



# SPECIAL EVENT APPLICATION

Date Received: \_\_\_\_\_

## SPONSOR & CONTACT INFORMATION

### EVENT SPONSOR

### PRIMARY CONTACT

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

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

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

## DESCRIPTION OF EVENT

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

Event Date (s): \_\_\_\_\_ Hours: \_\_\_\_\_

Location: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Description of Event: \_\_\_\_\_

## EVENT DETAILS – Check all boxes below that apply

- |  |   |
|--|---|
| <input type="checkbox"/> Fireworks           | <input type="checkbox"/> Entertainment / Music      |
| <input type="checkbox"/> Alcohol             | <input type="checkbox"/> Sound Amplification        |
| <input type="checkbox"/> Signs / Banners     | <input type="checkbox"/> Outside Electrical Service |
| <input type="checkbox"/> Street Closures     | <input type="checkbox"/> Outside Water Service      |
| <input type="checkbox"/> Itinerant Merchants | <input type="checkbox"/> Temporary Structures       |

Detailed plans & schedules shall be attached for all checked items. These plans should include dates, locations, times, maps noting street closures etc.  
**Please Note:** Barricades for street closures must be arranged with Public Works Department.  
**Also Please Note:** Permit applications are required for signage, fireworks, and Liquor.

- ✓ Attach detailed plans for Trash Collection & Removal, Security, Parking, and Restrooms.
- ✓ Attach additional maps, drawings or written information you feel are necessary to process your application.
- ✓ Submit this application & all attachments to the Community Development Dept., 100 Carrington Dr., West Dundee.

Approval of this application will reserve for the above mentioned applicant/organization the requested event date/place providing all requirements outlined by the Village of West Dundee have been met.

## ASSUMPTION OF LIABILITY AND INDEMNIFICATION

If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees, or any cost associated with this event. The sponsor shall be strictly liable for the acts of its agents, volunteers, officers and employees and shall indemnify and hold harmless the Village of West Dundee, its officers, agents, and employees from any claim, suit or liability whatsoever including, but not limited to, any court costs or reasonable attorney’s fees arising out of or in any way connected with any acts or omissions of sponsor, it’s agents, volunteers, officers and employees, or the special event. The applicant will provide a certificate of insurance naming the Village as an additional, primary, non-contributory insured as may be required by the Village.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** All requests, depending on the type of event, shall be submitted at least 60-30 days prior to event date, as per Village Ordinance 3.8.

### FOR OFFICE USE ONLY

#### Copies to:

Date Received: \_\_\_\_\_ ( ) Police Dept ( ) Public Works  
 Date Approved: \_\_\_\_\_ ( ) Fire Dept ( ) Community Development