



VILLAGE OF CARPENTERSVILLE

1200 L.W. Besinger Drive, Carpentersville, IL 60110

Phone (847) 551-3478

specialevents@cville.org

www.cville.org

SPECIAL EVENT PERMIT APPLICATION - CLASS B

Thank you for your interest to host a special event in the Village of Carpentersville. Enclosed with this packet are instructions to register a special event, the Special Events Application and information on obtaining any required permits/licenses. Additional submissions may be required.

WHAT YOU SHOULD KNOW

Please note that this application serves as the starting point for events.

What is a Special Event? Any outdoor events held on Private property, (i.e., streets, sidewalks, parks, etc.), that are deemed to significantly impact Village operations (such as Police patrol, Fire/EMS service, etc.). An event that requests any of the following actions is considered a Special Event:

- An outdoor event that is open to the public and located on private owned property.
- Events that require closure of Village streets and/or the use of private-owned property
- An outdoor event held by a licensed business that will be open to the general public such as sidewalk sales, tent sales, promotions held in parking lots, etc.

What should be included in the application? Additional documents that you may need to submit with your application:

- Certificate of Insurance
- Medical, security, and parking plans
- Map/layout of your event that includes fencing, Porta Potties, dumpsters, etc. event.
- Press Release, marketing flyers, and advertisement (signage posted within the Village)

When is the application due and where should I submit to? The completed application is to be submitted at least 30 days prior to the event. Applications can be sent electronically by email to specialevents@cville.org, or dropped off or mailed to:

Village of Carpentersville

Attn: Community Development – SPECIAL EVENTS

1200 L.W. Besinger Drive

Carpentersville, IL 60110

I've submitted the application, now what? **Submission of an application does not guarantee approval.** After submitting all required forms, the application will be reviewed by Village Staff from all departments involved that will be providing services. Applicants can expect an initial response from the Village within 10 business days.

PRIMARY EVENT CONTACT INFORMATION

VILLAGE OF CARPENTERSVILLE
specialevents@cville.org

This will be our Village staff's contact person during the application process, and where all correspondence will be sent during this permit process.

BUSINESS NAME

BUSINESS PHONE NUMBER

BUSINESS ADDRESS

CONTACT NAME FOR EVENT

CONTACT PHONE NUMBER

CONTACT EMAIL ADDRESS

EVENT INFORMATION

EVENT TITLE/NAME

EVENT SPONSOR

LOCATION OF EVENT (Events taking place on non-Village owned property **requires approval from the property owner granting use of the property for the event.**)

NAME OF PROPERTY OWNER

SIGNATURE OF PROPERTY OWNER

EVENT DESCRIPTION (TYPE OF EVENT; ie: Sidewalk sale, customer appreciation, etc.)

PUBLIC EVENT

PRIVATE EVENT

EVENT START DATE

EVENT END DATE

EVENT START TIME

EVENT END TIME

ESTIMATED NUMBER OF ATTENDEES

PARKING AVAILABILITY

ADDITIONAL PERMITS/LICENSE/FEEES

VILLAGE OF CARPENTERSVILLE
specialevents@cville.org

Please select any and all items that you plan on having at your event. Make note, that in addition to the Special Event Permit, the following items **MAY** require additional permits and/or licenses & fees:

DO YOU PLAN ON SERVING FOOD/DRINKS AT YOUR EVENT?

YES NO

DO YOU PLAN ON SERVING ALCOHOL AT YOUR EVENT?

YES NO

If **YES**, you will need to submit (at least 60 days prior to event):

Temporary Event Liquor License

COI (Certificate of Insurance w/liquor liability)

BEVERAGES TO BE SERVED IN (CHECK ALL THAT APPLY-GLASS BOTTLES ARE NOT PERMITTED)

PLASTIC CUPS

PLASTIC BOTTLES

ALUMINUM CANS

DO YOU PLAN ON USING SIGNS/BANNERS AT YOUR EVENT?

YES NO

DO YOU PLAN ON HAVING A RAFFLE AT YOUR EVENT?

YES NO

If **YES**, a Raffle License is required from the Village.

REQUIRED DOCUMENTS

SPECIAL EVENT - CLASS B PERMIT APPLICATION – 30 DAYS PRIOR TO EVENT DATE

SITE PLAN: A DETAILED SITE PLAN/MAP DEPICTING EVENT SET-UP, PARKING PLAN, AND TRAFFIC FLOW.

Right to Modify/Cancel Event: Applicants should not assume that all aspects of the event will be approved; the event organizer may be asked to change details of the event plan based on the availability of services, scheduling of other events, public health and safety concerns, and applicable Village ordinances. The Village of Carpentersville reserves the right to cancel any event at any time for reasons deemed necessary by the Village of Carpentersville, including (but not limited to) severe/dangerous weather, failure to submit require forms, insurance documentation, hold harmless agreements and/or permission from property owner granting permission for use of private property or permission from other governmental entities granting permission for use of that governmental entity's property.

The event organizer shall comply with all applicable Village ordinances, codes, conditions and requirements.