

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application must be submitted to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets, or use of public parking lots and/or city personnel. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration. For any late submittals (applications submitted less than 90 days prior to the event), a \$50 late fee must be paid with the application. Further, the applicant runs the risk of their Special Event request being denied.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - Intent to Meet Insurance Requirements
 - Section 1 – General Information
 - Section 2 – Narrative
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5 – Task List and Due Dates
 - Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - Carnival Permit Application - \$50 per employee
 - Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - Building Permit Application (temporary tents – see min. requirements) - \$50
 - Raffle Registration Application – requires separate application
 - Temporary Liquor License Application – requires separate application
 - Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: _____ Fee Paid: \$ _____

Receipt # _____ Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____ CDD _____

- Background checks completed by Police Dept. Date _____
- DuPage Co. Health Department notified Date _____
- Certificate of Insurance received and approved Date _____

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IML-RMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.
2. *****PLEASE NOTE:** Under the box labeled “Description of operations/locations/vehicles/exclusions added by endorsement/special provisions”, the following language **must appear**:

“The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event) (date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**”.
3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **“The City of West Chicago, its officials, agents, employees, and volunteers”** as primary and non-contributory.
4. If applicable, vendor shall furnish the City with evidence of Worker’s Compensation coverage with statutory limits.
5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, _____, representing _____
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

(signature)

(date)

(name of event)

(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: _____

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: _____

Date(s) of Event: _____ Hours of Event: _____ to _____ Est. Attendance: _____

Event Website: _____

Purpose of event: _____

Name of Sponsoring Organization(s): _____

Organization's Legal Status (i.e. NFP, Partnership, Corporation): _____

Contact person from sponsoring organization: _____

Organizer address: _____

City/State/Zip: _____ Phone: _____

Cell Phone: _____ E-mail: _____

Emergency contact information (*provide mobile numbers for on-site coordinators during event*):

1st Contact: _____ Phone: _____

2nd Contact: _____ Phone: _____

Is this an annual event? Yes No If Yes, provide next year's event date: _____

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? Yes No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? Yes No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Will your event include a fireworks display? Yes No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Are you holding a raffle at your event? Yes No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? Yes No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? Yes No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

Police Fire District / Paramedics Public Works

Specify services: _____

Will you be utilizing any of the following services?

Water Electric/Generator Other _____

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)	Location and number of barricades (B)
Location of toilets (T)	Location of fire lane (FL)
Location of hand washing sinks (HWS)	Location of fire extinguishers (FE)
Location of retail vendors (RV)	Public entrances and exits (PE)
Location of food vendors (FV)	Location of “No Firearms” signage (NF)
Location of first aid (FA)	Location of sound stages and amplified sound (S)
	Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

Yes No If yes, please indicate the property that you are requesting to use.

Would you like to request the closing of City streets? Yes No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	
Submit Carnival Permit Application	90 days	
Submit Fireworks Permit Application	30 days	
Submit Temporary Liquor License Application	30 days	
Submit Building (Temporary Tent) Permit Application	30 days	
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	
Submit Original Certificate of Insurance*	21 days*	
Submit Raffle Registration Application	14 days	
Notify residents/businesses of special event	14 days	
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the _____ (name of organization) and its Members, employees, volunteers or guests, being allow to participate in _____, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to _____ (name of organization) participation in the Activity.

To the fullest extent permitted by law, the _____ (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of _____ (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The _____ (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the _____ (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the _____ (name of organization).

Agreed this _____ day of _____, 20____

Name of Organization

Print Name of Authorized Person

Signature of Authorized Person

Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

(Name of Organization) (Print Name of Signatory) (Date)

By _____
(Authorized Signatory)

(Notary Public)

Signed and sworn to before me this _____ day of _____, 20_____.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:
City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

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Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

Approved Permit No. _____

Authorized Signature

Title Date

<input type="checkbox"/> Denied Remarks: _____ _____ _____
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SPECIAL EVENTS

I. POLICY STATEMENT

The City recognizes that special events often bring certain benefits to the community. At the same time, the City must have sufficient notice prior to an event so that elected officials and City departments can evaluate the potential impact such an event might have on the resources of City departments, City-owned properties and facilities, and ultimately on the public. Each event has unique characteristics and will have a different impact on the services. It is the intent of the City Council to preserve the public's health, safety, and welfare and to promote the responsible use of publicly-owned facilities, property and resources. Therefore, events shall be considered on a case-by-case basis.

II. SPECIAL EVENT CRITERIA

The following criteria shall be used to determine if an event falls under the scope of a special event covered under this policy:

1. All outdoor events held on City property (i.e. street, sidewalk, park, etc.) and/or events that may, in the sole opinion of the City, have a detrimental impact on the public health, safety and welfare of the community, including events held exclusively on private property.
2. An event that requests any of the following actions, which must be approved by the City Council:
 - Street and/or parking facility closures (with the exception of block parties)
 - Use of City services and personnel without charge
3. Any event to be held on public property where liquor is to be served.

III. REQUIREMENTS AND CONDITIONS

Alcoholic Beverages

A Class D (Temporary) Liquor License is required for the sale of alcoholic beverages (beer and wine only). A Temporary Liquor License application must be submitted at least **thirty (30) days** prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis, but for not more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Block Parties

A Special Event application is not necessary for block parties; however, the City of West Chicago requires that a permit be obtained for this type of gathering. For a Block Party Permit application, please visit www.westchicago.org under Residents, Forms and Applications.

Carnivals

A Carnival Permit must be obtained to give, conduct, produce, operate or present a carnival as defined in the Municipal Code (Chapter 9, Article IX, Sections 9-166 through 9-169). Please visit www.westchicago.org under Businesses, Forms and Applications.

Certificate of Insurance

A Certificate of Insurance is required for special events, naming the City of West Chicago as additional insured. See Section V of this Policy for insurance requirements.

Compliance with City Ordinances

The applicant shall comply with all applicable City ordinances, codes, conditions and requirements. The organizer should be aware that depending on the type of special event, plan reviews and inspections may be required by the Community Development Department, the Police Department and/or the West Chicago Fire Protection District.

Compensation for City Staffing

Depending on attendance and type of event, the City may require personnel, including police officers, at the event. The costs of having City personnel involved during the event shall be born by the sponsoring agency, unless waived by the City Council. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, and reduce the public liability exposure to the sponsoring agency as well as the City.

Fireworks

The Municipal Code (Article XXV) requires a permit for public exhibition of fireworks or pyrotechnics. Permits for fireworks displays can take an extended amount of time to be processed. Permit applications shall be submitted at least **thirty (30) days** prior to the intended date of the display. For a Fireworks Permit application, please visit www.westchicago.org under Businesses, Forms and Applications.

Food and Beverage Health Inspections

Food and beverages shall not be sold at an event, unless approved and licensed, if necessary, by the DuPage County Health Department. Event organizers are responsible for arranging health inspections for their event. Please contact the DuPage County Health Department at (630) 682-7979 x7182 or visit www.dupagehealth.org/temporary-food-service.

Hold Harmless Agreement

The event organizer must sign a Hold Harmless Agreement stating the terms of the agreement to indemnify the City of West Chicago against any and all actions arising from, during or as a result of the event. Volunteers at all events sponsored by the City of West Chicago are not required to submit a signed Hold Harmless Agreement.

Raffles

A Raffle Registration Application must be submitted at least **fourteen (14) days** prior to the intended sale of tickets. Licenses shall be issued only to bona fide religious, charitable, labor, fraternal, education or veterans' organizations that operate without profit to their members and which have been in existence continuously for a period of five (5) years immediately before making application for a license and which have had during that entire five-year period a bona fide membership engaged in carrying out their objects. Please visit www.westchicago.org under Residents, Forms and Applications for an application and guideline requirements.

Resident and/or Business Notification

For those events that require street closures or may cause disruption for West Chicago residences or businesses, mailed or hand-delivered notification must be provided to the affected parties at least fourteen (14) days prior to the event. The City of West Chicago will determine which parties are to be notified, and the City will provide the event organizer with a mailing list for the affected areas, if requested.

Tents

Temporary tents for public events in excess of 400 square feet (400 sq. ft.) in area with side curtains or in excess of seven hundred square feet (700 sq. ft.) without side curtains require an inspection and the submittal of a Building Permit Application at least **thirty (30) days** prior to the event. Please visit www.westchicago.org under Residents, Forms and Applications.

Volunteers

Certain events may need to provide a minimum number of on-site volunteers to support the event. In these instances, City staff will work with the event organizer to determine the number of volunteers required. All volunteers must sign a Hold Harmless Agreement stating the terms of the agreement to indemnify the City of West Chicago against any and all actions arising from, during or as a result of the event. Volunteers at all events sponsored by the City of West Chicago are exempt from this requirement.

IV. SPECIAL EVENT PERMIT APPLICATION PROCESS

Application

The Special Event Permit Application is due to the City of West Chicago at least ninety (90) days prior to the event. The 90 day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Application Submission

Please return the Special Event Permit Application, all required permit applications, copies of other permits, and any supporting documentation to:

City of West Chicago
Attn: Special Events
475 Main Street
West Chicago, IL 60185

Application Review

Every City department affected by the special event (Police, Public Works, and Community Development) and the West Chicago Fire Protection District shall review the Special Event Permit Application based on the following criteria:

- Use of resources and cost
- Proposed benefit of the event to the community
- Any perceived public health or safety problems
- Proposed use of City property

Using the established criteria, the departments shall evaluate and comment on the application, and note any changes that need to be made to the proposed special event. The department must also estimate the cost of support services, if any, which have been requested by the sponsoring entity or will be required by the department for the special event.

Application Review Meeting

An application review meeting with the affected departments and the sponsoring entity shall be held when necessary to discuss the application, comments by department staff, questions from the sponsoring entity and any other relevant information.

City Council Consideration and Approval

The staff evaluation will be presented to a standing committee for its consideration and recommendation prior to being placed on a City Council agenda. The City Council will review the evaluation and recommendation regarding the special event. The City Council has final approval regarding special events described under this Policy.

City of West Chicago Permit/License Applications and Fees

Carnival and Fireworks Permit applications must be submitted at the same time as the Special Event Permit Application. All other permits must be submitted a minimum of thirty (30) days prior to the event. The sponsoring entity shall be contacted upon completion of the required permit(s). At that time, the sponsoring entity may pick up the permit(s) from the City of West Chicago.

Permit/license fees are payable upon submittal of permit/license application(s). A schedule of some of the permit/license fees can be found in Appendix A. For permits/licenses administered by the City, make checks payable to the City of West Chicago and note the name of the event on the check. Fireworks permit applications shall be made payable to the West Chicago Fire Protection District.

V. INSURANCE REQUIREMENTS

Upon review and approval of the Special Event Permit Application, the applicant shall furnish the City with either an original Certificate of Insurance naming the City of West Chicago, its officials, agents, employees, and volunteers as additionally insured (for events on public property) or evidence of insurance (for events on private property). The Certificate of Insurance will be due at least **twenty-one (21) days** prior to the event and shall be issued by a company licensed in the State of Illinois, approved by the City, and covering any and all liability. In addition, the name, date, time and location of the special event must be included on the Certificate of Insurance. The following minimum coverage limits* are required for all special events occurring in the City of West Chicago:

Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

**Insurance Requirements for Carnivals and Fireworks follow:*

Carnivals

Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, and property damage with the City named as additional insured. The general aggregate shall be twice the required occurrence limit or no less than \$10,000,000 per occurrence.

Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

Fireworks

Held at city events and city property - Fireworks displays either for city events or held on city property must meet the following requirements, as recommended by the city's risk management agency:

- (1) The applicant for a permit must provide an original commercial general liability certificate of insurance, from an insurance company in good standing with the city, with the following coverage limits:
 - a. \$5,000,000 combined single limit per occurrence for bodily injury and property damage, with the City of West Chicago, its officials, employees, agents and volunteers named as additional insureds; and

- b. The general aggregate shall be twice the required occurrence limit, or no less than \$10,000,000 per occurrence.

- (2) The original certificate of insurance must be provided to the city directly by the insurance company.
- (3) The certificate of insurance must state that there is a no shooters exclusion and that a cross suits exclusion does not apply to those listed as additional insureds on the certificate.”

Private fireworks displays - For private fireworks displays not conducted on public property, before a permit is issued, as required by Section 3301.2, the applicant shall file with the city a commercial general liability insurance policy in the sum of \$100,000 for the purpose of the payment of all damages to persons or property which arise from, or are caused by, the conduct of any act authorized by the permit upon which any judicial judgment results. Applications for private fireworks displays and discharge shall be made in a form developed by the building official and shall be submitted at least thirty (30) days in advance of an event.

VI. FIREARM CONCEALED CARRY ACT

Compliance with the State of Illinois Firearm Concealed Carry Act, 430 ILCS 66, is a requirement for the issuance of a Special Event Permit.

Per section 430 ILCS 66 / 65 (a)(10):

- (a) A licensee under this Act shall not knowingly carry a firearm on or into:
 - (10) Any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government, provided this prohibition shall not apply to a licensee who must walk through a public gathering in order to access his or her residence, place of business, or vehicle.

Event organizers are responsible for the following:

1. Notification of Concealed Carry
It is the responsibility of the employees, volunteers and agents of the event organizer named in the Special Event Permit Application and its contractors to notify police dispatch at 9-1-1 if a concealed carry is spotted at the event.
2. Concealed Carry Signage Must be Posted
Event organizers shall clearly and conspicuously post at every entrance to an event, whether for the public or for the employees, volunteers or contractors of the organizers or other persons, the Illinois State Police-approved sign, in accordance with the Firearm Concealed Carry Act. Signs shall be posted at a height of between five feet (5') and five and one-half feet (5½'). Owners of any statutorily prohibited area or private property, excluding residences, where the owner prohibits the carrying

of firearms must clearly and conspicuously post the Illinois State Police approved sign, in accordance with Firearm Concealed Carry Act, at the entrance of the building, premises or real property. Please refer to Section 65 (Prohibited Areas) of the [Firearm Concealed Carry Act](#) for more information on statutory requirements for signage as well as where concealed weapons are prohibited.

Pursuant to Section 65(d) of the Firearm Concealed Carry Act, signs must be of a uniform design and the Illinois State Police is responsible for adopting rules for standardized signs. The Illinois State Police has proposed rules which require a white background; no text (except the reference to the Illinois Code 430 ILCS 66/1) or marking within the one-inch area surrounding the graphic design; a depiction of a handgun in black ink with a circle around and diagonal slash across the firearm in red ink; and that the circle be 4 inches in diameter. The sign in its entirety will measure 4 inches x 6 inches.

Click on the image or visit the Illinois State Police website under Concealed Carry to download a template of the approved sign.



NOTE: When printing the sign, please ensure the black borders surrounding the "no firearms" symbol measure 4 inches from top to bottom and 6 inches from left to right.

For further information, contact the West Chicago Police Department at (630) 293-2222.

APPENDIX A PERMIT/LICENSE FEE SCHEDULE

PERMIT	CITY CODE	APPLICATION	FEE
Carnival	Chapter 9, Article IX, section 9-166	Link	\$50 per employee
Fireworks	Article XXV	Link	\$125
Raffle	Chapter 9, Article XXIII	Link	\$10.00 for qualified applicants
Temporary Liquor License	Chapter 3, Article II, Section 3-10	Link	Fee is based on annual rate for qualified applicants <i>Note: Fee increases 5%/year rounded to nearest \$5.00</i>
Building Permit (tent in excess of 120 sq. ft.)	Chapter 4, Article I, Section 4-11	Link	\$50