



---

## Special Event Permit Application

### Procedure

Pages 1-4 of this application must be completed and submitted to the Village **45 days** prior to the event. Applications are available online or at Village Hall. Organizations or individuals requesting approval to conduct a Special Event must submit items B, D and E, below, the time of application:

- A. A certificate of insurance in the amount of \$1,000,000 naming the Village of Kildeer as additional insured (must be submitted no less than 10 days prior to the event);
- B. Site plan showing the proposed location of temporary structures, tents, facilities, utility connections, or generators anticipated to be utilized; and arrangements for anticipated attendees;
- C. Licenses, permits, and other authorizations must be submitted to the Village no later than 15 days prior to the event;
- D. Description of security plan; and
- E. Schedule of street closures (walks/runs submit recommended routes and times of requested closure)

After staff review, applications will be forwarded to the Village Board for final approval. A special event permit may be revoked at any time by the Chief Village Officer or Police Chief.

A violation of the provision of Chapter 10, Title 7 shall be punishable by a fine of up to \$750.00 dollars per day of any violation. Violators shall be liable for restitution costs to the Village for costs incurred to respond to any unpermitted special event.

Date Application Received: _____
--

Please type or print:

**EVENT INFORMATION**

- 1. Event Name: \_\_\_\_\_
- 2. Event Address: \_\_\_\_\_
- 3. Event Date(s): \_\_\_\_\_
- 4. Anticipated # of Attendees: \_\_\_\_\_
- 5. Event Description:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 6. Event Set Up Begins: \_\_\_\_\_
- 7. Start Time: \_\_\_\_\_
- 8. Event Breakdown Begins: \_\_\_\_\_
- 9. End Time: \_\_\_\_\_
- 10. Sponsoring Organization: \_\_\_\_\_  
Name

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Business Fax Number \_\_\_\_\_

- 11. Is organization a government entity or educational institution? Yes \_\_\_ No \_\_\_

- 12. Contact Person/Event Manager: \_\_\_\_\_  
Name

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

Relation to Sponsoring Organization \_\_\_\_\_

13. Additional Requirements

	Yes	No
Will alcohol be served?		
Are you requesting the closure of any Village streets?		
Will tents be used at the event?		

	Yes	No
Will applicant be using outside contractual security services?		
Will electrical service be required for the event?		
Will pyrotechnics or high intensity lighting be used at the event?		
Will speakers or sound amplification be used for the event?		
Will sanitary facilities be provided at the event? ( <i>if yes, please specify number and location</i> )		
Will there be provisions for first aid and emergency medical equipment?		

14. Description of Temporary Structures (*indicate on site plan*; may include tents, facilities, generators, utility connections):

---



---



---



---

15. Village Equipment and Resources

<u>Item</u>	<u>Fee</u>	<u>Number Requested</u>	<u>Total Fee</u>
Police Hire (event staffing to be determined by chief of police)	\$70.00 per hour		
Event Site Inspection			
Additional Requests			

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

