

## SPECIAL EVENTS APPLICATION

Event Information	
Event Name	
Event Purpose	
Location of Event	
Event Date (s)	
Event Time	
	Number of People expected?
	Will alcohol be sold?
	Will streets need to be closed?
	If so, list streets or submit a map.

Name of Organization Hosting Event:	
Organization Address	
Organizer Name:	
Organizer Email:	
Organizer Phone Number:	
Contact Person Day of Event:	
Contact Person Email	
Contact Person Phone Number	

Events are categorized into three different categories. Per Village Special Events Policy the following are used as guidelines and requirements are based off of the category an event is placed into.

Low Impact	Medium Impact	High Impact	Village Co-sponsored Events
No physical Activity	Limited physical Activity	Athletic participation	
Fundraising on Right-of-way	Ex. Animal shows, political rallies, flea markets, parades (no floats)	Circuses, carnival rides, parades with floats, marathons, races	Dancin in the Street, Daisy Days, Christmas Walk, Daisy Dash
Less than 100 people	Crowd less than 1,000	Crowd over 1,000	

**Low Impact Events without alcohol being sold** receive approval from the Village Manager's office and require a 14 day notice.

Insurance coverage for most events in this category can be waived based upon a review of the Village Manager. If a private, and/or nonprofit group is sponsoring this event, a minimum of \$300,000 per occurrence and/or aggregate limit of liability for personal injury, bodily injury and property damage.

Hold Harmless and Indemnification Agreement must be submitted.

**Medium Impact Events** receive approval from the Village Board and require a 60 day notice.

Insurance requirements: General Liability with Broad Form general liability endorsement or equivalent. Limits of liability shall not be less than \$500,000 per occurrence if alcohol is NOT to be served; and no less than \$1,000,000 if liquor license(s) are a component of the event approval, and/or aggregate combined single limit for personal injury, bodily injury and property damage. Verification of the policy is required.

**High Impact Events** receive approval from the Village Board and require a 60 day notice.

Insurance requirement General Liability with Broad Form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage. Verification of the policy is required.

**Village Co-sponsored Events**, the Village will ask that other co-sponsoring agencies have insurance coverage, but are not required to name the Village as an additional insured because the Village has overall public safety control of the event.

**REVOCATION:** The Village may revoke permission whenever the applicant fails to comply with any provision of the Permit or when it is determined to be in the best interest of the Village.

**STAFF SERVICE FEES:** Whenever possible, Village crews providing services and/or providing utility connections will schedule work during normal work schedules. If overtime or additional Village resources are required or damage is incurred to Village property, the applying organization is obligated to pay for these services. The waiver of certain fees and costs may be done as determined by the Village Board or Village Manager. The Village will work to accommodate requests for non-profits during normal work schedules. Fees will not be charged for events co-sponsored by the Village.

**ALCOHOL:** Temporary Liquor licenses are required for Special Events selling alcohol. Licenses are submitted to the Clerk's office and approved at the Board level.

I, the undersigned, am the duly authorized representative of \_\_\_\_\_,  
which has been authorized to use (Location) \_\_\_\_\_ of the Village  
of Clarendon Hills, Illinois, on (Date) \_\_\_\_\_. In consideration thereof, the  
\_\_\_\_\_ agrees to indemnify, hold harmless  
and defend the Village of Clarendon Hills, and its elected officials, officers, agents and employees, from  
and against any and all claims, demands, causes of action and liabilities, including, without limitation,  
all costs and reasonable attorneys' fees, arising from or relating to the use of the Village's parking  
spaces, parking lots, sidewalks or any other facilities.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

For (Organization Name): \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Title or Position