

Event Permit Application

Event Name: _____	Event Date: _____
Event Location: _____	Event Time: _____
Organization Hosting Event: _____	
For Profit: _____	Non-Profit: _____
Event Contact Person: _____	Address: _____
City, State, Zip: _____	
Phone: _____	Email: _____

Type of Event (Please check all that apply)

- Arts & Crafts Show, Plant Show (indoor/outdoor)** – limited to a period not exceed three consecutive days and no more than three sales shall be permitted in any twelve month period.
- Block Party** – A list of neighbors and their approval is required.
- Car Show**
- Carnival/Circus** – See the Appendix for more details on other requirements.
- Christmas Tree Sales Lot/Pumpkin Patch** – limited to a period not to exceed forty-five days.
- Concert or Amplified Sound**
- Farmers Market** – must comply with “Mundelein Farmers’ Market of Operation.”
- Fireworks Show** – must have permit from the State as well as the fire department.
- Neighborhood Garage Sales**
- Raffles/Games** – all gaming units must be inspected by Police Department. Licenses may apply.
- Runs/Walkathons/Bike Events/Sporting Events**
- Sidewalk Sales** – limited to a period not to exceed five days and no more than two sales shall be permitted in any twelve month period.
- Temporary Outdoor Entertainment Events** – allowed for non-residential uses. Limited to two events per calendar year and a maximum of two days per event. If any additional events are requested beyond the permitted two per year, a special use permit is required. If requested for longer than two days, a special use permit is required.
- Temporary Outdoor Sales and Display** – no sales shall be permitted in any public right-of-way or obstruct pedestrian or vehicular traffic; no sales are permitted in any required yard or within the required parking area.
- Temporary Car Sales Lot** – permitted in the commercial and manufacturing districts.
- Temporary Outdoor Recreation** - permitted for the commercial uses within commercial districts only.
- Temporary Contractor Trailer, Real Estate Model Unit** – limited to a period not to exceed the duration of the active construction phase. Real Estate model units and temp real estate offices shall be limited to the active selling and leasing of space or six months after issuance of the final occupancy, whichever is less.
- Tent or Other Temporary Structures** – permitted for no longer than fourteen days.
- Other (Please Specify)** - _____

Please give a general description of the event and explain the purpose of the event:

1. Will attendees be charged an entry/admission fee (excluding vendors)?

NO YES \$_____

2. What is the location of the event?

Public Parking Lot Private Parking Lot Street(s)
Park (If in a park, the Park District may need to approve the event)
Sidewalk Other

3. Please list the **dates** and **times** for the following:

Event Operation: _____

Setup for Event: _____

Dismantling of Event: _____

4. Please list any streets that need to be closed: _____

5. Is the removal of on-street parking being requested?

NO YES

6. If #5 was marked yes, please list the streets and the time they need to be closed.

7. Please list any parking area that will be provided for both persons attending the event.

8. How many people are you projecting to be at the event (please provide a range)?

9. How do you plan on publicizing the event? Please attach a copy of any publicity plan or brochure. _____

Safety & Health Measures

Some of the following provisions may be required in order for application to be approved. Some provisions may require additional permits/licenses. Details can be found in the Appendix.

1. The Village requires one Port-O-John for every 125 people in attendance at one time for an event lasting two hours and one handicapped stall for every 500 participants if there are no other accessible restroom facilities. How many Port-O-Johns will be provided on-site for the event? (If other restroom facilities are accessible, please explain):

2. Will you be providing water?

NO YES

3. Will you be using portable lighting?

NO YES

4. Will you be installing a generator to be used for power?

NO YES

5. Will you be installing electric wiring?

NO YES

6. Will there be trash receptacles or dumpsters at the event?

NO YES

7. Are vendors (food or craft) participating in the event?

NO YES Food_____ Craft_____

8. Will liquor be for sale at the event?

NO YES

9. Will any of the following Police services be required for the event?

Crowd Control Money Escorts Police Presence Explorers CRW

10. Will any of the following Fire services be required for the event?

Ambulance/EMT How many_____ EMA

Other Requirements

The following is a list of required documents that must be attached to the application upon submittal. Please read carefully as some requirements are conditional.

- If the event is being held on private property proof of ownership of the zoning lot in question must be submitted. If applicant is not the owner, a statement signed by the owner must be submitted.
- A site plan drawn to an appropriate scale showing the zoning lot in question and adequately illustrating the proposed event. The map drawing should include liquor/food areas, handicapped parking, parking areas, tent locations, restroom locations, trash receptacles, First-Aid stations, emergency electrical shut-offs, stages, and entrances/exits.
- A certificate of insurance listing the Village of Mundelein, its officials, agents, employees and volunteers as additional insured, is required for all events that utilize public property. The certificate of insurance must be supplied before the event permit is issued. Exceptions may apply.
- Carrying a concealed firearm is prohibited at Village approved events. The Village strongly encourages posting signage to inform participants of the restriction.
- If the event includes an amplifier, carnival, fireworks, liquor, or a tent larger than 200 square feet additional permits are required.
- Block Parties require approval from all tenets on the block. An attached authorization form with signatures must be submitted at time of application submittal.
- Carnivals, tents and fireworks have safety regulations that must be followed. Please see the Appendixes for more details.
- If the event is in a park under the jurisdiction of the Mundelein Park and Recreation District, approval must be received from them before beginning the Village's application.
- Crowd control fencing may be required. The Police Department will work with the applicant in making the determination.
- Food vendors must be licensed with the Lake County Health Department. Temporary food vendor trucks must be licensed with the Village. Liquor vendors must be licensed.

Process Guidelines and Conditions

- Applications must be submitted 60 days prior to an event to allow for sufficient staff time to review the request.
- Multiple copies of the application may be required if not submitted electronically.
- If other permits are required they must be turned in before or with this application.
- Once application is submitted, the Village will begin its review. The review process takes approximately two weeks to complete.
- If Village assistance is needed, cost estimates will be provided before finalization of the event.
- The Village reserves the right to cancel or postpone the event if the Village believes that holding the event will compromise the health, safety, and/or welfare of the community.

Event Hold Harmless Agreement

To the fullest extent permitted by law, the Organization/Group that is requesting the Event Permit hereby agrees to defend, indemnify, and hold harmless the Village of Mundelein, its officials, agents, and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the Village of Mundelein, its officials, agents and employees, arising in whole or in part out of, in consequence of the event by the Organization/Group, its employees, volunteers, contractors, or subcontractors, or which may in anyway result therefrom, except for claims that are directly caused by the sole negligence of the Village of Mundelein, its agents, or employees.

The Organization/ Group shall, at its own expense, appear, defend, and pay all charges of attorneys and all cost and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Mundelein, its officials, agents, and employees, in any such action, the Organization/Group shall, at its own expense, satisfy and discharge the same.

The Organization/Group expressly understands and agrees that any bond or insurance policies required by this application and policy, or otherwise provided by the Organization/Group, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the Village of Mundelein, its officials, agents, and employees as herein provided.

I have read and understand the event rules, requirements, guidelines, conditions, and measures, and I agree that all anticipated Village expenses in connection with this event will be paid.

IN WITNESS THEREOF, this agreement is executed on this ____ day of _____, 20__

Name: (Print): _____

Signature: _____

Witness Signature: _____

Agreement

I certify I am an authorized representative of _____ and have the power to execute this application on behalf of the organization listed at the beginning of this application. All of the above statements are true to the best of my knowledge, information and belief. All questions have been answered, and if any change in fact or method occurs subsequent to the date of this application, or the issuance of a permit, the applicant will notify the Village Administrator in writing within twenty-four (24) hours after such change.

Name: _____

Date: _____

Signature: _____

Appendix

Carnival/Circus

- At least one 5 pound ABC fire extinguisher required for every 75 feet.
- All amusement rides shall have a current State of Illinois Inspection.
- A five wire system shall be used to power the rides.
- No open wiring allowed; all junction box covers shall be in place.
- All pins and bolts shall be in place and secure.
- All game operators shall demonstrate that a guest is able to win.

Tents

- At least one 5 pound ABC fire extinguisher is required; more may be required depending on the tent size.
- No smoking allowed inside the tent, and signs shall be posted stating the same.
- No cooking is allowed inside the tent, where persons are gathered or eating. Food warming and cooking demonstrations are allowed.
- A separate cooking tent is allowed and must be placed at least 20 feet away.
- All tents shall meet NFPA 701 for flame treatment.
- All sections of the tent must have a label stating it meets the NFPA 701 Standards or a certificate from the tent company affirming the same.
- If sides and doors on tent, exit lights and emergency exit lights required.
- No hay, straw, shavings or similar combustible materials shall be located within.
- If heat is needed, the Building or Fire Department shall be contacted to inform applicant which type of heater should be used.

Fireworks

- A layout showing the fallout shall be provided.
- The shooter and all assistants shall have a current State of Illinois Pyrotechnics License.
- All fireworks shall be ignited using electric match, no manual shooting.
- The Fire Department will conduct an inspection of the site, racks, motors, wiring, etc.
- Depending on the location, security may be required. The Police and Fire Departments will make the determination.
- The Fire department will be on hand during the entire show and will determine the amount of personnel to be on standby.
- The Fire Department can cancel or postpone the event if they feel it unsafe.
- At least one 2.5 gallon water extinguisher shall be at the shoot site.
- The State of Illinois Display Report shall be filled out and returned to the Office of State Fire Marshall and the Mundelein Fire Department.