



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 A

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 Village property, (i.e., streets, sidewalks, parks, etc.), that are deemed to significantly impact Village operations or public use/access of public spaces (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 Village owned property.
- Events that require closure of Village streets and/or the use of Village-owned property (With the exception of block parties, see Block Party Agreement form).
- 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.
- A Press Release regarding the event, marketing flyers, and advertisement.

When is the application due and where should I submit to? The completed application is to be submitted at least 60 days prior to the event. Applications can be sent electronically by email to specialevents@cville.org.

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 generally expect an initial response from the Village within 10 business days. Some events may require approval from the Village Board of Trustees, which may take longer.

PRIMARY EVENT CONTACT INFORMATION

VILLAGE OF CARPENTERSVILLE
specialevents@cville.org

Please provide the contact person during the application process, and where all correspondence should be directed during this permit process.

APPLICANT'S FULL NAME

APPLICANT'S PHONE NUMBER

APPLICANT'S ADDRESS (STREET, CITY, ST, ZIP)

APPLICANT'S EMAIL ADDRESS

EVENT INFORMATION

EVENT TITLE/NAME

EVENT SPONSOR (List legal name of business entity, if applicable)

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

EVENT DESCRIPTION

EVENT START DATE & TIME

EVENT END DATE & TIME

EVENT SETUP DATE

EVENT SETUP TIME

EVENT CLEANUP DATE

EVENT CLEANUP TIME

SECONDARY EVENT CONTACT

SECONDARY CONTACT PHONE NUMBER

ADMISSION FEE FOR EVENT

ORGANIZATION(S) RECEIVING PROCEEDS

ESTIMATED NUMBER OF ATTENDEES

NON-PROFIT ORG (MUST ATTACH 501(c)3)

TYPE OF EVENT

VILLAGE OF CARPENTERSVILLE
specialevents@cville.org

PUBLIC EVENT

PRIVATE EVENT (ie: Company picnic, family reunion, etc.)
Please describe below:

ADDITIONAL PERMITS/LICENSE/FEEES COMMUNITY DEVELOPMENT

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

If **YES**, each vendor/food truck will need:

Kane County Health Temporary Food Service Permit required (Additional fee).

Visit <https://www.kanehealth.com/Pages/Fees.aspx>

Village Mobile Food Permit (may be required for each vendor).

DO YOU PLAN ON SERVING ALCOHOL AT YOUR EVENT?

YES

NO

If **YES**, you will need to submit (at least 30 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.

WASTE REMOVAL IS THE RESPONSIBILITY OF THE EVENT ORGANIZER

POLICE DEPARTMENT

VILLAGE OF CARPENTERSVILLE
specialevents@cville.org

Please note that the following requested items (for each dept) are subject to fees that would be the responsibility of the event organizer.

DO YOU PLAN ON HAVING A CAR SHOW AT YOUR EVENT?

YES

NO

DO YOU PLAN ON HAVING A RUN (5K) OR PARADE AT YOUR EVENT?

YES

NO

If so, please attach ROUTE/MAP.

LIST OF STREET CLOSURES FOR RUN/PARADE

DO YOU PLAN ON HIRING OUTSIDE SECURITY FOR YOUR EVENT?

YES

NO

SECURITY COMPANY NAME

AMOUNT (QTY) OF HIRED SECURITY

POSTED LOCATIONS FOR SECURITY

SECURITY COMPANY CONTACT NAME & PHONE #

CERTIFICATE OF LIABILITY INSURANCE (REQUIRED)

EXPLAIN YOUR EVENT SECURITY AND PARKING PLAN (Attach diagram, if available):

DO YOU NEED POLICE ASSISTANCE WITH TRAFFIC CONTROL?

YES

NO

Officers for adequate control shall be determined by the Police Dept.

DO YOU NEED POLICE ASSISTANCE WITH CROWD CONTROL?

YES

NO

Officers for adequate control shall be determined by the Police Dept.

DO YOU PLAN ON HAVING MUSIC/AMPLIFICATION AT YOUR EVENT?

YES

NO

TIMES OF BAND(S)

SOUND EQUIPMENT BEING USED OR SOUND PRODUCTION COMPANY NAME & PHONE #

FIRE DEPARTMENT

VILLAGE OF CARPENTERSVILLE
specialevents@cville.org

DO YOU NEED AN AMBULANCE OR FIRST AID AT YOUR EVENT?

YES NO

DO YOU PLAN ON HAVING A CARNIVAL/AMUSEMENT RIDES AT YOUR EVENT?

YES NO

DO YOU PLAN ON HAVING PYROTECHNICS (ON STAGE) AT YOUR EVENT?

If YES, you will need to have them inspected by the Fire Department.

YES NO

IF HAVING FOOD, WILL YOU BE USING GAS OR PROPANE TO COOK?

If so, the Fire Dept will need to inspect each vendor.

YES NO

PUBLIC WORKS DEPARTMENT

DO YOU NEED WATER HOOKUP AT YOUR EVENT?

If so, water will be billed at current water rates by usage.

YES NO

DO YOU PLAN ON USING THE STAGE FOR YOUR EVENT?

YES NO

IF USING THE STAGE, WILL YOU NEED ACCESS TO THE ELECTRIC?

YES NO

DO YOU PLAN ON USING ELECTRIC AT YOUR EVENT?

YES NO

DO YOU PLAN ON USING A GENERATOR AT YOUR EVENT?

YES NO

DO YOU PLAN ON HAVING TRASH RECEPTICLES AT YOUR EVENT?

WASTE REMOVAL IS THE RESPONSIBILITY OF THE EVENT ORGANIZER

YES NO

OF TRASH RECEPTICLES

DO YOU PLAN ON PROVIDING A DUMPSTER(S) ON SITE?

YES NO

OF DUMPSTER(S)

SIZE OF DUMPSTER(S)

DELIVERY DATE

PICK-UP DATE

CONTACT INFO OF ONSITE PERSON FOR
DROP-OFF & PICK-UP OF DUMPSTER

SERVICE PROVIDER & PHONE NUMBER

DO YOU PLAN ON HAVING TEMPORARY FENCING YOUR EVENT?

YES

NO

If so, please provide map of where fencing will be.

FENCING SUPPLIER COMPANY NAME

FENCING SUPPLIER COMPANY PHONE NUMBER

DO YOU PLAN ON HAVING PORTA POTTIES/SINKS AT YOUR EVENT?

YES

NO

Please use the Porta Potty calculator link below.

<https://www.servicesanitation.com/portable-restroom-calculator/>

IF YOUR EVENT IS MULTIPLE DAYS, YOU WILL NEED TO HAVE THE PORTA POTTIES SERVICED TO REPLACE TOLIET PAPER AND BE CLEANED.

OF REGULAR PORTA POTTIES

OF HANDICAP PORTA POTTIES

OF HAND WASHING SINKS

DELVIERY DATE

PICK-UP DATE

SERVICE PROVIDER NAME

COMPANY PHONE #

NAME & CONTACT NUMBER OF PERSON FROM EVENT ORGANIZATION THAT WILL BE ONSITE FOR DROP-OFF, SET-UP AND PICK-UP OF PORTA POTTIES

IF MULTIPLE DAYS, DID YOU SCHEDULE PORTA POTTIES TO BE SERVICED?

YES

NO

DO YOU PLAN ON USING TENTS OVER 12'X12' AT YOUR EVENT?

YES

NO

All tents (other than pop-up style tents) require an inspection from the FIRE Dept.

Each tent's flame spread certificate must be provided to Fire at least two (2) weeks prior to the event.

DELVIERY DATE

PICK-UP DATE

SERVICE PROVIDER NAME

COMPANY PHONE #

NAME & CONTACT NUMBER OF PERSON FROM EVENT ORGANIZATION THAT WILL BE ONSITE FOR DELIVERY, SET-UP AND PICK-UP OF TENT

DO YOU PLAN ON USING BARRICADES FOR ROAD CLOUSURES?

YES

NO

If YES, please list street(s) & intersections as well as dates & times of road closures below:

It is the responsibility of the applicant to notify the residents/businesses along the Village APPROVED route about these road closures at least 14 days in advance of the event. Please submit a copy of the letter as well as the address the letter was sent to.

REQUIRED DOCUMENTS

VILLAGE OF CARPENTERSVILLE
specialevents@cville.org

SPECIAL EVENT PERMIT APPLICATION – 60 DAYS PRIOR TO EVENT DATE

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

CERTIFICATE OF INSURANCE: All Class A events require a certificate of insurance and a policy endorsement listing the Village of Carpentersville as an additional insured. The minimum coverage is \$1,000,000 per occurrence and \$2,000,000 aggregate.

HOLD HARMLESS (SEE PAGE 8)

***FEES:** It is the responsibility of the applicant to pay all out-of-pocket expenses related to the special event. Village Services are services provided by the village to support the event. This includes, but is not limited to: all permit fees; inspection fees; Police, Fire and Public Works services; utilities and water usage.

***FEE WAIVER:** If the organization to apply for/hosting the event has IRS 501(c)3 status or is another governmental body, the event may be eligible for fee waiver. In order to obtain a fee waiver, a letter addressed to the Village President requesting the waiving of all applicable fees, accompanied with a copy of the organization's 501(c)3 status should be provided with the completed application.

Right to Modify/Cancel Event: Applicants should not assume that any 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 deny an application or 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 required 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.

HOLD HARMLESS-SPECIAL EVENT APPLICATION

The sponsoring organization hereby agrees to indemnify and hold harmless the Village of Carpentersville, its corporate authorities, officers, agents and employees from and against any and all claims for injury or damage to persons or property sustained from the event of _____ (date), sponsored by _____ (organization) and further agrees to indemnify and hold said Village of Carpentersville from any such claims and all expenses arising therefrom.

EVENT APPLICANT SIGNATURE

DATE

EVENT APPLICANT'S NAME (PLEASE PRINT)

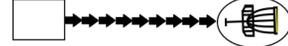
ORGANIZATION OR COMPANY NAME



 Picnic Table

 Trash Can

 Grill

 Disc Golf

Carpenter Blvd.

Maple Ave.

Spring St.

Lord Ave.

#1




#P1




#5




#6




#4




#G1




#3




#2




#7

