

VILLAGE OF CARPENTERSVILLE

1200 L.W. Besinger Drive

Carpentersville, IL 60110

847/551-3478

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Fax: 847/426-0864

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:

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.

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.

Signature

Date

Print name and title

Organization