



CITY OF HIGHLAND PARK
Highland Park, Illinois 60035 • (847) 432-0800

Date Application
Received:

Staff:

SPECIAL EVENT PERMIT APPLICATION

_____ Non-Refundable Fee \$60.00

EVENT INFORMATION

1. Name of Event: _____
2. Date(s) of Event: _____ Rain Date(s): _____
3. Event Set-up begins _____ Event Dismantling ends: _____
Event Start time: _____ Event End time: _____
4. Location of Event and, if applicable, Route ***Please attach site plan/route map**

5. Event Type (*circle one*): Festival/Fair Race/Walk/Bike Ride Concert/Parade Other:

6. Event Description: _____
7. Estimated attendance: _____ # of Event Monitors: _____

ORGANIZATION INFORMATION

8. Sponsoring Organization: _____
 non-profit (*if yes, attach 501(c)(3)*) private business government/public entity
9. Address: _____
10. Business Phone: _____ Fax: _____

CONTACT PERSON / EVENT MANAGER

11. Name: _____
12. Phone: _____ Cellular: _____
13. Email: _____
14. Driver's License #: _____ Date of Birth: _____
15. Relation to above organization: _____

REQUIREMENTS

Different types of events have varying requirements with regard to inspections, traffic control, and road closures. Please check all relevant criteria for your event. If you check “yes” to any of the following questions, please complete the referenced additional requirement(s).

YES	NO		ADDITIONAL REQUIREMENTS / INFO
<input type="checkbox"/>	<input type="checkbox"/>	Does any portion of the event take place on private property?	If yes and the applicant is not the property owner, please submit letter of consent from owner or copy of rental agreement.
<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting police officers for traffic control and/or security? If not, how will traffic and pedestrian circulation be handled?	Please note that you will be charged for these services. Contact Claudia Ennessy at the Police Department, (847) 926-1798 or cennessy@cityhpil.com
<input type="checkbox"/>	<input type="checkbox"/>	Will liquor be served?	Special rules and regulations govern the sale of alcohol at Special Events. For more information you must contact the Deputy City Clerk.
<input type="checkbox"/>	<input type="checkbox"/>	Will food, beverages or merchandise be sold at the event?	Vendor Permits are required. Event Coordinator is responsible for coordinating vendor permits and payment.
<input type="checkbox"/>	<input type="checkbox"/>	Does your event require the use of city sidewalks?	
<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting the use of any other City-owned property, i.e. parking lots, Port Clinton Square, etc. <i>If yes, indicate location:</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting the closing of City streets?	
<input type="checkbox"/>	<input type="checkbox"/>	Will tents be used at the event?	A Tent Permit required for all tents over 10'x 10'. Please provide fire rating for tent and indicate how tent will be secured. Fire Inspection Fee is \$75 (complete page 4)
<input type="checkbox"/>	<input type="checkbox"/>	Will electrical service be required for the event? <i>City requires any event utilizing generators or temporary electrical to apply for and obtain an Electrical Permit from the Building Division. All electrical work must be done by licensed electrical contractors. The work will be inspected on site by the Building Division prior to the event. It is recommended that your electrician be onsite during the inspection to address any issues that may arise during the inspection.</i>	Should you have any questions about the electrical permit application process, please contact Building Division Manager John Tilton at 847.926.1173. Electrical permit is \$75 and Temporary Service fee is \$75.
<input type="checkbox"/>	<input type="checkbox"/>	Will you be using speakers and/or sound amplification equipment?	City Noise Ordinance Weekdays 7am–7pm, Weekends 9am-5pm, Never on Holidays
<input type="checkbox"/>	<input type="checkbox"/>	Number and location of sanitary facilities provided at the event? <i>Please note that all sanitary facilities must be removed immediately following the event.</i>	If portable toilets will be provided for the Event, please provide name of Vendor and contact information.
<input type="checkbox"/>	<input type="checkbox"/>	Do you require barricades? Delivery location: Contact person & phone number: Date of delivery (set up will not be provided):	Depending on number and type of barricade, you may be charged for these.
<input type="checkbox"/>	<input type="checkbox"/>	Will any other public works services be needed at the event?	If yes, please indicate what services are needed.
<input type="checkbox"/>	<input type="checkbox"/>	Are you holding a raffle at the event?	A Raffle Permit is required. Cost is \$35. Contact City Clerk for application.
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Signage?	If yes, please submit a copy of the signage with the application. (complete page 4)
<input type="checkbox"/>	<input type="checkbox"/>	Will there be provisions for First Aid & Emergency Medical Services?	At minimum, Event Manager must have cell phone to dial 911.

TEMPORARY BANNERS & SIGNS

Limited to one 32 square foot banner a day for a maximum 14-day period

Will you be displaying a (*circle one*): sign banner How many signs: _____

Where will it be displayed? _____

Will the sign be displayed on private or public property (*circle one*)? Provide site plan showing signage location(s).

Dates it will be displayed: From: _____ To: _____ (*14 days max.*)

Dimensions _____ (*32 sq ft max.*)

How will it be secured? _____

*Please attach artwork/designs for temporary signage and banner. Signage must be removed after the event.

Important Warning – it is illegal to install temporary signs on the public parkways (*unless you're specifically instructed to do a public alert about a race route which will impact residents*). All illegal signage will be removed and disposed of by City staff.

TENTS

How many tents for event? _____

The tent(s) be used: as a shelter____ for cooking____ for dining____ entertainment____

How will tent be secured? _____

Dimensions Sides _____

Tent Rental Company and contact: _____

Address / Phone: _____

Please provide certificate of flammability.

This information will be provided to the Fire Department; however, it is the applicant's responsibility to complete a tent permit application and pay the \$75 tent inspection fee to the Fire Department.

15. Has a similar permit been granted by the City or any other municipality in Illinois to the Event Manager and/or the Applicant within the past two years?

YES _____ NO _____

Has any Illinois municipality ever revoked, refused to issue or renew such a permit, either to the Event Manager or the Applicant?

YES _____ NO _____

16. Has the Event Manager and/or the Applicant has ever been convicted of a felony?

YES _____ NO _____

If yes, what was the nature of the offense and the punishment or penalty assessed?

State of Illinois)
) SS.
County of Lake)

The undersigned, being first duly sworn, an oath deposes and says that he/she has read the foregoing application and knows the contents thereof, and that the matters and things therein contained are true to the best of his/her knowledge, information and belief.

Signature

Date

I AGREE THAT ALL ANTICIPATED CITY EXPENSES IN CONNECTION WITH THIS EVENT WILL BE PAID EITHER WITH REGARD TO HOURLY OVERTIME RATES OR RENTAL RATES.

SIGNATURE OF APPLICANT: _____

DATE: _____

SPECIAL EVENT HOLD HARMLESS AGREEMENT
(Applicant)

In consideration of the City of Highland Park (“City”) granting a Special Event Permit to _____, operating at _____, _____ (“Applicant”), to allow the _____ (“Event”)¹, scheduled to occur on _____, _____ between _____ a.m./p.m. and _____ a.m./p.m., at _____ (“Location”)², and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby agrees as follows:

Waiver and Release of Claims for Injury

The Applicant shall, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that the Applicant may have against the City and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

Indemnity and Defense

The Applicant shall, and does hereby, indemnify, hold harmless, and defend the City and its officers, agents, servants, attorneys, and employees from and against any and all claims of every kind, known and unknown, present and future, that the Applicant may have arising out of, connected with, or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

The Applicant has read and fully understands this document and executes it of the Applicant's own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20____.

Applicant Signature

Applicant Name (printed)

Attest

¹ Any Not-for-Profit Special Event, or Commercial Special Event approved by the City.
² If necessary, please attach additional information regarding the Location.