



Application for an  
Indoor Commercial Sports and Entertainment Establishment  
Annual Small Event License and Large Event License

**This application form is for both an Annual Small Event License and a Large Event/Event License for Indoor Commercial Sports and Entertainment Establishments. The Annual Small License covers all events listed with this application with 100 or fewer combined participants and spectators. Each event with more than 100 combined participants and spectators or those that involve live animals other than domestic pets also requires the completion of the Large Event Supplemental Application Form, an additional fee, and the issuance of a Large Event License.**

License Year: \_\_\_\_\_

Applicant name: \_\_\_\_\_

**Part 1: Establishment Information**

**(A) Please provide the following for the establishment where the event(s) are to be held.**

Name of establishment: \_\_\_\_\_

Year Special Use Permit approved: \_\_\_\_\_

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

Main phone number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Website address: \_\_\_\_\_

**(B) Please indicate whether the applicant owns or leases the establishment and provide the additional information as applicable.**

\_\_\_\_\_ The applicant owns the establishment.  
***Please skip to Part 2 of this form.***

\_\_\_\_\_ The applicant leases/will lease the establishment.  
***Please provide the following contact information for the establishment owner.***

Name of establishment owner: \_\_\_\_\_

Name of owner representative: \_\_\_\_\_

Title: \_\_\_\_\_

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

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

**Part 2: Applicant Information**

**(A) Please provide the following information for the business seeking the license.**

Name of business: \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_ Illinois business tax #: \_\_\_\_\_ - \_\_\_\_\_

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

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**(B) Please indicate the type of business ownership and provide the additional information as applicable. Note that no owners may have been convicted of a felony of any type.**

\_\_\_\_\_ Individual/Sole Proprietorship  
*Please provide the information below.*

\_\_\_\_\_ Partnership  
*Please provide the information below for the managing partner and complete the attached List of Ownership for all other partners.*

\_\_\_\_\_ Corporation  
*Please provide the information below for the majority shareholder and complete the attached List of Ownership for all other owners with more than a 5% stake.*

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Driver's license: State \_\_\_\_\_ Number \_\_\_\_\_

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

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**Part 3: Event Contact Information**

**(A) Please provide the following information for the primary individual the Village may contact at any time of the day or night regarding an emergency or concern at the establishment or an event. Note that all contacts shall be 21 years of age or older and may not have been convicted of a felony of any type.**

Primary contact name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Driver's license: State \_\_\_\_\_ Number \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**(B) Please provide the following information for two additional contacts that the Village can reach in the event the primary contact is unavailable.**

Name of second contact: \_\_\_\_\_

Title: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's license: State \_\_\_\_ Number \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_

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Name of third contact: \_\_\_\_\_

Title: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's license: State \_\_\_\_ Number \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_

**Part 4: Establishment and Event Information**

**(A) Please complete the following attachments. Provide additional sheets as may be required.**

\_\_\_\_ List of Small Events

\_\_\_\_ List of Areas for Lease if all or portions of the establishment will be made available for lease/rental for events to be conducted by others under a separate event license

**(B) Please answer the following and provide the attachments as applicable:**

Yes      No

\_\_\_\_      \_\_\_\_ The establishment will serve prepared foods or beverages  
***If yes, attach a copy of the Kane County Food Handling Permit***

\_\_\_\_      \_\_\_\_ The establishment will serve alcoholic beverages  
***If yes, attach a copy of the Village of East Dundee liquor license***

\_\_\_\_      \_\_\_\_ The establishment will have vending machines of any type, jukeboxes, or amusement devices of any type (e.g., video games, pin ball, pool tables, etc.)  
***If yes, attach a copy of the Village of East Dundee Amusements License***

**(C) Please attach the following:**

- \_\_\_\_\_ A site plan for the property that includes:
  - Vehicular entrances and exits
  - Vehicular circulation and parking areas
  - Location and types of traffic control devices (signs, barriers, etc.)
  - Internal sidewalks
  - Location and types of lights
  - Fencing
  - Building entrances and exits
- \_\_\_\_\_ A floor plan of the building(s) indicating the location of various functions (e.g., event space, spectator area, food service, bar, box office, etc.).
- \_\_\_\_\_ A list of the typical number of employees on-site during an event by general area of responsibility (e.g., food service, bar, box office, security, performers, etc.).
- \_\_\_\_\_ A written description of the proposed parking operations including: any fees to be charged and the method of collection; use of parking lot attendants; valet parking services; parking area security and; provisions for pedestrian safety.
- \_\_\_\_\_ A written description of the security measures to be taken to maintain a peaceful and orderly environment before, during, and after an event, with specific reference to: the exterior of the property; public entrances and exits; general crowd control plans; areas of potential high risk (box office, sales areas, areas serving alcohol); use and type security personnel, and; use of video surveillance.
- \_\_\_\_\_ A copy of a broad form policy of public liability insurance meeting the following:
  - Issued by an insurance company qualified to do business in Illinois and rated A or better by Best's Insurance Rating System, or its equivalent
  - Provides coverage for all claims for property damage and personal injury arising in connection with an event
  - Minimum limits of \$500,000 for any single claim and \$3,000,000 for any one occurrence
  - The Village, its officers, employees and agents named as an additional insured
  - An effective period covering the entire period of the license

**Part 5: Applicant Affirmation and Signature**

**(A) The following requirements shall apply to all Annual Small Event License holders in addition to any other conditions the Village may attach to this particular license. Failure to comply with any of these requirements or the additional conditions may result in a suspension and/or revocation of the license.**

- An Annual Small Event License is valid only for events with 100 or fewer combined participants and spectators. Each event with more than 100 combined participants and spectators or one that involves live animals other than domestic pets requires its own Large Event License.
- The issuance of the Annual Small Event License is contingent upon compliance with all information provided with this application. Any material changes to the information submitted with this application shall be reported immediately to the Village Clerk.
- If all or portions of the establishment will be made available for lease/rental for events to be conducted by others that are not covered under the applicant's Annual Small Event License, the applicant shall be responsible for ensuring the lessee obtains a Large Event License for his or her event as a condition of the lease.
- By the 15th of each month (or next business day thereafter) each license holder shall submit to the Village Clerk a list of all events to occur in the following month.
- Village building inspectors and police officers shall be permitted to enter all areas of a licensed establishment whenever the building is occupied.

- o An Annual Small Event License is not transferable. Any change in the majority ownership of the business holding the license shall render the license immediately void and requires the submittal of a new application and the issuance of a new license.
- o If either an Annual Small Event License or Large Event License is revoked, the Village may prohibit the issuance of either type of license to both the former license holder and the establishment owner for a period of up to one year from the date of revocation.
- o The complete requirements for the Annual Small License program are contained in Chapter 118 of the Village Code.

**(B) Please complete the following applicant affirmation by inserting your full name and the name of the business in the statement and signing and dating it at the bottom.**

In signing this application I, \_\_\_\_\_, attest and affirm that I am a duly authorized representative of \_\_\_\_\_, that all of the information provided with this application is true and accurate to the best of my knowledge, and that I have read and agree to abide by all of information provided on this application form. I also consent to the Village Police Department conducting a criminal background check on me, the partners or owners of my business/employer, and all of the individuals listed herein as event contacts.

\_\_\_\_\_  
Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**(C) If the property owner is different than the applicant, please complete the following owner affirmation by inserting your full name in the first line below and signing and dating it at the bottom.**

In signing this application I, \_\_\_\_\_, attest and affirm that I own or am a duly authorized representative of the owner of the establishment listed on this application and consent to the Village issuing an Annual Small Event License to the above-named applicant to conduct events on the property. By signing below, I also acknowledge that the failure of the applicant to comply with all of the Annual Small Event License requirements and/or to conduct events in full compliance with all federal, state and local ordinances may result in the revocation of the Indoor Commercial Sports and Entertainment Establishment Special Use Permit granted to the property by the Village and/or the Village prohibiting the issuance of another Annual Small Event License or Large Event License for the property for a period of up to one year from the date of revocation.

\_\_\_\_\_  
Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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**Official Use Only**

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee received: \$\_\_\_\_\_

Date issued/denied: \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional conditions \_\_\_\_ are OR \_\_\_\_ are not attached to the license.

**List of Ownership**

**Please provide the following information for all partners (if a partnership) or all owners with more than a 5% stake (if a corporation). Please duplicate this form as necessary to list all individuals. Note that no owners may have been convicted of a felony of any type.**

Partnership/Corporation Name: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Percent of ownership: \_\_\_\_\_%

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's license: State \_\_\_\_ Number \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_  
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Name of Individual: \_\_\_\_\_

Percent of ownership: \_\_\_\_\_%

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's license: State \_\_\_\_ Number \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_  
.....

Name of Individual: \_\_\_\_\_

Percent of ownership: \_\_\_\_\_%

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's license: State \_\_\_\_ Number \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_  
.....

Name of Individual: \_\_\_\_\_

Percent of ownership: \_\_\_\_\_%

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's license: State \_\_\_\_ Number \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_





