



### SPECIAL EVENT PERMIT APPLICATION

Event Title/Name: \_\_\_\_\_

Date(s) of Event (include rain date if applicable): \_\_\_\_\_

● **SPECIAL EVENT PERMIT**

Please describe in detail the type of entertainment/event you plan on conducting. \_\_\_\_\_

\_\_\_\_\_

Did you have a Special Event Permit issued during the last calendar year? Yes  No

What is the expected attendance? \_\_\_\_\_

Will the event include fireworks, campfires, or other fire-related amenities? Yes  No

*Attach a list of all amusement rides, exhibits, names of personalities, or other forms of entertainment with this application and the company(s) responsible for providing the same.*

● **LOCATION**

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

Will any Village of Vernon Hills grounds or facilities be used? Yes  No

Will public roadways or bike paths be used? Yes  No

Will there be entertainment at the event? Yes  No

Will any Village of Vernon Hills parks be used? Yes  No

If yes, have you received approval? Yes  No

Name of Park District employee who granted approval: \_\_\_\_\_

*Describe facilities and duration:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval of this aspect of the application does NOT grant exclusive permission to the applicant to use municipal property, the public right-of-way nor does it guarantee availability of parking. Applicants should be aware when requesting the use of municipal grounds that these grounds are available throughout the year for passive recreation and therefore, it is very possible that others will be using the property at the same time as the applicant. Also note, applicants must provide a General Liability Policy or Special Events Policy in the amount of \$1,000,000 as proof of insurance. The Certificate of Insurance must name the Village as the Additional Insured. No electrical service is available for use by an applicant as part of an approved activity on village grounds or open flame or fire is allowed as part of an activity unless specifically approved.

**TEMPORARY SIGN PERMIT**

Temporary signs shall be limited to non-projecting wall signs, attached ground signs, or banners not attached to buildings. Total signage shall not exceed 50 square feet. The use of any temporary signage is prohibited on roofs. Please submit a site plan or location map indicating placement of sign. Please contact the Community Development Department for temporary signage regulations at 847.367-3704.

Will there be any signs? Yes  No  Type of Sign: \_\_\_\_\_

Location of sign: \_\_\_\_\_

Size of sign: \_\_\_\_\_ Height of sign: \_\_\_\_\_

**LIQUOR LICENSE**

Will alcohol/liquor be served at this event? Yes  No

If yes, a liquor license is required to be obtained from the Liquor and Licensing Commission. Contact the Community Development Department for more information at 847.367-3700.

Do you already have a Village of Vernon Hills Liquor License? Yes  No

If yes, what is the Liquor License class type? \_\_\_\_\_

**TENT/TEMPORARY STRUCTURE PERMIT**

Will there be any tents or temporary structures at this event? Yes  No

If yes, how many and what size are they? \_\_\_\_\_

*Attach a copy of the Certificate of Flame Resistance for each tent. Depending upon the type of tent and the time of day the tent will be occupied, an electrical permit may be required, and can be obtained from the Building Division.*

Tent Installer:	Telephone
	Number:
Address:	Contact Name:

**ELECTRICAL PERMIT**

An electrical permit may be required for the use of additional electrical equipment. *Attach a simple line drawing to this application indicating each device being used, its fusing, and its power source. Please describe below any electrical equipment that will be used. (Attach an additional sheet if necessary.)*

Will temporary power be used? Yes  No

If yes, describe type, source, and location: \_\_\_\_\_

Electrical Contractor Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

License Number: \_\_\_\_\_ License obtained from: \_\_\_\_\_

**SECURITY**

Please explain the steps to be taken to monitor the number of persons in attendance. \_\_\_\_\_

How will pedestrian access to the event be controlled? \_\_\_\_\_

How will vehicular access to the event be controlled? \_\_\_\_\_

Will public roadways or bike paths be used or will the event have an effect on traffic (including any street closures)? Yes  No  If yes, please explain: \_\_\_\_\_

Will there be event marshals on site? Yes  No  If yes, how many? \_\_\_\_\_

Will there be private security on site? Yes  No

Security Company Name: \_\_\_\_\_

Security Company Address: \_\_\_\_\_

Contact Person's Name on site the day of event: \_\_\_\_\_

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

Please explain what type of security will be at the event and the number of security persons: \_\_\_\_\_

**REQUEST FOR SERVICES**

The Village of Vernon Hills understands that fire, police, public works services and/or other municipal services may be necessary at events that attract a large number of participants/spectators. For this reason, businesses, non-profit organizations, or public service agencies may request that the village provide these at an event. The village may charge the applicant for these services. An estimate of these charges will be provided upon review of this application.

Is the assistance of village personnel or equipment needed? Yes  No

Police Department

Fire District

Public Works

Lake County Public Health

Building Division

Other

Has village support been required for previous events? Yes  No

Please specify what is being requested and why: \_\_\_\_\_

**RESTROOM FACILITIES**

Will restroom facilities/port-o-lets be provided? Yes  No   
Show the number of restroom facilities on plan.

**RAFFLE LICENSE**

Will there be a raffle or raffle related activity at this event? Yes  No

**If yes, a raffle license is required to be obtained.** A separate application must be submitted to the Community Development Department and approved by the Village Board. For additional information phone (847) 367-3700.

**CHARITABLE ORGANIZATION FUNDRAISING**

Will there be fundraising activities at this event? Yes  No

If yes, name of organization and local representative: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

**ACKNOWLEDGEMENT AND SIGNATURE**

**Hold Harmless Statement:** The applicant hereby agrees to indemnify and hold harmless the Village of Vernon Hills, its Corporate Authorities, officers, agents, and employees from and against any and all claims, suits, damage, causes of action, judgments, loss, costs, expenses, and attorney's fees arising out of personal injury, including death, property loss, or theft sustained by any person on the premises during or as a result of the applicant's misuse of the property. I hereby further certify that the information provided in this application is true and correct to the best of my knowledge and that I have not provided false or misleading information. I understand that the failure to supply adequate or correct information will subject to revocation of permission to hold such event.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Applicant's Name and Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Office Use Only**

Building Division	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Public Works Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Police Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Fire District _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached
Lake County Health Dept.	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Comments Attached



## Special Event Permit Procedures

*Please note that approval of one permit/license does not indicate approval of any other required permits or licenses.*

A temporary special event request should be completed and submitted to the village at least **45 days** in advance of the planned event. Some event requests will require review by several village departments, may also require review by various County departments, and receive Village Board approval. The review process will be shorter in most cases when the nature of the event is limited, and if all required information is submitted with the application. Part of the approval process may require the applicant to appear at an evening Liquor & License Commission and/or Village Board meeting. Applicants should be aware that failure to provide information or to meet any permit requirements will constitute a basis for denial of the temporary special event permit request. The following is a checklist of required information to be submitted with each event request, as applicable:

### Process/Procedure

**Exemptions** All Vernon Hills local governmental entities are exempted from this process and the special event permit procedure.

**Written permission** Written permission to hold event from the property owner/duly authorized agent.

**Drawing/diagram of the event** A diagram of the event is required. Information on the drawing/diagram shall include all aspects of the event including the event location, size of premises, entertainment locations, layout of displays, booths, tents, parking areas, number of parking spaces available, fire lanes, food location, cooking equipment, public restrooms/temporary sanitary facilities, buildings, other structures being used, and street access to the event.

**A map of the route** For all bike rides, foot races, marathons, walk-a-thons, or parades a map of the route is required.

**Block party requirements** A different application is required. The application is available from the Community Development Department or Police Department (754 Lakeview Parkway). The application includes a petition sheet they will need to be circulated among the residents affected by the event. Seventy-five (75) percent of the affected residents must sign the petition in support of the block party. If barricades are needed for street closure(s), applicants must call the Village OF Vernon Hills Public Works Department at 847.367-3727 at least five (5) business days prior to the event to request the use of barricades.

**Will any food or drink be prepared or served?** If so, you must provide the caterer name, contact person, phone number and copy of the Lake County Health Department Food permit for each food vendor. Each food vendor must submit a complete menu and catering information,

including how potentially hazardous foods are to be kept cold, how they will be cooked and how they will be served. Depending upon the menu and other submitted information, an inspection may be required. The cost of any inspections scheduled during non-business hours may be charged to the applicant.

**Will alcohol be offered or served at the event?** If so, a liquor license must be obtained and can be applied for at the Community Development Department office at (847) 367-3700. If you already have a current Village of Vernon Hills annual liquor license, inform the village on the application of the class type.

**Will there be any tents at the event?** If so, tents will require a tent permit. You must provide a copy of the Certificate of Flame Resistance for each tent. Depending upon the type of tent and the time of day the tent will be occupied, an electrical permit may be required. Tents require inspection prior to the event. The cost of any inspections scheduled during non-business hours may be charged to the applicant.

**Will there be any temporary use of electrical devices at the event?** If so, an electrical permit must be obtained. A simple line drawing is required with the electrical permit application indicating each device being used, its fusing, and its power source. Electrical installations must be inspected prior to the event. The cost of any inspections scheduled during non-business hours may be charged to the applicant.

**Will animals be on site?** If so, applicant must provide a copy of the animal handler information and a copy of the USDA license.

**Will there be entertainment at the event?** Please attach a list of all amusement rides, exhibits, names of personalities, or other forms of entertainment with this application.

**Will services from the village be required or requested?** If so, some events will require services to be provided by the village. Event applicants may submit requests for certain village services. Services often involve the Police Department, Fire District, Public Works Department, or Building Division. The applicant pays the cost of these services.

**How many people are expected to attend the event?** Depending upon the event, additional temporary restroom facilities/port-o-lets will need to be provided. Show the number of restroom facilities on plan.

**Will any temporary signs be used to advertise the event?** If so, apply for a permit via the Building Division. A drawing of each sign is required, indicating the size of the sign and text.

**Will there be any raffles or raffle-related activity at the event?** If so, a separate raffle license application must be applied for at the Community Development Department and approved by the Village Board. Raffle license review requires a representative from the establishment/organization be in attendance at the Village Board meeting to answer any questions.

**Hold Harmless Statement** Applicant shall sign a hold harmless statement with this application.

**Cash Deposit** A minimum cash deposit must be submitted with the application as determined necessary by the Community Development Department.

**Insurance** Wherever public property or public right-of-ways are being requested for use. Applicants must provide a General Liability Policy or Special Events Policy in the amount of \$1,000,000 as proof of insurance with this application and no electrical service is available for use by an applicant as part of an approved activity on village grounds. No open flame or fire is allowed as part of an activity on municipal property. The village may cancel use approval without cause upon reasonable, advance, written notice prior to the commencement of the activity, or it may be cancelled at any time for cause. The policy must list the Village of Vernon Hills as an additional Insured.

**Fees/Late Fees/Fee Waivers** There is no temporary special event permit request/application fee. The total permit fee amount will be based on the aspects of the event, whether entertainment is included, and approvals required. Fees/charges are required to be paid when the temporary special event permit is issued. For events held for nonprofit purposes, a waiver of fee may be requested. Any individual, group, or organization (includes residential block party events), may submit a request in writing with this application. Waiver of fees requires Village Board approval. The minimum fee is fifty (50) dollars.