and music type: \_\_\_\_\_

Please describe the sound equipment being used: \_\_\_\_\_

Do you plan on serving alcohol? Yes  No

\*\*\* If so please attach the Liquor License application. To obtain a Liquor License, please contact the City Clerk's Office at (847) 931-5660 at least 60 days prior to the event.

Explain your event security and parking plan: \_\_\_\_\_

Do you plan on hiring outside security? Yes  No

\*\*\* If so please indicate the security company name: \_\_\_\_\_

Security company contact information: \_\_\_\_\_

\*\*\* If so, please specify how many and at what locations: \_\_\_\_\_

Do you need Police assistance with traffic direction or crowd control? Yes  No

Do you plan on city street or parking lot closures? Yes  No

\*\*\* If so please attach the Street/Parking Lot Closure application.

\*\*\* Any City Street/City Parking lot Closure will only be approved if notices to the residents and businesses are sent, a press release is sent to the media, and signs to the public are posted. Please attach a sample of each to the Street/Parking Lot Closure application.

**PUBLIC WORKS DEPARTMENT**

Do you plan on having portable restrooms and sinks at your event? Yes  No

\*\*\*If so, please indicate the number of each:

Regular Port-o-lets: \_\_\_\_\_ Handicapped Port-o-lets: \_\_\_\_\_ Hand Washing Sinks: \_\_\_\_\_

Service Provider: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Scheduled Delivery Date: \_\_\_\_\_ Scheduled Pick-up Date: \_\_\_\_\_

Do you plan on providing a dumpster(s)? Yes  No

How Many: \_\_\_\_\_

Service Provider: \_\_\_\_\_ Phone Number: \_\_\_\_\_

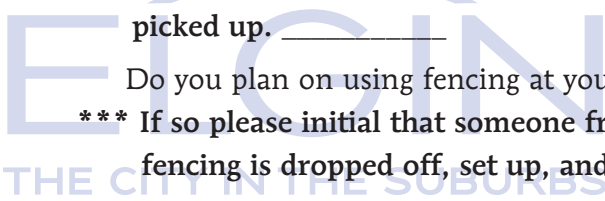
Scheduled Delivery Date: \_\_\_\_\_ Scheduled Pick-up Date: \_\_\_\_\_

Location: \_\_\_\_\_ Sizes: \_\_\_\_\_

\*\*\*If so please initial that someone from the event sponsor's organization will be there when dumpsters/port-o-lets/hand washing sinks are dropped off, serviced, and picked up. \_\_\_\_\_

Do you plan on using fencing at your event? Yes  No

\*\*\* If so please initial that someone from the event sponsor's organization will be there when fencing is dropped off, set up, and picked up. \_\_\_\_\_



## PERMIT APPLICATION

Please sign below stating that all of the above referenced City ordinances and policies have been read, agreed to, and will be followed by the event sponsor in accordance with the proposed special event.

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

*(without a proper signature the application is incomplete and will not be considered)*

### APPLICATION FEES

Application fees are as follows:

- Block Party - \$10 (all block party requests must fill out the Street/Parking Lot Closure Application; not this one)
- Carnival - \$75 (all carnival requests must fill out the Carnival Application as well; not this one)
- Festival (Over 1000 attendees) - \$50
- Film - \$10 (must fill out the Film Application as well; not this one)
- Harvest Market (per market) - \$25
- Neighborhood event (Fewer than 1000 attendees) - \$25
- Races/Walks - \$25
- Seasonal Harvest Market (per season) - \$75

Thank you for completing your Special Event Permit Application. Before you submit the application, please make sure the following has been completed:

- Sign and date your application
- Fill out all sections of the application
- Attach your scaled layout that includes: fencing, port-o-lets, dumpster, etc.
- Attach your certificate of insurance
- Indicate your medical, security and parking plans
- Provide additional applications if needed: tent, street closure, temporary food, etc.
- Provide a sample of a notice and press release