



Dear Applicant:

Thank you for inquiring about holding a special event in the Village of Glenview. Many events held within Glenview have an impact on our Village as a whole and therefore require the completion of a Special Event Application. **Applications must be submitted at least 30 days before your event (45 days for events with 5,000 or more participants.)**

Here is a brief description of **what types of events need approval from the Village:**

- Any **outdoor event conducted on Village owned, leased or maintained property** (for example, streets and sidewalks).
- Any indoor or outdoor event – public or private – that has a **significant impact on the community**. “Significant impact” may stem from the provision of entertainment, erecting temporary structures such as tents, the provision of food and beverages (including alcohol), the selling of souvenirs or other merchandise, additional traffic, street closures etc.

Events that don’t need a special event approval from the Village include

- Smaller, indoor food service events – for example, a, Boy Scout pancake breakfast, Historical Society Ice Cream Socials, etc –as well as block parties that don’t extend off the block and don’t require Village services (such as traffic control).

Even so, the Village does require that organizers of these events obtain a Temporary Food Service Permit if they are serving food – and block parties organizers do need to complete a simple one-page block party application. If you determine that your event does *not* require a formal approval from the Village, you can access a shorter version of the Temporary Food Service Application and the Block Party Application at our website, www.glenview.il.us. You may also call (847) 904-4370.

All Special Events require the payment of fees. In most cases the sponsoring organization will submit a refundable deposit and it will be charged for 100 percent of any costs the Village incurs in supporting the event such as with a police traffic detail.

Village staff can review and approve any event application for events that include fewer than 5,000 participants. Events larger than 5,000 participants require approval by the Village Board. A denial by Village staff may be appealed to the Board of Trustees.

The Village will not accept incomplete applications. If you require further explanation or assistance please contact the Village’s Special Events Coordinator at 847-904-4369.

We look forward to working with you!



Date Received: _____

By: _____

SPECIAL EVENT APPLICATION BASIC INFORMATION / SIGNATURE

Applications for events with fewer than 5,000 participants must be submitted to the Village Manager’s Office at least 30 days prior to the event. Applications for events with 5,000 or more participants must be submitted at least 45 days prior to the event. **THE VILLAGE CANNOT ACCEPT INCOMPLETE APPLICATIONS.**

Event Type (Circle One): Festival/Fair Race/Walk/Bike Ride Parade/March Concert

Other _____

Event Name: _____

Location: _____

Date(s): _____ Times: _____

Set up Date/Time: _____ Take Down Date/Time: _____

Estimated Number of Participants (both running and attending the event): _____

Registration/Ticket/Entrance Fee (if applicable): \$ _____

Sponsoring Organization: _____

non-profit (if yes, attach 501(c)(3)) private business government/public entity

Contact Person/Title: _____

Address (No P.O. Boxes): _____

City/State/Zip: _____

Daytime Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Number at which you can be reached during the event: _____

Is this an annual event? yes no

Date of last application to the Village: _____

Please carefully read the following statement and sign below.

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Glenview to issue the approvals(s) herein applied for, that I am qualified and eligible to obtain the approval applied for and agree to pay all fees associated with my special event and any additional regulations, conditions or restrictions set forth with the Glenview Village Code, the State of Illinois and the United States of America in the conduct of the special event as described herein. I understand that failure to supply accurate information will result in denial or revocation of applicable approval.

Applicant’s Signature

Date Signed

REQUIREMENTS

Different types of events have varying requirements with regard to inspections, traffic control, and road closures. Please check all relevant criteria for you 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"/>	Do you expect an increased need for parking due to your request?	If on private property, submit a letter of consent from the owner
<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting police officers for traffic control and/or security?	Keep in mind that you will be charged for overtime incurred
<input type="checkbox"/>	<input type="checkbox"/>	Will food be served?	Temporary Food Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Will you be serving /selling alcohol? (<i>circle one</i>) If your organization already has a Village Liquor License, include number here: #_____	<u>If unlicensed</u> : Letter of Request and (<i>if selling</i>) Proof of Dram Shop insurance
<input type="checkbox"/>	<input type="checkbox"/>	Will there be entertainment? <input type="checkbox"/> Live music <input type="checkbox"/> Recorded music	If yes, describe in site plan sketch.
<input type="checkbox"/>	<input type="checkbox"/>	Will you use a public address system and/or amplifier? <i>(In accordance with the Village Code, section 46-104 “the operation of any such set, instrument, phonograph, machine or device between the hours of 11:00 p.m. and 7:00 a.m., in such manner as to be plainly audible at a distance of 50 feet from the location of such set, instrument, phonograph, machine or device” is considered a violation.)</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Will you erect a temporary sign, banner or tent?	Banners/Signs/Tents Form (<i>page 4</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Are you organizing a parade?	
<input type="checkbox"/>	<input type="checkbox"/>	Are you organizing a public assembly?	
<input type="checkbox"/>	<input type="checkbox"/>	Will your event require the use of electricity?	
<input type="checkbox"/>	<input type="checkbox"/>	Do you anticipate the need for street closures?	
<input type="checkbox"/>	<input type="checkbox"/>	Do you require barricades?	
Delivery location: _____			
Contact Person and phone Number: _____			
Date of delivery: _____ (Set up will not be provided)			

DESCRIPTION/SITE PLAN

Event Details and Site Plan Sketch:

Please provide details and a sketch of your event site that includes *(as appropriate)*:

Banners/Signs	Fences/barricades	Refuse containers
Cooking Equipment (indicate whether charcoal, gas or other)	Food vendor booths	Street closures/parking information
Electricity sources	Loud speakers/sources of amplified sound	Tents, stages, electrical equipment
Event Coordinator's booth	Parade route	Water sources
Event Security	Petting zoo	Other entertainment
	Portable restrooms	

Event Details:



BANNERS, SIGNS & TENTS

TEMPORARY BANNERS AND SIGNS (*LIMITED TO ONE A DAY FOR A TEN DAY PERIOD*)

Will you be displaying a: sign banner (circle one)

Where will it be displayed? _____

Dates it will be displayed: From: _____ To: _____

Dimensions _____

How will it be secured? _____

Is this banner/sign for an event that is in Glenview – or that benefits Glenview? Yes _____ No _____ (*Please note: banners and signs must be for events that either take place in Glenview or have some connection to Glenview – i.e., benefit a local nonprofit. In this case, the beneficiary must be clearly stated on the sign/banner. Appeals may be made to the Board of Trustees no less than 30 days prior to the event.*)

Please call J.U.L.I.E at 1-800-892-0123 before digging.

Tents

Will the tent be used: as a shelter _____ for cooking _____ for dining _____ entertainment _____

How will tent be secured? stakes _____ barrels _____

Dimensions Sides _____

General Contractor _____

Address/Phone _____

Please provide certificate of flammability.

Please sketch your banner/sign below (*or attach artwork*) .

Temporary Food Permit Application/Temporary Food Operator Menu Requirements **Form (Pages 7-11)**

The organizers of a special event that will offer food or beverages must complete a **Temporary Food Permit Application** and a **Temporary Food Operator Menu Form**. Each food vendor is responsible for submitting a completed application and must be approved by the Village's Inspectional Services Division.

Any vendor that is not approved a minimum of ten business days prior to the event will not be allowed to participate in the event. For assistance with the form, please call Inspectional Services at (847) 904-4340.

Extraordinary foodborne hazards exist in temporary food service facilities, especially those exposed to the natural elements. To eliminate or minimize incidents of foodborne illness, the Village requires organizers of special events to follow the regulations set forth below.

Definitions

Potentially Hazardous Food: This term refers to any food that is likely to support bacterial growth when mishandled. This includes meat, poultry, fish, and dairy products. These have certain temperature requirements (typically 41° F or below or 135° F or above). All potentially hazardous foods to be served at a special event must be approved by the Village Health Division.

Sanitizing Solution: This term refers to a chemical agent used to eliminate or limit bacteria. The most frequently used sanitizing solution is chlorine (i.e., bleach), but iodine or quaternary ammonium solutions may also be used. Sanitizing solutions (also known as sanitizers) must be used to clean utensils and prepare wiping cloths.

Thermometers: This term refers to metal stem thermometers. These are required for temporary food handling events. Their temperature range must begin below 40° F and go up to at least 165° F. Thermometers are to be inserted into food in order to test it. Temperatures of both hot and cold foods must be tested frequently. Thermometers must be sanitized before and after they are inserted into any food. This should be done by wiping them off with disposable alcohol wipes or cloths prepared with an approved sanitizer.

Cross-Contamination: This term refers to the spreading of bacteria that occurs when blood and juices from uncooked meats make contact with other food, food utensils, or food preparation surfaces. This must be avoided by keeping raw foods separate from prepared foods and foods that do not require cooking. Raw foods should be prepared on work surfaces that are separate from those used to prepare other foods. Any food worker who handles raw food should wash their hands frequently. If raw food is going to be kept in the same refrigeration unit as prepared food and food that do not require cooking, it must be kept below the other food so that its juices cannot drip onto and contaminate it.

Food temperature

At special events, potentially hazardous food needs to be kept within a safe temperature range at all times other than during preparation, which should be done in an efficient manner. Hot food must be rapidly heated to 165° F after preparation and should be maintained above 135°F thereafter. (Crock pots may be used to hold foods that have already been heated, but they must not be used to slowly cook or reheat foods.) Uncooked/pre-cooked pork and poultry must be heated or cooked to 165°F before it may be served. Ground beef products and hot dogs must be heated or cooked to at least 155°F. All potentially hazardous foods must have their internal temperatures checked frequently with metal-stem, numerically-scaled thermometers. Cold food must be maintained at or below 41°F. A mechanical refrigerator should be used to keep food cool unless another type of refrigerator or cooling device is approved by the Village Health Division. Potentially hazardous frozen foods may only be thawed in a refrigerator set at or below 41°F. Food packed in ice will only be allowed if 41°F can be continuously maintained on the product.

Food supplies

All food supplies for special events must be obtained from sources approved by the Village Health Division. No home canned or home prepared food may be served. All food must be clean, wholesome, unadulterated, and properly labeled. All ground beef must be purchased in patty form.

Ice that will be consumed or that will come into contact with food or food containers must also be obtained from a source approved by the Village Health Division.

Food storage and protection

All food supplies for a special event, including bagged ice, must be stored off the ground on pallets, shelves, tables, or other elevated surfaces. Food must be covered or wrapped so that it is adequately protected from all forms of contamination. Condiments should be contained in individual packets, squeeze bottles, or covered bulk containers.

No food may be stored in direct contact with water or undrained ice. Canned and bottled beverages may be stored in ice only if the ice is drained frequently and kept clean. Ice used to keep beverages cool may not be served for consumption.

Food handling

At special events, food should be handled in small quantities and should be cooked by order whenever possible. Food must be prepared with sanitized utensils on sanitized surfaces with as little human contact as possible. All fruits and vegetables must be thoroughly washed before use.

Utensils must be used to dispense food and ice. They must be kept clean and dry or in running potable water when not being kept in food or ice containers. When in food or ice containers, their handles may not touch food or ice.

During transportation, food and utensils must be kept in covered containers or in wraps or packages that will prevent contamination. Potentially hazardous foods must be kept either below 41° F or above 135° F.

Utensils for attendees

Food service workers may only offer single service tableware (e.g., cups, plates, flatware, etc.) to special event attendees. If unused tableware is stored in bulk containers, it must be covered. Food service workers must provide any non-individually wrapped utensils (e.g., knives, forks, spoons, etc.) to attendees directly.

Food Service Workers

Food service workers must be hygienic. They must wear clean aprons and hair restraints and they must wash their hands frequently. They may not smoke in food preparation or food serving areas.

Supply washing facilities

Food service workers must provide adequate facilities for washing, rinsing, and sanitizing food service supplies (e.g., pots, pans, utensils, cutting boards, etc.). Supply washing facilities must have at least three buckets in which utensils may be fully immersed. One bucket must contain soapy water for washing, one must contain clean water for rinsing, and one must contain sanitizing solution (1 ounce bleach per 2 gallons water).

Food service supplies and surfaces that touch food must be washed, rinsed, and sanitized after each use. Supplies and surfaces used to prepare potentially hazardous foods must be washed, rinsed, and sanitized at least once every two hours. Wiping cloths and sponges must be kept clean and in sanitizing solution when not being used.

Water facilities

Food service stations must have an adequate supply of potable hot and cold water for drinking, washing hands, preparing foods, and cleaning food service supplies and surfaces. If running water is not available, water storage containers may be used. Each storage container must be constructed of an approved material and have a tight fitting cover and easy to clean dispenser.

Hand washing facilities

Food service workers must provide convenient and adequate hand washing facilities at each temporary food service facility. Hand washing facilities should have both hot and cold running water. Where this is not possible, provide a temporary hand washing station similar to the one demonstrated on the following page. Paper towels must be provided at all hand washing facilities. Cloth towels are prohibited.

Temporary food service facilities

Temporary food service facilities must be sheltered by a canopy, enclosure, or other approved overhang.

TEMPORARY FOOD PERMIT APPLICATION

Temporary food service means any food service which operates for a temporary period of time, not to exceed 14 days, in connection with a fair, carnival, circus, public exhibition or similar transitory gathering. Any vendor that is not approved a minimum of **ten business** days prior to the event will not be allowed to participate in the event. For assistance with the form, please call Inspectional Services at (847) 904-4340.

Name of Business:

Type of ownership:

Individual Corporate Partnership

Business address:

Business Phone
Number:

Owner Name and Title
(if different from
applicant):

Owner's Address:

Owner's Phone
Number:

Section I.

Name of Event

Organization hosting
event

Location of Event

Date(s) and Time(s)

Initial Set-up time for
purpose of inspection:

***IF FOODS ARE PREPARED AT A FOOD ESTABLISHMENT OUTSIDE GLENVIEW, SUBMIT A COPY OF ITS LAST HEALTH INSPECTION REPORT. THIS INSPECTION MUST HAVE TAKEN PLACE WITHIN THE LAST SIX MONTHS.**

Section II.

FOOD VENDOR INFORMATION

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

Food Establishment Name: _____

Food Establishment Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Cell: _____ Fax: _____

Manager Name and license #: _____

Section III

TEMPORARY FOOD OPERATOR MENU

All Potentially Hazardous Foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures out of the Danger Zone (41°F-135°F). A calibrated thermometer is required to monitor temperatures often.

Will you use a clean, calibrated thermometer during the temporary event? Yes ____ No ____ N/A ____

Check all temperature control measures you will use to keep potentially hazardous foods either below 41 ° or above 135°. Specify how many units and source of power (electric, generator, propane) (freezer packs). Identify which food items correspond to each category.

COLD HOLDING (Note: Ice is not acceptable as a cold holding option)	COOKING (Note: STERNO is not acceptable as a heating source)	HOT HOLDING
<input type="checkbox"/> Refrigerator <input type="checkbox"/> Refrigerated Truck <input type="checkbox"/> Freezer <input type="checkbox"/> Ice Chest <input type="checkbox"/> Drainer Ice <input type="checkbox"/> Other	<input type="checkbox"/> Oven <input type="checkbox"/> Barbecue <input type="checkbox"/> Wok <input type="checkbox"/> Fryer <input type="checkbox"/> Roaster Oven <input type="checkbox"/> Stove <input type="checkbox"/> Gas Grill <input type="checkbox"/> Other	<input type="checkbox"/> Oven <input type="checkbox"/> Barbecue <input type="checkbox"/> Steam Table <input type="checkbox"/> Stove <input type="checkbox"/> Gas Grill <input type="checkbox"/> Toaster Oven <input type="checkbox"/> Chafing Dish <input type="checkbox"/> Other

FOOD/BEVERAGES

List all foods and beverages you will serve at the event. Only items listed will be approved for service. **Any changes must be approved by the Village’s Inspectional Services Division before the event**

Examples:

Food/Beverage item	Where Purchased-Source	Preparation/Transportation/Holding Procedures
<i>Potato Salad</i>	<i>Restaurant (Joe;s Pizza)</i>	<i>Prepared at restaurant, kept on ice and in refrigeration onsite.</i>
<i>Hamburger patties</i>	<i>Retail Store (Costco)</i>	<i>Frozen meat, kept in reach in freezer.</i>

*If off-site preparation is selected, you must use an approved (permitted) kitchen facility. Home-prepared foods CANNOT BE SERVED at events open to the public.

TEMPORARY FOOD OPERATOR MENU – *Continued.*

Read and check *YES, NO, or N/A (Not Applicable)*

- | <u>YES</u> | <u>NO</u> | <u>N/A</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. You will enforce an illness and hand washing policy in your booth. You will provide a hand washing facility (with clean, warm, running water; pump soap and paper towels) that will be available before food preparation begins and will remain operable at all times that workers are in the booth. FAILURE TO COMPLY WILL RESULT IN CLOSURE. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. You will make sure your employees have accessible restrooms (within 200 feet of your booth). Restrooms must have sinks with warm, running water. All employees must wash their hands after using the restroom. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. No animals or smoking allowed in or around food booths/tents. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. You will store potentially hazardous foods (PHF) out of the Danger Zone (41°F-135°F) and will monitor the temperature of PHF with an accurate thermometer . For PHF that have been heated through the Danger Zone, you will discard them at the end of the day. Cooling of leftovers is not allowed. Mechanical refrigeration is required |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. You will keep raw meats and their juices away from all other foods. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. You will provide water, ice and food from approved sources . Home storage is not allowed. All wastewater will be disposed in a sanitary sewer (not storm drains). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. You will use approved barriers including utensils, paper wraps and gloves (which must be changed when contaminated, ripped, or after changing tasks) to prevent Bare Hand Contact with all Ready-to-Eat Foods . |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. You will store all food, ice and single-service utensils, napkins, etc. off the ground.
You will only use food-grade containers for food storage and transport. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Condiments must be displayed as single, service, bulk or pump-type containers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. All food handlers will utilize effective means of hair restraints, clean aprons, and/or uniforms. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. You will provide an adequate number of utensils or a 3 basin dishwashing facility . All utensils will be washed in hot, soapy water (basin 1), rinsed in clean, warm water (basin 2), sanitized (basin 3) and <i>air dried</i> before use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. You will provide sanitizer for wiping cloths or spray containers in your booth. All food-contact surfaces will be sanitized prior to, and during, food preparation. Solution consists of 1 teaspoon bleach in a gallon of water (or other approved sanitizer). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Cleanable, lined waste containers with lids must be provided in each location. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. You will educate your employees on the guidelines on this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Propane/Gas cylinders must be properly staked down and/or secured with chains. |

Signature of Applicant

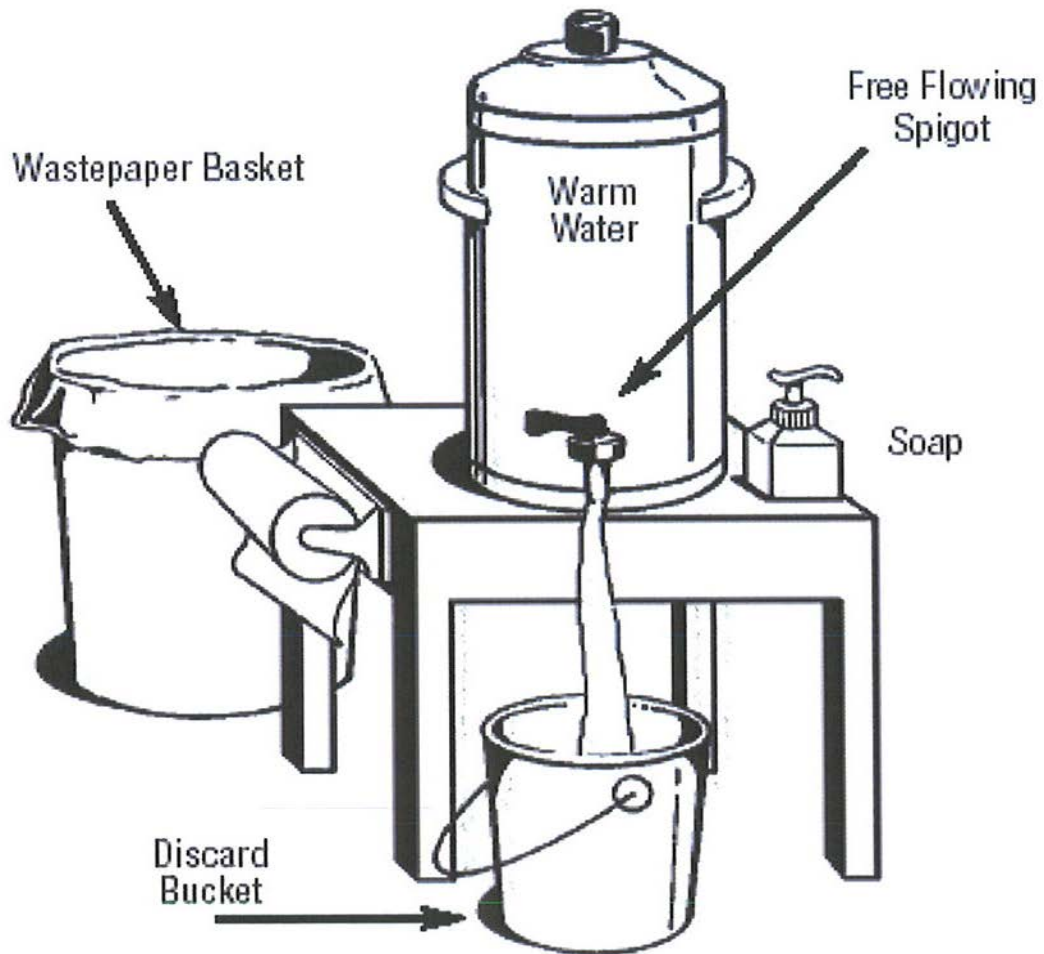
Date

**SIGNING INDICATES ACCEPTANCE TO COMPLY WITH
GUIDELINES STATED ON THIS APPLICATION. FAILURE TO
COMPLY MAY RESULT IN REMOVAL FROM PARTICIPATION
&/OR ALTERNATE ENFORCEMENT ACTIONS**

SECTION IV:

HAND WASHING

TEMPORARY HAND WASHING SET-UP



Each temporary hand washing set-up for food service employees must be provided with:

- A container of clean water with a free flowing spigot
- A waste water discard bucket
- Liquid, dispensed hand soap
- Paper towels
- Wastepaper basket

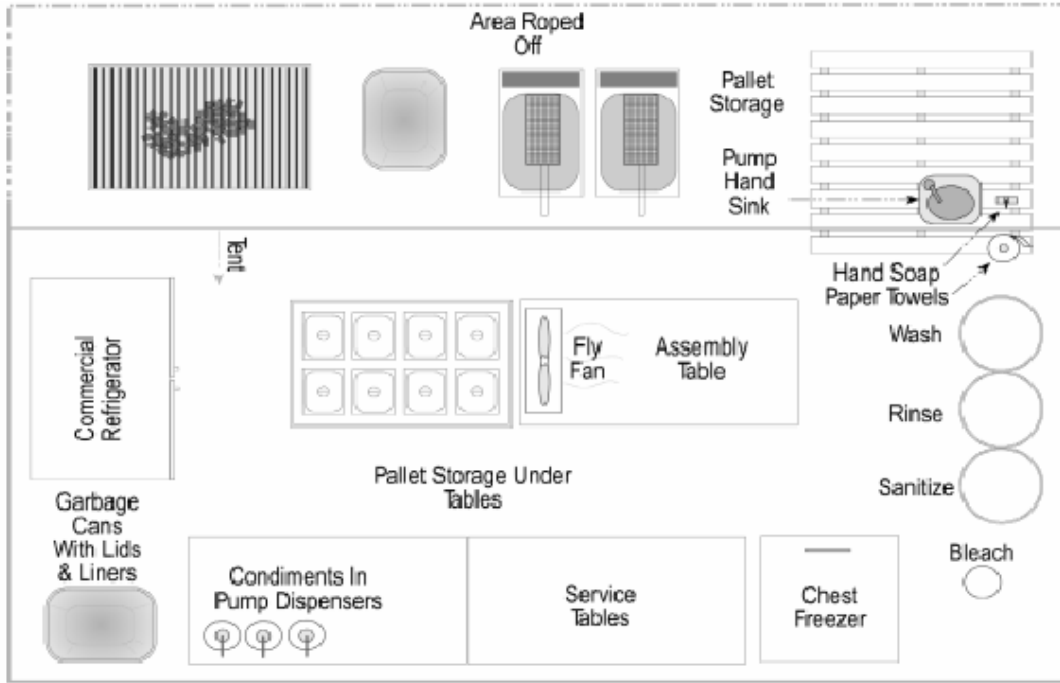
Section V.

BOOTH LAYOUT

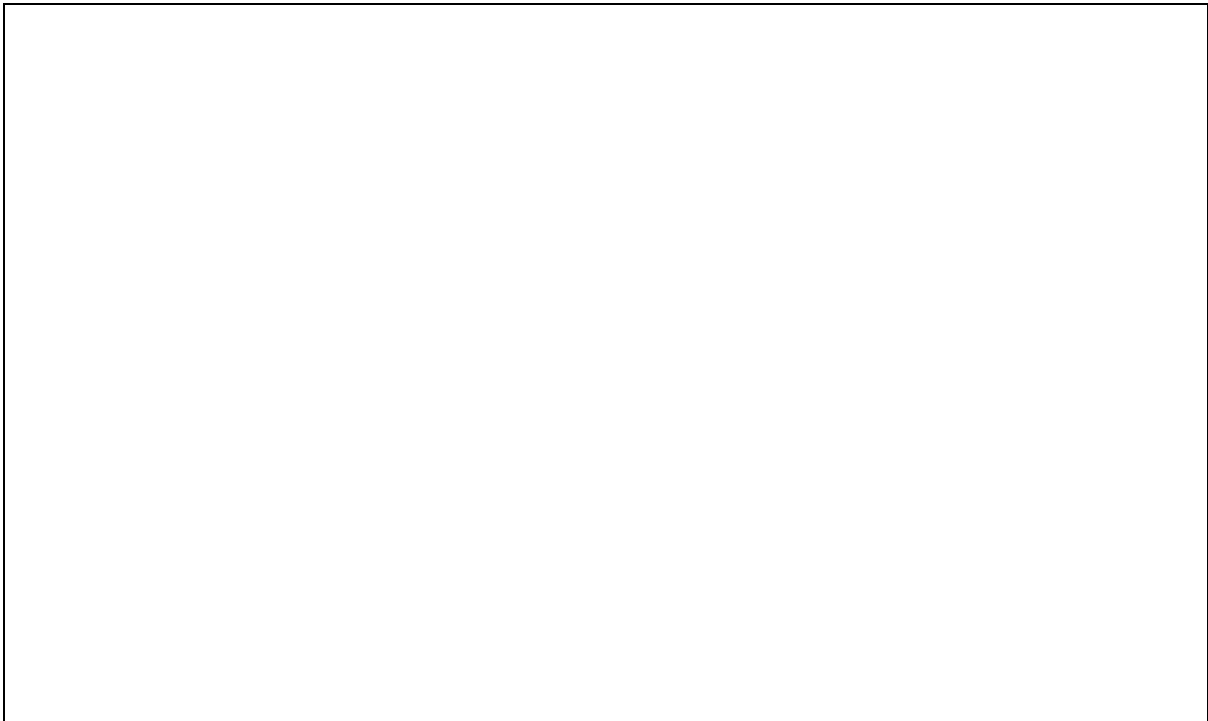
BOOTH LAYOUT INFORMATION:

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders, fire extinguishers, and insect fans.

EXAMPLE BOOTH LAYOUT:



VENDOR BOOTH/TENT LAYOUT:



INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

(Only for use of public property)

THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT (“Agreement”) is given by _____ (“Indemnitor”), to the Village of Glenview, an Illinois home-rule municipal [name of Special Event Sponsor] corporation (the “Village”).

RECITALS

A. Pursuant to an application submitted to the Village by Indemnitor to hold a _____ (the “Special Event”) commencing on _____ [date], through _____ [date], within the municipal boundaries of the Village, the Village issued formal approval to Indemnitor to hold the Special Event.

B. The issuance of this approval is conditioned upon Indemnitor (i) complying with all of the Village’s applicable rules and regulations regarding the conduct of the Special Event (collectively, “Applicable Rules”), (ii) providing certain insurance, and (iii) executing an indemnification and hold harmless agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants hereinafter set forth, and other good and valuable considerations, it is hereby agreed as follows:

1. Recitals. The foregoing recitals are hereby incorporated herein as if set forth verbatim.
2. Insurance Requirements. The Village shall be added as an additional named insured under Indemnitor’s general liability policy with coverage and limits reasonably satisfactory to the Village. A certificate of insurance naming the Village shall be filed with the Village prior to the opening date of the Special Event. Indemnitor hereby and herein waives any and all rights of subrogation against the Village.
3. Indemnification and Hold Harmless. To the fullest extent permitted by law, Indemnitor hereby agrees to indemnify and hold harmless the Village and all of its agents, officers, directors, shareholders, members, managers, partners and employees from and against all claims, actions, liabilities, losses (including economic losses), costs, expenses and liens, including, but not limited to, reasonable attorneys’ fees and court costs arising out of any bodily injury, sickness, disease, death or injury, including the loss of use resulting therefrom, or any other damage or loss arising out of or resulting in whole or in part from any act or omission of Indemnitor in sponsoring and operating the Special Event or that violates any Applicable Rules, or such act or omission by any employee or representative of Indemnitor, or anyone directly or indirectly employed by Indemnitor, or any one for whose acts Indemnitor may be liable in sponsoring and operating the Special Event. Any costs or expenses, including reasonable attorneys’ fees, incurred by the Village to enforce the indemnification obligations hereunder shall be borne by Indemnitor.
4. Additional Documentation. Indemnitor agrees to execute such additional documents as the Village may reasonably request in furtherance of the foregoing indemnification provision.
5. Binding Effect. This Agreement shall inure to the benefit of and be binding upon Indemnitor and its successors and assigns.

IN WITNESS WHEREOF, Indemnitor has executed this Agreement this ____ day of _____, 20_____.

INDEMNITOR: _____

By: _____

[Print Name and Office of Person Signing]

By: _____

[Print Name and Office of Person Signing]

Applicant’s Statement of Agreement:

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations included in this application including the instruction section of this application. The approval, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Glenview. I hereby affirm that the above information is true and correct in describing the intent of this application. I understand that the issuance of the Special Event Approval is contingent upon compliance of all conditions and requirements. I,

_____, the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

(Signature of Applicant)

(Date)

FEES (REFUNDABLE DEPOSIT)

All Special Events requires the payment of fees. Using the Schedule below, please calculate the fees associated with your event. The Village will accept payment by check or credit card (*Mastercard or Visa*). All checks must be payable to "Village of Glenview;" note the name of the organization and the name of the event on your check. All payments will be processed immediately; once your event is over, the Village will refund the damage deposit, if appropriate.

Special Event Fee Schedule	
Number of Event Participants	Damage Deposit for <u>all events</u> (refundable*)
25-300	\$100/Day
301-700	\$250/Day
701-2,000	\$250/Day
2,000+	\$500/Day

REFUNDABLE DEPOSIT:

Damage deposit (based on # of participants):

\$_____ X # of days: _____ = TOTAL: \$_____

Event organizers must make arrangements for the private pick up and removal of all refuse generated by their event or be charged additional fees by our Public Works Department.

*** Please note:** The sponsoring organization may be charged additional fees to cover all costs incurred by the Village in support of your event (*such as a Police traffic detail or grounds repair by Public Work.*) Your deposit will be credited to the fees assessed, and a final bill for these services will be submitted to the organizer within 15 business days after the event.

SPECIAL EVENT FEE AND DEPOSIT FORM (REMIT WITH PAYMENT)

Organization Name: _____

Event _____ **Event Date** _____

Amount Due: \$ _____

Payment (you may send one check):

___ Check (#: _____) **Name on check:** _____

___ **Credit Card** ___ **Mastercard** ___ **Visa** **Exp. Date** _____

Card # _____ **Signature** _____

Name on Credit Card: _____

APPLICATION CHECKLIST

In order to ensure that your application is complete, please review the application requirements for your type of event before submission.

The Village **will not** accept incomplete applications

YES NA

- Application submitted at least 30 days before your event (*45 days for events with 5,000 or more participants.*)
- Payment of refundable damage deposit (*check payable to "Village of Glenview" or credit card information.*)
- 501(c)(3) documentation for nonprofit organizations.
- Banners, Signs and Tents Page. If "yes," have you included:
 - Sketch/image of proposed banner or sign
 - Certificate of flammability (for tents)
- Temporary Food Permit Application
- Temporary Food Operator Requirements (*two pages*)
- Written consent from property owner(s) if event will use said property for such things as off-site parking.
- Indemnification and Hold Harmless Agreement (in packet)
- Insurance Requirements** - Certificate of Insurance stating that the Village of Glenview has been endorsed as an "additional insured" on a primary and non-contributory basis, by the event sponsor's insurance carrier with coverage amounts acceptable to the Village.
Letter of endorsement from the insurance carrier (*not* the insurance agent) stating the same. The certificate of insurance and the confirmation letter from your insurance carrier may be submitted after your application, but must be received by the Village no later than ten (10) working days prior to the event.
- If this event will include alcohol:***
- Sponsoring organization has a Village Liquor License – license # included on page 2.

For non-licensed organizations one of the following must be submitted:
 - Letter of request to *sell* alcohol (*a State of Illinois Special Event Liquor License must be submitted to the Village no later than 10 working days prior to your event.*)
 - Proof of Dram shop insurance
 - Letter of request to *serve* alcohol

PLEASE NOTE: Event sponsors are responsible for ensuring that all of their participants and spectators abide by all of the conditions relating to special events in the Village, as well as all Village ordinances, codes and requirements. If an event deviates in any way from its approved description, its sponsor(s) will have violated the Glenview Municipal Code and may be subject to fines and/or prosecution.



SPECIAL EVENT APPLICATION DETAILED INSTRUCTIONS

Basic Information/Signature (Page 1):

Complete, sign and date this page.

- ✓ **Sponsoring organization:** If the sponsoring organization is a nonprofit, attach current 501(c)(3) documentation.
- ✓ **Number at which you can be reached during the event:** Please include a cell phone number where an on-site representative of the sponsoring organization can be reached during the event itself.

Requirements (Page 2):

This page can help you better understand what special/additional information or applications you need to submit with your application.

- ✓ **Increased need for parking.** If your event parking will spill over onto private property, you must submit a letter of consent from the property owner.
- ✓ **Police Officers for traffic control/safety.**
- ✓ **Food service.** Events serving food will need to complete a Temporary Food Approval Application and complete the Temporary Food Operator Requirements form. Both are included in this application packet; more details can be found below.
- ✓ **Alcohol sale or service.** Organizations that already have a Village Liquor License should include the license number on this page if they plan to serve alcohol. If a special event is to have alcohol served by a non-licensed entity, its organizers will need to complete one of the following processes:
 - **For the sale of alcohol: obtain a State of Illinois Special Event Liquor License.**
 - Provide a **letter of request**, including date(s), time, and location of the event and **proof of Dram Shop Insurance** to Director of Development/Deputy Liquor Commissioner, 1225 Waukegan Road, Glenview, IL 60025. Include the date, time, and location of the event.
 - After the letter is received by the Director of Development, a letter of approval will be sent to your organization along with a State of Illinois Special Event Liquor License application form.
 - File both the letter of approval and the application form with the State.
 - After obtaining your State of Illinois Special Event Liquor License, forward a copy to the Director of Development. **This must be done no more than ten working days before your event.**
 - The Director will review it and notify the Village Police Department that it has been issued.
 - **If the event will simply be serving alcohol (not selling it): obtain a Special Event Liquor License for the Non-Sale of Alcohol.**
 - Provide a **letter of request** including date(s), times and location of the event to, Director of Development / Deputy Liquor Commissioner, 1225 Waukegan Road, Glenview, IL 60025. Include the date, time, and location of the event.
 - After the letter is received by the Director of Development, a letter of approval will be sent to your organization.
 - The Director of Development will notify the Village Police Department that the entity has been issue a special event liquor license.
- ✓ **Entertainment.** Music or any noise must be in accordance with the Village's noise ordinance.
- ✓ **PA Systems and amplifiers.** As mentioned on the form itself, any noise/music created by your event that is "plainly audible at a distance of 50 feet" from the source is not permitted between 11 p.m. and 7 a.m.

- ✓ **Sign, banners and tents.** Events making use of temporary signs, banners and/or tents will need to complete the **Banners/Signs/Tents page**, which can be found in this packet. See below for details.
 - **Electricity.** If a special event is to use electrical supplies, it must conform to Article 525 of the 2005 National Electrical Code. A Village Electrical Inspector must inspect the electrical supplies before the event begins to make sure that they conform to the code.
- ✓ **Street closures.** If you believe that your event will require street closures, check the “yes” box here. The Police Department will review your site plan (see above) and make a decision as to which streets/portions of streets should be closed.
- ✓ **Barricades.** Include the delivery locations and date on the form. Setup of barricades is not provided. The larger crowd control barricades will only be used at the discretion of the Glenview Police Department.

Description/Site Plan (Page 3):

Include as much detail as you can in your description; add a separate sheet if necessary. Also, be as detailed as you can in drawing your route/site map. Questions? Contact the Village Development Department at (847) 904-4340.

- ✓ Site maps for special events will be reviewed by the Village’s Police, Fire, Development, Public Works, and Capital Projects Departments for approval.
- ✓ **Portable restrooms and washroom facilities.** Special events must comply with Federal regulations for port-o-lets and wash room facilities.

Banners, Signs and Tents (Page 4):

Temporary Banners and Signs

If your event will feature temporary banners or signs, this application must be part of your approval request. A few things to keep in mind:

- ✓ Banners and signs must be directly related to an event and must be in good taste.
- ✓ They must relate to an event that takes place in Glenview – or that benefits Glenview in some way. If this is the case, the beneficiary must be clearly stated on the sign/banner. Appeals may be made to the Board of Trustees.
- ✓ They must be approved by Village staff.
- ✓ An organization sponsoring a special event may submit **one** event-related sign or banner for approval per calendar quarter.
- ✓ Signs and banners may be displayed for no more than 10 consecutive days (any request for display longer than 10 consecutive days must go before the Village Board for approval.)
- ✓ A sketch or photo of the banner or sign must be submitted with you application.
- ✓ The application must include a dimensioned sign rendering that shows where the sign is to be placed.
- ✓ Signs and banners may not be placed in the public right-of-way without the approval of Village staff. Only directional signs and banners will be considered for the public right-of-way. Staff can approve up to three right-of-way directional signs or banners per event. If an event’s organizers desire more than three, they may petition the Village Board of Trustees for approval.
- ✓ Any sign or banner that is not created exactly as approved may not be used.
- ✓ Temporary signs and banners must not distract motorists, block any necessary access way, or be attached to trees or utility poles.
- ✓ Temporary signs and banners must NOT include:
 - Flammable material
 - Flashing lights or moving parts
 - Animation
 - Movement illusions
 - Searchlights
 - Balloons or promotional devices
 - Pennant strips
 - Price information

- ✓ Signs and banners must be removed promptly after the conclusion of an event. If they are in the public right-of-way, they must be removed within 24 hours of an event's conclusion or they will be removed by Village staff at a cost of \$50 per sign (this cost will be deducted from an event's damage deposit).
- ✓ If a sign or banner is denied, an appeal may be made to the Village Manager's Office.

Tents

If a special event requires a tent, the sponsoring organization must submit a **Banners/Signs/Tents Form** and a **Certificate of Flammability** from the tent vendor. The tent must conform to the National Fire Protection Association's Life Safety Code, 2000 edition. A Village Fire Inspector must inspect the tent before the event begins to make sure that it conforms to the code. Questions? Contact Inspectional Services at (847) 904-4340.

Indemnification and Hold Harmless Agreement (Page 12):

The Village of Glenview is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Approval. Event organizers must complete and submit the enclosed **Indemnification and Hold Harmless Agreement**.

Fees (Refundable Deposit) (Page 13):

Complete this page to prepare your submission of fees for your event. There are several types of fees associated with the Village's special event process. These include:

- A daily **refundable damage deposit**. This is designed to cover the costs of clean up or damage to Village property. If there are no costs incurred by an event, then its entire deposit will be refunded to its organizers. If a portion of an event's deposit is required to cover costs, the remaining portion will be refunded to its organizers. An event's organizers will receive written notice about any costs that will be assessed from their security deposit. If an event's security deposit is not enough to cover all of its costs, its organizers will have to pay the Village for the remaining costs within 30 days of receiving notice about them. The initial damage deposit **must be submitted with your application**.
- Fees covering **100 percent of the costs incurred by the Village in supporting your event**. Such costs might include overtime for police, fire or public works personnel. A final bill for these services will be submitted within 15 business days after the event.
- Event organizers must make arrangements for the private pick up and removal of all refuse generated by their event or be charged additional fees by our Public Works Department.

Payment

The Village will accept payment by check or credit card (Mastercard or Visa). All checks must be payable to "Village of Glenview;" note organization name and the name of the event on your check. All payments will be processed immediately; once your event is over, the Village will refund the damage deposit, if appropriate.

Fee Waivers

Any request for a fee waiver must be reviewed by the Village Board of Trustees.

Certificate of Insurance/Letter of Endorsement (Referenced on Page 12):

The Village of Glenview has established insurance requirements for those facility users, vendors, and contractors entering into agreements with the Village for the purpose of special events and activities. An event organizer must comply with the insurance requirements to be able to obtain a special event permit. Event permits will not be issued until all insurance requirements are satisfactorily met.

With reasonable notice to event organizers, the Village of Glenview reserves the right to require insurance of event organizers and/or vendors for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability. "Specifically, if the special event is determined by the Village, **in its sole discretion**, to be of demonstrated high or low risk, the Village Risk Manager may require a greater amount of insurance coverage than required by this section, or may require a particular type of insurance coverage different from that specified in

this section. The Village may also, under certain circumstances and in its sole discretion, authorize a lesser amount of insurance coverage.

Approval of the insurance by the Village does not in any way relieve or decrease the insurance liability of an event organizer or vendor. The Village does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the event organizer or vendor.

Event organizers must provide the Village with:

Insurance Requirements:

General Events

- A. Commercial General Liability: one million (\$1,000,000) combined single limit per occurrence for bodily injury, and property damage and two million (\$2,000,000) per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000. *This will apply to every application submitted for approval.*
 - B. Liquor Liability (Dram Shop): one million (\$1,000,000) each occurrence for bodily injury and property damage and two million (\$2,000,000) aggregate. *This only applies when alcohol is being sold or consumed on private or public property.*
 - C. Business Automobile Liability: one million (\$1,000,000) combined single limit per accident for bodily injury and property damage. *This will only apply when a sponsor is using vehicles as part of the event set-up, take down or being operated in relation to the event.*
 - D. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of five hundred thousand (\$500,000) per accident. *This will only apply when a sponsor is using employees (not subcontractors or vendors) as part of the event set-up, take down or working in relation to the event.*
1. A **Certificate of Insurance** that states that the Village of Glenview has been endorsed as an "additional insured" by the event organizer's **insurance carrier**. **Specifically, this Certificate must include the following language:**

"The Village of Glenview is, and has been endorsed, as an additional insured under the above reference policy number _____ on a primary and non contributory basis for general liability coverage of the (name of event) on (dates, year)."
 2. A **letter of endorsement** from the **insurance carrier** (not the insurance agent) stating the same.

These items may be submitted after your application is in but no later than 10 working days before the event.

Checklist (Page 14):

Make sure that this is complete and that all applicable forms have been filled out.

THE VILLAGE WILL NOT ACCEPT INCOMPLETE APPLICATIONS