



Village of East Dundee

120 Barrington Avenue, East Dundee, IL 60118

(847) 426-2822

www.eastdundee.net

Permit Application for Use of The Depot and/or Depot Park

Applicant Information

Application Date: _____
 Applicant Name: _____ Is Applicant 21 or over? Yes No
 Organization (if applicable): _____
 Applicant Street Address: _____
 City: _____ State: _____ Zip: _____
 Applicant Contact Phone Number: _____
 Applicant Email Address: _____
 Organization's Email & Website: _____

Event Location

Select one of the following: Depot only; Depot Park only (with access to restrooms in the Depot); or
 both the Depot & Depot Park.

Note: The Depot Park is the area defined within the bike path, Barrington Ave., North River St., and Railroad St.

Day of Event

Date(s) of Event: _____ Start Time: _____ End Time: _____
 Anticipated Attendance of Total Number of Participants and Staff on Site: _____
 Describe Type of Event, Activity, or Picnic: _____
 Describe any entertainment/activities planned (DJ, Live Music, etc.): _____
 Will they impact surrounding businesses? Yes No Explain: _____

Will there be alcohol? Yes No. If Yes, will it be sold or served? Sold Served

If yes, please include liquor vendor(s) name(s): _____

How will the designated alcohol area be contained?: _____

Note: An East Dundee liquor license may be needed per Chapter 116 of the Municipal Code

Will attendees be charged to enter the event? Yes No

Check any of the following rental requests, if needed: White fence Stage under depot canopy rental

How will this event be marketed (platforms, ads, etc.)? _____

The applicant shall be responsible for all actions and inactions of its guests, agents, or any third-party present at the site. Applicant agrees in consideration of the approval by the Village to indemnify and hold harmless the Village of East Dundee and its officers, employees and agents from any liability incurred and/or claims made by any acts, directly or indirectly, of applicant and all people participating with the applicant in the event related in any way to the rental of the Depot or Depot Park. Further, the applicant agrees to adhere to the rules & regulations and dates & times of this permit, and all applicable Village ordinances.

Applicant Signature: _____ Application Date: _____

Approved By: _____ Approved Date: _____

Subject to the following conditions and approvals: _____

Liquor Commissioner's Signature: _____ Date: _____

Depot and/or Depot Park Permit Applicant Checklist

- Submit application for permit, and applicable fees and documents, not less than ten days before the event
- Provide a valid photo ID with application for permit
- A site plan showing the layout for how the Depot and/or Depot Park will be utilized
- A valid ACORD Certificate of Liability Insurance policy equal to or greater than \$1,000,000 aggregate. The following language must be included on the certificate of liability: *The Village of East Dundee and its elected and appointed officers, officials, agents, and employees are included as additional insureds.*

Fee Schedule Per Chapter 37 of the Village of East Dundee Municipal Code

| Type | Resident Fee | Non-Resident Fee |
|-------------------------------|---------------------|-------------------------|
| The Depot and Depot Park | \$50.00 | \$100.00 |
| Depot Only or Depot Park Only | \$25.00 | \$50.00 |
| Power Access for Musicians | \$25 | \$25 |
| Village-owned White Fence | \$350 | \$400 |
| Village-owned Stage at Depot | \$350 | \$400 |
| Security Deposit | \$100 | \$100 |

Additional fees may be assessed for additional services by the village as stated in the current annual fee schedule. If labor or equipment is requested and approved by the Village Administrator, any associated costs will be charged to the applicant.

Reservations

Reservations must be made at least ten village business days in advance. Full payment is due at the time of reservation. Applicants must be 21 years of age or older. Confirmation of the reservation may be assumed only after receipt of a signed approved copy of this application which must be with the applicant during the rental period.

Cancellation and Revocation of Permit

A cancellation must be submitted in writing or by email and received at least five village business days prior to the event date or no refund, except for the security deposit, will be issued. A rental may be cancelled at any time by the Village Administrator or designee if in the interest of public health, welfare or safety. The applicant may receive a rescheduled date or refund.

A permit may be revoked at any time by the Village Administrator or designee for violation of any law or rules applicable to such event if in the interest of public health, welfare or safety.

Supervision / Security During Event

The Village shall not provide any supervision or security for non-Village sponsored events. It will be the responsibility of the applicant of the event to provide any supervision or security that is reasonably expected to be needed for the permitted event.

Issuance of Permit

The Village Administrator, or designee, shall review the permit application and shall approve and issue the permit if the following is determined: A) The proposed activity or use of the Depot or the Depot Park will not unreasonably interfere with or detract from the general public's enjoyment of the Depot Park; B) The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, and safety; C) The proposed activity and use is not reasonably anticipated to cause violations, crime or disorderly conduct; D) The proposed activity will not entail unusual, extraordinary, or burdensome expense or police operation by the Village; E) The facilities desired have not been reserved for other use at the day and hour requested on the application; F) The conditions of the Depot or Depot Park are deemed safe or suitable for the event; and G) The use of the Depot or Depot Park shall be restricted to the promotion of economic development through events hosted by organizations and non-profits which are open to the public, and shall not be used for political purposes or by private groups for private purposes.

Rules and Regulations

- 1) The applicant shall inspect the facility prior to the event and contact appropriate Village staff to identify any dangerous or unsafe conditions, or damaged Village property prior to commencement of the event.
- 2) Depot and Depot Park use begins and ends at the times approved, including set-up and clean-up. Groups are not allowed on the site prior to the approved start time, and are required to exit and have the area cleaned up at the approved end time in the application.
- 3) Selling food or other items is not allowed without Village approval. Beverages in glass containers are prohibited.
- 4) Village-owned fence to be assembled and disassembled at the Depot Park only by Village Public Works staff only or their designee.
- 5) No other fencing is permitted at this location unless approved by the Village Administrator, or designee, or the Village Board of Trustees.
- 6) Sale or possession of alcoholic beverages is not allowed except by separate written Village approval and license.
- 7) Firearms and smoking are prohibited.
- 8) No open flame, including the burning of candles and incense, is allowed in the Depot.
- 9) The Village is not responsible for lost, stolen, or damaged property.
- 10) The approved application must be presented to any Village staff upon request during the event.
- 11) Violation of Village ordinances, *Chapter 120 of the Municipal Code*, or the rules and regulations in this application, failing to properly clean up the site, causing damage to the facilities, groups that are larger than anticipated, or the events that are misleading from the application, will result in the loss of their security deposit. The applicant is responsible for all damage and the Village will bill the applicant any amount over the security deposit total.