



301 E. North Street
Elburn, IL 60119
Ph: 630-365-5060 • Fax: 630-365-5063
Website: www.elburn.il.us

Application for a Special Event Permit

To ensure the Village can plan adequately for the location and/or services you are requesting on this application, please adhere to the following requirements:

- Public Event Definition: Events open to the general public
- Block Party Definition: Events restricted to residents of the location and their invited guests
- Application must be completely filled out and received **EIGHT (8) WEEKS** prior to the proposed date of the event. Failure to submit within the eight weeks may result in denial of the application and event. Exceptions can be made for certain types of events. If a question does not apply to your event, please mark the space "N/A".
- Block parties will not be authorized during Elburn Days weekend, Friday through Sunday (3rd weekend in August)
- A non-refundable application fee of \$25.00 will be due for all approved events (fee is waived for block parties). Payment will be due at time of permit. Check or money orders should be made payable to: Village of Elburn, 301 E. North Street, Elburn, IL 60119. Additional fees may apply and will be dependent on specific services requested.
- If applicable, site plans need to be attached to the application
- Applicant may be contacted to clarify information; please provide proper contact information
- All Public Events that require a Village of Elburn Permit, shall have a notice posted, in a conspicuous and accessible place that is in clear view of the public and employees, pertaining to Human Trafficking, as required by Illinois statute {775 ILCS 50/5(d)}. A model copy of such notice is available from the Illinois Department of Human Services website at: <http://www.dhs.state.il.us/page.aspx?item=82023>
- If you are utilizing Village roads/streets for the event, a certificate of general liability insurance must be received before the event can be permitted. The certificate of insurance must have \$1,000,000 in general liability coverage. The name and the date of the event must be listed in the description section of the certificate of insurance. In some cases, a hold harmless agreement will be requested. The certificate must list the Village of Elburn as an additional insured in the following format:

Village of Elburn
It's officials, employees, agents and representatives
301 E. North Street,
Elburn, IL 60119

If you have any questions regarding the application or application process, please call the Village of Elburn at 630-365-5060.

FOR OFFICE USE ONLY

Permit No. _____ Issue Date: _____
Application Fees Paid: _____ Date Paid: _____

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|---|----------------|----------------------|--------------|-------------------------|-----|
| 1 | Name of Event: | | | | |
| Address of Event | | | | | |
| Location Type: (check all that apply): <input type="checkbox"/> Street <input type="checkbox"/> Public Lot <input type="checkbox"/> Park <input type="checkbox"/> Private Property | | | | | |
| Is this a first-time event at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how does this event differ from previous years? | | | | | |
| Type of Event (check all that apply) <input type="checkbox"/> Concert <input type="checkbox"/> Festival <input type="checkbox"/> Fundraiser <input type="checkbox"/> Block Party <input type="checkbox"/> Triathlon * <input type="checkbox"/> 1K/5K/10K Race * <input type="checkbox"/> Parade * <input type="checkbox"/> Car show – How many vehicles? <input type="checkbox"/> Other: | | | | | |
| * Attach proposed route or map, including assembly and disbanding areas. In the event that a State Route must be temporarily closed, please allow extra time so that approvals can be acquired from the State of Illinois Department of Transportation. | | | | | |
| Event Date (no rain Dates): | | | Event Hours: | | |
| From: | | To: | From: | | To: |
| Set Up | | | Dismantling: | | |
| Date: | From: | To: | Date: | From: | To: |
| Projected number of persons attending the event: | | | | | |
| Will barricades be necessary for a street closure? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give exact location for delivery of barricades (after the event please put barricades back to the location that they were delivered): | | | | | |
| List proposed streets to be closed: | | | | | |
| Closest cross streets to the event site: | | | | | |
| Street address or block number: | | | | | |
| Street Closing Date: | | Street Closing Time: | | Street Re-opening Date: | |
| | | | | Street Re-opening Time: | |
| Park Name: | | | | | |
| Describe Event: | | | | | |
| Purpose of Event: | | | | | |

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| 2 | Sponsoring Organization: | |
| Address: | | |
| Daytime Phone Number: | | Email Address: |
| 3 | Person Responsible for Conducting the Event: | |
| Address: | | |
| Daytime Phone Number: | | Evening Phone Number: Email Address: |
| 4 | Will an entry/admission fee (excluding vendors) be charged to participate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? | |
| List all parties who will receive the proceeds from this event: | | |
| | | |
| 5 | Should vehicle parking be restricted in specific areas? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, "no parking" signs are required to be posted 24 hours in advance of the event date. Indicate the area where you would like parking to be restricted: | | |
| 6 | Indicate parking areas identified to accommodate persons attending the event: | |
| | | |
| 7 | Indicate parking area identified to accommodate event sponsor, employees, volunteers and other vehicles not needed on site: | |
| | | |
| 8 | Projected number of people working this event: | Projected number of vehicles used for event: |
| Type of vehicles used for the event: | | |
| Purpose of vehicles: | | |

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| 9 | Is a tent, inflatable structure, or other temporary structure(s) being erected or used on-site for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, include a description or a site plan, diagramming where the structure(s) will be located on the site. | | |
| * Flame resistant certificates MUST be provided before a permit will be approved. | | |
| Name of tent company or company erecting the tent, inflatable structure or other temporary structure(s): | | |
| Address: | | |
| Phone Number: | | Email Address: |
| List the exact tent, inflatable structure, or other temporary structure size(s): | | |
| Note: Tents, membranes and air structures larger than 200 square feet will need to be permitted and inspected. Contact the Elburn & Countryside Fire Protection District for more information at 630-365-6855. | | |
| 10 | Will a generator be used for power? <input type="checkbox"/> Yes <input type="checkbox"/> No | Will electrical wiring need to be installed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11 | Will signs or banners be hung? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, how many? |
| Describe in detail the proposed location(s) or attach a site plan: | | |
| Note: For more information on tent, sign and banner regulations, contact the Building and Zoning Department at 630-365-5061. | | |
| 12 | How many portable restroom facilities will you be providing on site for this event? | |
| Note: An adequate number of portable facilities need to be provided. Please remember to have an appropriate number of handicapped accessible facilities available also. | | |
| How many sinks will you be providing for this event? | | |
| 13 | How do you plan to publicize this proposed event? Attach a copy of the publicity plan, or flyer, if available: | |
| | | |
| 14 | Will there be any entertainment, performances or music? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, describe: | | |
| | | |
| Will there be a stage set-up for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, describe: | | |
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| 15 | Will access to a fire hydrant be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Note: For use of a fire hydrant, contact the Department of Public Works at (630) 365-5064. A meter will be required and an additional fee may apply. | | |
| 16 | Describe in detail your plan for cleaning, recycling, and disposing of all refuse from this event. You must provide a plan for accommodating recyclables. | |
| | | |
| Clean-up Committee Contact Person: | | Daytime Phone Number: |
| 17 | Will any additional trash receptacles, recycle bins, and/or dumpsters be required in the event area? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If so, please list the number and identify on the site map the location of additional trash receptacles/ recycle bins/ dumpsters. | | |
| Number of trash receptacles: | Number of dumpsters: | Number of recycle bins: |
| Where exactly, at the event site, will the trash receptacles, recycle bins or dumpsters be delivered or located? Please mark location on site plan. | | |
| 18 | Are any food vendors participating in the event? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, how many: |
| Vendor Name: | | |
| Address: | | |
| Phone Number: | Email Address: | |
| Vendor Name: | | |
| Address: | | |
| Phone Number: | Email Address: | |
| Vendor Name: | | |
| Address: | | |
| Phone Number: | Email Address: | |
| Vendor Name: | | |
| Address: | | |
| Phone Number: | Email Address: | |

Note: Please list additional food vendors on a separate sheet of paper and attach to the application.

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| 19 | Are any street vendors participating in the event? | If yes, how many? |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Vendor Name: | | |
| Address: | | |
| Phone Number: | | Email Address: |

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| Vendor Name: | | |
| Address: | | |
| Phone Number: | | Email Address: |

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| Vendor Name: | | |
| Address: | | |
| Phone Number: | | Email Address: |

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| Vendor Name: | | |
| Address: | | |
| Phone Number: | | Email Address: |

Note: Please list additional street vendors on a separate sheet of paper and attach to the application.

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| 20 | Do you plan to sell beer, wine or liquor for public consumption? |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>If yes, you must obtain a license from the Village of Elburn Liquor Control Commissioner. Please contact the Village office at (630) 365-5060. The retail sale and consumption of alcoholic liquor shall be limited to the premises specified in the permit, which premises shall be entirely enclosed by an approved fence and at the discretion of the Liquor Commission and the Chief of Police. For additional information concerning liquor licensing, please refer to Chapter 804 of Village code.</p> | |

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| 21 | Will you provide security? |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Security Firm Name: | |
| Address: | |
| Phone Number: | |
| Email Address: | |

Note: For the use of Elburn Police Department personnel and costs, contact the Elburn Police Department at 630-365-5070.

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What are your plans for providing emergency services?

Note: All emergency services shall include the requirement to call 911.

Note: Under Chapter 807.04: EMERGENCY REVOCATION an approved permit may be revoked:

"Notwithstanding any other provision in this code, if in the judgment of the village administrator, the chief of police or the Elburn and Countryside fire protection district fire chief, or their designees, an emergency situation has been created such that the continued use of public or private property by a permittee will immediately threaten life, health or property, the village administrator, the chief of police or the fire chief, or their designees, upon the issuance of an order stating the reason for such conclusion and without notice or hearing may immediately revoke or suspend the permit and require the use of the property to immediately cease. They may also require an immediate evacuation of the area. No person shall continue to use property contrary to such order".

PENALTY: Any person found liable/guilty by a preponderance of the evidence of a violation of Village Code, relating to this licensing, in an administrative/judicial hearing shall be subject to a Class III fine, plus applicable hearing costs, as provided in subsection 422.99 of this code. The Village of Elburn Police Department may shut down any event deemed to be in violation of this code.

Waiver and Hold Harmless Agreement

As the event applicant, I will abide by the approved permit and/or permits and will make every effort to resolve any conflicts through appropriate communications. Furthermore, I understand that the Village of Elburn, its officials, employees, and agents will not be responsible for any property left unattended at the event, and that I am responsible for reporting incidents of vandalism or illegal activity at the event by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 18 years of age and authorized to bind the event, sponsor(s), and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the Village of Elburn for any and all loss incurred by it in repairing or replacing damage to Village of Elburn property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the Village of Elburn, its officers, agents, and employees from any liability to any person, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agents, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all special use regulations/ requirements/agreements. I do hereby agree to abide by all federal, state, local and Village of Elburn laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Village of Elburn property. I understand that lack of meeting all requirements may result in the denial of the proposed special event. In the event that information provided on this form changes, or the event is canceled, I will inform the Village of Elburn, in writing, at least two (2) weeks prior to the event.

Applicant Signature: Date: _____

Print or Type Name:

Daytime Phone Number: Email Address: _____

Thank you for taking the time to complete this application. Remember to include a site plan and/or Block Party Application, if appropriate, and sign the application. We look forward to working with you on a very successful event.