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.
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:____________________


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

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Will alcohol be served?</td>
<td></td>
<td></td>
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<tr>
<td>Are you requesting the closure of any Village streets?</td>
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<tr>
<td>Will tents be used at the event?</td>
<td></td>
<td></td>
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<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
</tr>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Will applicant be using outside contractual security services?</td>
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<td>Will electrical service be required for the event?</td>
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<td>Will pyrotechnics or high intensity lighting be used at the event?</td>
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<td>Will speakers or sound amplification be used for the event?</td>
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<tr>
<td>Will sanitary facilities be provided at the event? (if yes, please specify number and location)</td>
<td></td>
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<tr>
<td>Will there be provisions for first aid and emergency medical equipment?</td>
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</tbody>
</table>

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

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

15. **Village Equipment and Resources**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Number Requested</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Hire (event staffing to be determined by chief of police)</td>
<td>$70.00 per hour</td>
<td></td>
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<tr>
<td>Event Site Inspection</td>
<td></td>
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<tr>
<td>Additional Requests</td>
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</tbody>
</table>

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 ________________, 2014

Applicant Signature

Applicant Name (printed)

FOR OFFICE USE ONLY

Application reviewed by:______________________________________
Title:______________________________________________________
Comments:___________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Reference:_____________________________________________________

Recommendation for Approval:
Yes_____    No____
Yes (with the following conditions) _____
_____________________________________________________________________________
_____________________________________________________________________________