



Village of East Dundee

120 Barrington Avenue, East Dundee, IL 60118

(847) 426-2822

www.eastdundee.net

Special Event Permit Application

Applicant Information

Application Date: _____

Applicant Name: _____ Is Applicant 21 or over? Yes No

Organization (if applicable): _____

Applicant Street Address: _____

City: _____ State: _____ Zip: _____

Event Contact Person Name & Phone Number: _____

Applicant Email Address: _____

Organization's Email & Website: _____

Special Event Information

Event Name: _____

Type / Purpose of Event: _____

Location(s): _____

Date of Event: _____ Start Time: _____ End Time: _____

Set-up Date: _____ Start Time: _____ End Time: _____

Tear Down Date: _____ Start Time: _____ End Time: _____

Additional Dates & Time, if Needed: _____

Estimated Attendance: _____ Is the event open to the public? Yes No

Minimum number of staff present: _____

Additional Permits and/or Approvals Needed

1. Alcoholic beverages: Yes No - If yes, please list name(s) of vendor(s): _____

Note: Attach approved class F liquor license per Section 116

2. Food vendors: Yes No - If yes, please list name(s) of vendor(s): _____

Note: Attach certificate from Kane County Health Department

3. Do you plan to sell retail to-go alcoholic beverages? Yes No - If yes, please list name(s) of vendor(s): _____

4. Public property/streets/sidewalks areas to be used: _____

5. Fireworks: Yes No - If yes, please list name(s) of vendor(s): _____

Note: Attach approval from the East Dundee Fire Protection District

6. Amusement Rides: Yes No - If yes, please list name(s) of vendor(s): _____

Note: Attach approved amusement license per Section 112

7. Tent(s): Yes No - Is tent fire-rated? Please list name(s) of vendor(s) and size of tent: _____

Note: Attach approved basic building application / permit and JULIE's office locate ticket number & site map

8. East Dundee Fire Prevention District application submittal and written approval is needed prior to event.

Additional Special Event Information

1. Notification to residents? Yes No N/A

Please attach copies of notice. How do you plan to make notifications? _____

9. List traffic control you will need, and road or parking lot closures (barricades, cones, fencing, police officer): _____

Note: Any event requiring the use of an East Dundee police officer will be billed \$60 per officer per hour; attach site map of any routes to be anticipated. Applicant must work with EDPD for a security plan.

Any event preparation that is completed by East Dundee Public Works, such as road barriers, will be billed at a rate of \$35 per Public Works employee per hour.

2. List parking areas needed for guests and staff: _____

3. How many portable restrooms will be needed? (Include their location on site map): _____

4. Indicate the signage to be used: _____

Note: Attach approved temporary sign permit

10. Indicate plans for garbage pick-up: _____

Note: Clean-up is the responsibility of the applicant. Any clean-up that is not done properly will be completed by Village staff and the applicant will be billed at a rate of \$35 per employee per hour

5. Attach site map(s) for event, and/or parade route with starting point, stop point, location of platforms, etc.

Special Event Permit Requirements

- 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: *The Village of East Dundee and its elected and appointed officers, officials, agents, and employees are included as additional insureds.*
- The Village requests a minimum of sixty (60) business days to review application. The applicant is required to have \$100 security deposit and all necessary forms completed and submitted along with the application.
- Notification to impacted properties may be needed by the Applicant.

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

Type	Standard Fee	Resident Fee	Non-Resident Fee
Liquor License - Class F	\$100 per Day	N/A	N/A
Amusement License Fee – Circus & Carnival	\$500 per Day	N/A	N/A
Carnival and Amusement Permit	\$50	N/A	N/A
Temporary Structure & Tent Permit	\$50	N/A	N/A
Temporary Sign Permit	\$25	N/A	N/A
Village-owned White Fence	N/A	\$350	\$400
Village-owned Stage at Depot	N/A	\$350	\$400

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.

Cancellation and Revocation of Permit

A cancellation must be submitted in writing or by email and received at least ten village business days prior to the event date or no refund, except for the security deposit, will be issued. An event 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 may not provide any supervision or security for non-Village sponsored events. It may 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. Any event requiring the use of an East Dundee police officer will be billed \$60 per officer per hour.

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 special event related in any way to the special event. Further, the applicant agrees to adhere to the rules & regulations and dates & times of this permit, and all applicable laws and Village ordinances.

Applicant Full Name: _____

Applicant Signature: _____

Signature Date: _____

Approved By: _____ Approved Date: _____

Subject to the following conditions and approvals: _____

Liquor Commissioner's Signature: _____

Date: _____