



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

This is a supplemental application form for each event with more than 100 combined participants and spectators or those that involve live animals other than domestic pets. Repetitive large events require only one license

License year: _____

Applicant name: _____

Establishment name: _____

Event name: _____

Part 1: Event Information

(A) Please provide the following information for the event. For repetitive events, such as league sports, you may list only the months, days of the week, and general times in lieu of all dates and times, but please note that a list of all specific event dates and times is required to be submitted to the Village Clerk each month. Also, indicate those events where the majority of participants or spectators are expected to be minors under the age of 21.

Type of Event	Dates and Times	Max # of Participants	Max # of Spectators	Admission Charge	Primarily Minors

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(B) If animals are to be included in the event, please attach the following:

- _____ The company name, representative name, address, phone number, and email address for the organization providing the animals (if different than the applicant).
- _____ The types and numbers of animals to be included.
- _____ The time periods the animals will be on-site.
- _____ A site plan indicating the animal containment area.
- _____ A description of the methods to be used to contain the animals.
- _____ The name, address, and phone number of the veterinarian used by the owner of the animals.
- _____ Copies of any federal or state animal handling permits.
- _____ A description of how the animals are to be used in the event.
- _____ A list of other communities where an event of this nature has been conducted by the applicant.

(C) For applicants that already possess an Annual Small Event License, please indicate if any of the following will be modified for the Large Event and provide the attachments as applicable.

- _____ A list of the typical number of employees on-site during the 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.

Part 2: 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 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: _____

Part 3: Applicant Affirmation and Signature

(A) The following requirements shall apply to all Large Event License holders in addition to any other conditions the Village may attach to this particular license or a previously issued Annual Small Event License for the same establishment. Failure to comply with any of these requirements may result in a suspension and/or revocation of the Large Event License, and the Annual License where applicable, and termination of the event.

- ◆ The issuance of a Large Event License is contingent upon compliance with all information provided with this application and the application for the Annual Small Event License. Any material changes to the information submitted with either application shall be reported immediately to the Village Clerk.
- ◆ For repetitive events, by the 15th of each month (or next business day thereafter) all license holders shall submit to the Village Clerk a list of the specific dates and times the event covered under this license will 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 on the day preceding the event, the day of the event, and the day after the event.
- ◆ A Large 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.
- ◆ If either a Large Event License or an Annual Small 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.
- ◆ The complete requirements for the Large Event 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 a Large Event License to the above-named applicant to conduct the above-listed event on the property. By signing below, I also acknowledge that the failure of the applicant to comply with all of the Large Event License requirements and/or to conduct the event 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 Large Event License or Annual Small Event License for the property for a period of up to one year from the date of revocation.

Signature _____/_____/_____
Date

Official Use Only

Date received: ____/____/____

Fee received: \$_____

Date issued/denied: ____/____/____

Additional conditions ____ are OR ____ are not attached to the license:

