




847-931-6770 

specialevents@cityofelgin.org 

cityofelgin.org/specialeventspermit 

150 Dexter Court, Elgin, IL, 60120 

# SPECIAL EVENTS PERMIT APPLICATION

*If you are planning to host an event on city property, please complete this permit application and return it at least 60 days prior to the event. Please include a layout of the event. You can reference the special events planning guide for detailed information.*

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## WHAT YOU SHOULD KNOW

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- ▶ This application serves as the starting point for events. Additional applications may be required.
- ▶ Your permit fee and any additional charges will be determined after submission of all documentation.
- ▶ Additional documents that you will need to submit with your application:
  - ▶ Certificate of Insurance
  - ▶ Medical, security, and parking plans
  - ▶ Layout of your event that includes fencing, port-o-lets, dumpsters, etc.
  - ▶ A sample press release and notice to residents/businesses.
- ▶ Completed application must be submitted to the Special Event Coordinator no less than 30 days before your event. Submission of an application does not guarantee approval.
- ▶ Applications are reviewed and approved by the Community Engagement Committee.
- ▶ This application can be emailed to [specialevents@cityofelgin.org](mailto:specialevents@cityofelgin.org) or sent to: City Hall Attn: Special Events, 150 Dexter Court Elgin, IL 60120.

## PRIMARY EVENT CONTACT INFORMATION

This will be our city staff's contact person during the application process, and where all correspondence will be sent during this permit process.

APPLICANT'S FULL NAME

APPLICANT'S PHONE NUMBER

APPLICANT'S ADDRESS (STREET, CITY, STATE, ZIP)

APPLICANT'S EMAIL ADDRESS

## EVENT INFORMATION

EVENT TITLE

EVENT SPONSOR

LOCATION OF EVENT

Please be as specific as possible and attach a scaled layout of the event. This will be reviewed by the Code, Fire, and Police Department to ensure all state laws and ordinances are followed.

EVENT DESCRIPTION

EVENT START DATE

EVENT END DATE

SET-UP START

SET-UP FINISH

EVENT START

EVENT FINISH

DISMANTLE START

DISMANTLE FINISH

SECONDARY EVENT CONTACT

SECONDARY CONTACT PHONE NUMBER

EVENT WEBSITE LINK

ESTIMATED NUMBER OF ATTENDEES

ONSITE PHONE DURING EVENT

ADMISSION FEE

DO YOU WANT TO HOLD YOUR EVENT ON CITY PROPERTY?

Yes

No

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## COMMUNITY DEVELOPMENT

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

DO YOU PLAN ON USING TENTS OVER 10'X10' AT THIS EVENT?  Yes  No

If so, please attach the Tent Permit 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 OVER 400 SQ FEET?  Yes  No

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If you plan on using tents over 10'x10', 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 SERVING FOOD/DRINKS AT YOUR EVENT?  Yes  No

If so, please attach the temporary Food Service application and answer the following:

DO YOU UNDERSTAND THAT THERE IS A PERMIT FEE FOR FOOD VENDORS?  Yes  No

BEVERAGES WILL BE SERVED IN (CHECK ALL THAT APPLY):

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 the 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.

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## FIRE DEPARTMENT

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DO YOU PLAN ON HAVING FIREWORKS/PYROTECHNICS AT YOUR EVENT?  Yes  No

If so, additional paperwork is required. Please contact (847) 931-6190 for further information.

DO YOU PLAN ON HAVING A BONFIRE AT YOUR EVENT?  Yes  No

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DESCRIBE YOUR MEDICAL PLAN

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MEDICAL SERVICES PROVIDER FOR DAY OF EVENT

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MEDICAL SERVICES PROVIDER EMAIL

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MEDICAL SERVICES PROVIDER EMAIL PHONE NUMBER

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## LAND MANAGEMENT DEPARTMENT

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DO YOU NEED A WATER HOOKUP AT YOUR EVENT?

Yes

No

*Describe your water hook-up needs below. Note: This does not include a hose.*

*Any event sponsor who needs a water hook-up must arrange for one at least 30 days in advance of the event. Water meters must be rented from the water dept.*

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DO YOU PLAN ON USING ELECTRIC AT YOUR EVENT?

Yes

No

*If so, please indicate what it will be used for, and your power needs:*

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DO YOU PLAN ON USING A GENERATOR AT YOUR EVENT?

Yes

No

*If so, please indicate what kind and what supplier:*

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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

\_\_\_\_\_  
*Number of trash receptacles*

\_\_\_\_\_  
*Number of recycling receptacles*

IF YOU ARE ON CITY PROPERTY, DO YOU PLAN ON HAVING A DUMPSTER ON SITE?

Yes

No

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## ADDITIONAL REQUIREMENTS

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*The applicant 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:

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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 NOT, PLEASE EXPLAIN:

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P O L I C E   D E P A R T M E N T

DO YOU PLAN ON HAVING A CARNIVAL AT YOUR EVENT?

*If so, please attach the Carnival application.*

Yes

No

DO YOU PLAN ON HAVING A RUN, PARADE, OR WALK AT YOUR EVENT?

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

Yes

No

DO YOU PLAN ON HAVING MUSIC/AMPLIFICATION AT YOUR EVENT?

*If so, check "yes" confirming you have read and will comply with the ordinance requirements below.*

Yes

No

\_\_\_\_\_  
NUMBER OF STAGES

\_\_\_\_\_  
NUMBER OF BANDS

\_\_\_\_\_  
NUMBER OF PERFORMERS

\_\_\_\_\_  
PERFORMER/BAND AND MUSIC TYPE

\_\_\_\_\_  
DESCRIBE THE SOUND EQUIPMENT BEING USED

- ▶ If you plan on using amplification, please be advised that although there is no permit which can be issued that addresses music, if complaints of any type are received, our Police Department is obligated to respond and enforce the City Code/Ordinance.
- ▶ Sound cannot be amplified more than 75 feet from the sound amplification device.
- ▶ If this is for a car show, please request the sound amplification ordinance through the special events office.
- ▶ It is unlawful to use, operate or employ any such amplifying equipment unless the City of Elgin Sound Ordinance/Guidelines are followed.
- ▶ The operation of sound amplifying equipment shall only occur Sundays through Thursdays between the hours of 8:00 a.m. - 8:00 p.m., prevailing time, and Fridays and Saturdays 8:00 a.m.-11 :00 p.m., prevailing time. Some events may be extended if approved by the Mayor, Chief of Police and City Council.
- ▶ No sound amplifying equipment shall be operated within 200 feet of churches, schools or hospitals.
- ▶ Sound amplification devices noise limitation from residential properties: No person shall operate or permit operation of any sound amplification device or system from any residential property within the city which can be heard from a distance of seventy-five feet (75') or more from any property line of such residential property during nighttime hours or which can be heard from one hundred fifty feet (150') or more from the property line of any such residential property during daytime hours.
- ▶ Operation of sound amplifying equipment shall be restricted to one event per 300 feet of simultaneous use.

DO YOU PLAN ON HIRING OUTSIDE SECURITY?

Yes

No

\_\_\_\_\_  
SECURITY COMPANY NAME

\_\_\_\_\_  
AMOUNT OF HIRED SECURITY

\_\_\_\_\_  
POSTED LOCATIONS FOR SECURITY

\_\_\_\_\_  
SECURITY COMPANY CONTACT INFORMATION

EXPLAIN YOUR EVENT SECURITY AND PARKING PLAN:

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DO YOU PLAN ON SERVING ALCOHOL?

Yes

No

*If so, please note that serving or consumption of alcoholic beverages in the public right-of-way is prohibited unless a liquor license has been issued. To obtain a liquor license please contact the City Clerk's Office at least 60 days prior to the event at 847-931-5660.*

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.*

DO YOU PLAN ON REQUIRING A MINIMUM TICKET PURCHASE AT THE ENTRY POINTS IN ORDER TO ENTER THE EVENT GROUNDS?

Yes

No

*If so, what is the amount and is it per person or per family? \_\_\_\_\_*

DO YOU NEED POLICE ASSISTANCE WITH TRAFFIC DIRECTION/CROWD CONTROL?

Yes

No

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**P U B L I C   W O R K S   D E P A R T M E N T**

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DO YOU PLAN ON HAVING PORTABLE RESTROOMS AND SINKS AT YOUR EVENT?

Yes

No

*If so, please indicate number of each and provider information:*

REGULAR PORT-O-LETS

ACCESSIBLE PORT-O-LETS

HAND WASHING SINKS

\_\_\_\_\_  
SERVICE PROVIDER

\_\_\_\_\_  
SERVICE PROVIDER PHONE NUMBER

\_\_\_\_\_  
DELIVERY DATE

\_\_\_\_\_  
PICK-UP DATE

DO YOU PLAN ON PROVIDING (A) DUMPSTER(S)?

Yes

No

\_\_\_\_\_  
NUMBER OF DUMPSTERS

\_\_\_\_\_  
SIZE OF DUMPSTERS

\_\_\_\_\_  
DELIVERY DATE

\_\_\_\_\_  
PICK-UP DATE

\_\_\_\_\_  
SERVICE PROVIDER

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
LOCATION(S) OF DUMPSTERS

*If this is on city property, please initial that someone from the event sponsor's organization will be there when dumpster(s) are dropped off, set up, and picked up. \_\_\_\_\_*

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FENCING SUPPLIER COMPANY NAME

Fencing is required at the cost of the sponsor for security purposes based on traffic patterns, site location, past history and general safety unless authorized by the Chief of Police.

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

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**A P P L I C A N T   S I G N A T U R E**

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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. Please sign below to confirm that you have included the non-refundable application fee with this application. Please note that additional fees may be incurred for City services.

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APPLICANT SIGNATURE

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DATE

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APPLICANT NAME (PRINT)

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**S P E C I A L   E V E N T   P E R M I T   F E E S**

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Please reference the permit fees listed below. Additional fees and applications may apply.

- ▶ Block Party Permit- \$10 and requires the Block Party Permit Application
- ▶ Block Party in a Box- \$50 refundable deposit and requires the Block Party Permit Application
- ▶ Carnival Permit- \$75 and requires the Carnival Permit Application
- ▶ Festival Permit (over 1,000 attendees)- \$50
- ▶ Film Permit- \$10 and requires the Film Permit Application
- ▶ Farmers Market (per market)- \$25
- ▶ Neighborhood Event (less than 1,000 attendees)- \$25
- ▶ Race/Walk- \$25