

## VILLAGE OF CARPENTERSVILLE

1200 L.W. Besinger Drive

Carpentersville, IL 60110

847/551-3478

vil.carpentersville.il.us

Fax: 847/426-0864

## CLASS A PERMIT APPLICATION

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### SPECIAL EVENT PERMIT APPLICATION POLICY AND INSTRUCTIONS

Thank you for your interest in holding a special event in the Village of Carpentersville. This packet contains the information needed to register a special event and obtain any required permits/licenses.

#### Minimum Requirements/Criteria

The following criteria will be used to determine if your event is a special event, requiring completion of this application:

1. All outdoor events held on Village property, i.e., streets, sidewalks, parks, and/or deemed to significantly impact normal Village operations (such as Police patrol, Fire/EMS service, etc.) are considered special events.
2. An event that requests any of the following actions is considered a special event:
  - An outdoor event that is open to the public.
  - Events that require closure of Village streets and/or the use of Village-owned property (except block parties, which are not considered special events).
  - An outdoor event held by a licensed business that will be open to the general public is considered a special event and requires a special event permit. Examples of such events include sidewalk sales, tent sales, promotions held in parking lots, etc.

#### Definitions

***Class A Special Event:*** Any carnival, circus or other special event conducted on property open to the public that will require the use of special village services\* or any special event conducted on the public way or a public park of the village that will require special village services\*.

***Class B Special Event:*** Any special event conducted on property open to the general public other than on the public way (streets, sidewalks) or public park and which does **not** require special village services\*.

\*Special Village Services: Services provided by the village during any special event which are in addition to, above and/or beyond the respective level of such services and/or operations normally provided by the village. Services may include, but are not limited to, any of the following: street closures, provision of barricades, trash or recycling receptacles, special parking signs, special electrical services, crowd control, security, special fire/EMS protection or use of village vehicles and/or equipment. Any special village services charges are to be paid by the sponsoring organization and/or permittee.

**CLASS A SPECIAL EVENT  
PERMIT APPLICATION**

**APPLICATION REQUIRED 60 DAYS PRIOR TO SCHEDULED EVENT**

**SUBMIT TO: COMMUNITY DEVELOPMENT DIRECTOR**

**VILLAGE OF CARPENTERSVILLE**

**1200 L.W. BESINGER DRIVE**

**CARPENTERSVILLE, IL 60110**

**847/551-3478**

**Fax 847/426-0864**

**PLEASE INCLUDE NON-REFUNDABLE \$150 PERMIT FEE WITH APPLICATION**

**Contact Information**

Event Manager Name: \_\_\_\_\_

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

Best Phone Contact \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date/s: \_\_\_\_\_ Set-up and Clean-up Dates \_\_\_\_\_

Event time/s: \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

**Type of Special Event**

Please check all that apply

\_\_\_\_ Race: type \_\_\_\_\_ (attach race route)

\_\_\_\_ Concert

\_\_\_\_ Car show

\_\_\_\_ Exhibition: type \_\_\_\_\_

\_\_\_\_ Carnival/Circus

\_\_\_\_ Other: please describe \_\_\_\_\_

\_\_\_\_ Parade (on a separate sheet of paper, attach parade route including list of streets to be closed)

Purpose and general description for the event: \_\_\_\_\_

\_\_\_\_\_

List organization/s receiving proceeds from the event: \_\_\_\_\_

## **Event Operation**

Portable Restroom Facilities — Required if no restroom facilities or inadequate number of restroom facilities are available on-site. The Village recommends two portable toilets per 100 people, one handicapped stall per 200 people, and two hand-washing stations per 100 people.

Notification to residents (if disruption to roadways, noise, parking, etc.): Please describe:

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## **WASTE REMOVAL IS THE RESPONSIBILITY OF THE EVENT ORGANIZER**

## **Village Services for Special Event**

Special Village Services are services provided by the village during any special event which are in addition to, above and/or beyond the normal level of services and/or normal operations. Services may include any of the following: street closures, provision of barricades, special parking signs, crowd control, security, special fire/EMS protection, inspections or use of village vehicles and/or equipment.

## **Village Services and Fees**

Please check services that will be required:

VILLAGE SERVICES REQUIRING AN HOURLY RATE INCLUDE:

### **POLICE\*\***

Traffic control       Crowd control       Event security

### **PUBLIC WORKS**

Barricade drop off (for street closure)       Water (from hydrant; meter deposit required)

### **FIRE**

Ambulance/First Aid       Fire suppression       Fire inspections

\*\*The number of Police officers required for adequate traffic control and/or security shall be determined by the Police Department.

FEES: It is the responsibility of the applicant to pay all out-of-pocket expenses related to the special event. This includes, but is not limited to: all permit fees; inspection fees; Police, Fire and Public Works costs; and water usage.

## **Permit/License Fees Checklist**

In addition to the **Class A** Special Event Permit, the following permits and/or licenses **may** be required for a special event:

- Electrical wiring and/or generator — Electrical permit and inspection may be required; contact Community Development 847/426-3439 x226.
- Signs/banners — Permit may be required; contact Community Development
- Petting zoo — Contact Kane County Animal Control.
- Alcohol — Temporary Liquor license required. Contact Village Clerk's Office 847/426-3439 x292 at least 4 weeks prior to event.
- Food service/vendor(s) — Village Itinerant Merchant Permit may be required for each vendor; contact Village Clerk's office at 847/426-3439 x292. Health permit and inspections may be required by Kane County Health Department; contact 847/695-0848.
- Merchandise vendor(s) — If vendor does not possess a Village business license, a Village Itinerant Merchant Permit is required; contact Village Clerk's Office 847/426-3439 x292
- Raffle — Raffle license required; contact Village Clerk's Office 847/426-3439 x229
- Tent — Inspection may be required; contact Fire Department 847/426-2131
- Water (hydrant) usage — Contact Public Works for more information; 847/426-3439 x259

## Requirements and Conditions

1. **Compliance with Village ordinances:** The event organizer shall comply with all applicable Village ordinances, codes, conditions and requirements.
2. **Compensation for Village staff time:** Depending on the anticipated event attendance and type of event, Village personnel, including Police, Fire, Public Works, and Community Development may be required at the event. Charges for all Village personnel involved in the event will be billed to the event sponsor at the applicable hourly rate. The Village shall determine the number of personnel necessary to ensure the safety of participants and to minimize the impact of the event on normal Village operations and resources.
3. **Road Closures:** If there are road closures involved with the event, it is the responsibility of the applicant to notify the residents and businesses along the race route that is approved by the Village Police Department about these road closures at least 14 days in advance of the event.
4. **Food and Beverage Health Inspection:** Food and beverage sale requires a permit from the Village and a permit and inspection by the Kane County Health Department. Please call the Kane County Health Department at 847/695-0848 for additional information.
5. **Permission for Use of Property:** Events taking place on property not owned by the Village of Carpentersville **requires a letter from the property owner granting use of the property for the event.** This requirement applies to any event taking place on private property or property owned by a governmental entity, other than the Village of Carpentersville (i.e., school district, park district, township, county, etc.). This requirement does not apply to businesses holding events on property owned by that business.
6. **Raffles:** All raffles require a license, in accordance with Village ordinance. Please contact the Village Clerk's Office at (847) 426-3439 x292 for information on obtaining a raffle license.
7. **Resident/Business Notification:** For events requiring street closures or that may cause disruption to Village of Carpentersville residents or businesses, mailed or hand-delivered notification may be required to provide the affected parties at least two (2) weeks prior to the event. The Village of Carpentersville shall determine if notification is necessary and the scope of notification required.
8. **Review by the Village of Carpentersville:** After submitting all required forms, the application will be reviewed by the Village of Carpentersville. All departments that will be involved in providing services or permits/licenses for the event will assist in reviewing the application.
9. **Right to Modify/Cancel Event:** Applicants should not assume that all aspects of the event will be approved; the event organizer may be asked to change details of the event plan based on the availability of services, scheduling of other events, public health and safety concerns, and applicable Village ordinances. The Village of Carpentersville reserves the right to cancel any event at any time for reasons deemed necessary by the Village of Carpentersville, including (but not limited to) severe/dangerous weather, failure to submit required forms, insurance documentation, hold harmless agreements and/or permission from property owner granting permission for use of private property or permission from other governmental entities granting permission for use of that governmental entity's property.
10. **Tents:** All tents (other than pop-up style camping tents) require an inspection from the fire department. Each tent's flame spread certificate must be provided to Fire at least two (2) weeks prior to the event.
11. **Waste Removal:** The Village of Carpentersville will not provide waste removal services for special events. Removal of all waste and debris is the responsibility of the event manager.
12. **Fee Waivers:** If the organization hosting the event has IRS 501 (c) 3 status or is another governmental body, the event may be eligible for fee waivers. In order to obtain a fee waiver, a letter addressed to the Village President requesting the waiving of all applicable fees, accompanied with a copy of the organization's 501(c) 3 status should be provided with the completed application.

## Required Documents, Insurance, Endorsement and Hold Harmless Agreement

- CLASS A SPECIAL EVENT PERMIT APPLICATION – 60 days prior to event
  
- SITE PLAN:  
A detailed site plan depicting event set-up, parking plan, and traffic flow.
  
- CERTIFICATE OF INSURANCE:  
All Class A events require a certificate of insurance and a policy endorsement listing the Village of Carpentersville as an additional insured. The minimum coverage is \$1,000,000 per occurrence and \$2,000,000 aggregate.
  
- HOLD HARMLESS:  
The sponsoring organization hereby agrees to indemnify and hold harmless the Village of Carpentersville, its corporate authorities, officers, agents and employees from and against any and all claims for injury or damage to persons or property sustained from the event of \_\_\_\_\_ (date), sponsored by \_\_\_\_\_ (organization) and further agrees to indemnify and hold said Village of Carpentersville from any such claims and all expenses arising therefrom.

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Signature

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Date

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Print name and title

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Organization