



**Special Event Permit
Application**

Village of East Dundee - 120 Barrington Ave. East Dundee, IL 60118
Phone: 847-426-2822 - Fax: 847-426-2956

APPLICANT INFORMATION

Date of Application: _____ Permit #: _____

Sponsoring Organization: _____

Event Organizer/Contact Person: _____

Organizer Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Phone: _____ Fax: _____ Cell: _____

Event Day On-Site Person in Charge: _____

(if different from event organizer)

Phone: _____ Fax: _____ Cell: _____

EVENT INFORMATION

Event Name: _____

Description and Purpose of Event: _____

Location: _____

Date of event: _____ Time: _____ to _____

(if multiple dates and/or times are requested, please attach a detailed list) Rain Date: _____

Set-Up Date: _____ Time: _____ to _____

Teardown Date: _____ Time: _____ to _____

Estimated Attendance _____ Is the event open to the general public? ___ Yes ___ No

ADDITIONAL PERMITS AND APPROVAL

Please check the following items that are included in the event.

- Alcoholic beverages *(Requires approval from the Liquor Commission)*
- Use of public streets, sidewalks or other public property *(Requires approval from Public Works)*
- Fireworks *(Requires approval from the Fire District)*
- Amusement rides, amusement attractions, carnival or fair *(Requires separate permit)*
- Food Vendors *(Requires certificate from Kane County Health Department; Please attach for all vendors)*

Office Only

ADDITIONAL INFORMATION

Please check the following items that apply and submit information. Office Only Approval:

Notification of Residents *(Attach plans/letters to notify residents)*

Traffic Control *(Please List devices you might need, i.e., barricade, police, cones, signs, fencing)*

DPW

Parking *(Please list parking areas to accommodate attendees, employees, volunteers and other vehicles)*

EDPD

Portable Restroom Facilities *(Please indicate on a separate site map where the Port-O-Potties will be located)*
Name of Provider: _____ Phone: _____

Signage and Publicity *(Please refer to the temporary sign permit and Village's sign regulations)*

Building

Road Closures *(Please indicate a list of road closures needed for the event)*

EDPD

DPW

Garbage Removal *(Please indicate plans for garbage removal)*
Name of Provider: _____ Phone: _____

Parade *(Please attach route of parade, starting point, stop point, location of platforms, time of parade, street parade will be on, assembly points and times, and if parade will cover whole street)*

EDPD

Street or parking lot closures *(Please list proposed closures)*

EDPD

Tent ***(Requires Separate Permit J.U.L.I.E. must be notified at least two working days prior to installation at 1-800-892-0123)***

Building

SPECIAL EVENTS PERMIT REQUIREMENTS

Insurance Requirements: The Village of East Dundee requires a \$1,000,000 Certificate of Insurance listing the Village of East Dundee as an additional insured. This insurance is mandatory for all events.

Police Requirements: Any event needing the use of East Dundee Police will be billed the sum of \$44.00 per officer per hour.

Garbage/Clean-Up: Clean-up is the responsibility of the applicant group/organization. Any clean-up that is not done properly will be completed by Village staff and billed back to the event organizer at \$25.00 per person/per hour.

Approval Time Line: The Village of East Dundee requests a minimum of thirty (30) days to review application of special event. The applicant is required to have security deposit and all necessary forms completed and in the Village Administrator's Office no later than thirty (30) days prior to the date of event. Thirty (30) days following the date of event, the Village will return applicant's security deposit minus any fees incurred during the event.

HOLD HARMLESS AGREEMENT AND SIGNATURE

The undersigned hereby agrees to defend, indemnify and hold harmless the Village of East Dundee, its officials, agents and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the Village of East Dundee, its officials, agents and employees, arising in whole or in part or in consequence of the organizer's event or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of East Dundee, its agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or in-curred in connections therewith, and, if any judgment shall be rendered against the Village of East Dundee, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same.

I HAVE THE AUTHORITY FROM MY ORGANIZATION TO SIGN AND SUBMIT THIS APPLICATION ON THEIR BEHALF. I UNDERSTAND THAT ANY CHANGES MADE TO THIS APPLICATION AFTER APPROVAL ARE SUBJECT TO VILLAGE APPROVAL. I HAVE READ AND FULLY UNDERSTAND THE APPLICATION FORM AND ALL REQUIREMENTS AND PROCEDURES NECESSARY IN OBTAINING A SPECIAL EVENT PERMIT.

Print Applicant's Name and Title: _____

Applicant Signature: _____ Date: _____

<i>For Village Use Only:</i>	
Date Received: _____	
Approved By:	
_____ Community Events Committee	Date of approval: _____
_____ Liquor Commission	Date of approval: _____
_____ Administration	
Date of Approval: _____	

