Village of Kildeer
21911 Quentin Road
Kildeer, IL 60047
847-438-6000

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.

Please type or print:

Date Application Received:
_____

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? (*if yes, please specify number and location)*		
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

Item	Fee	Number Requested	Total Fee
Police Hire (event staffing to be determined by chief of police)	Current Rate or $90/HR, whichever is greater		
Event Site Inspection			
Additional Requests			

Applicant Signature_____ Date_____

INDEMNIFICATION

The Applicant shall, and does hereby, indemnify and hold harmless the Village of Kildeer and its officers, agents, attorneys, and employees from and against any claims of every kind, known and unknown, present and future, that the Applicant may have arising out of, connected with, or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

The Applicant has read and fully understands this document and executes it of the Applicant's own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20___

_____
Applicant Signature

_____
Applicant Name (printed)

FOR OFFICE USE ONLY
Application reviewed by:_____
Title:_____
Comments:_____
_____
_____
_____
_____
_____
_____
Recommendation for Approval:
Yes____ No____
Yes (with the following conditions) ____
_____
_____
_____
_____