

VILLAGE OF DEER PARK SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 30 DAYS PRIOR TO THE EVENT

Village Office, 23680 W. Cuba Rd. Deer Park, IL 60010 Phone 847-726-1648

E-mail: buildingdept@vodp.net

Website: villageofdeerpark.com

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

For office use only

Permit No. _____

Permit issued _____

REQUIRED INFORMATION AND DOCUMENTATION;

1. A site plan must be submitted indicating the location of the event.
2. The Lake Zurich Fire Rescue Department 847-540-5073 and the Lake County Sheriff's Office 847-377-4000 must approve the location and safety plan. Their written approval must be received prior to issuing the permit.
3. Provide proof of liability insurance coverage/certificate of insurance must be submitted to the coordinator 14 business days prior to the event unless otherwise noted by the designated Village official.

GENERAL EVENT INFORMATION

Name of Event	First time event? ☐ Yes ☐ No	
Exact Address of Event		
Date(s) of Event	Hours of Event	Step-off Time (For athletic events only)
Phone number/website for publication	Estimated attendance	Last years actual attendance
Describe the events community and/or cultural benefit (provide additional documentation if there is not enough room on this form)		

SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization	Contact person from Sponsoring Organization	
Sponsoring Organization Address	City Zip	
Phone Number	E-Mail	Website

ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator	Email	
Organizer/Coordinator Address	City Zip	
Phone Number	Cell Phone Number	Fax Number

PRODUCING AGENT INFORMATION

Name of Producing Agent (if applicable)	Contact person from Producing Agent	
Producing Agent Address	City Zip	
Phone Number	Cell Phone Number	E-Mail

EMERGENCY CONTACT/ON-SITE CONTACT INFORMATION

Name of Emergency Contact	Email	
Emergency Contact Address	City Zip	
Phone Number (24hours)	Cell Phone Number	Fax Number

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EVENT OVERVIEW

Are you providing/serving food at your event?	☐ Yes ☐ No	If yes, how many vendors?
	☐ No	If yes, you must submit a Lake County Health Department approval. Cooking equipment shall be located a minimum of ten feet outside of edge of tent overhang and any gas cylinders shall be secured in place per the Fire Code.
Are you serving alcoholic Beverages at your event?	☐ Yes ☐ No	If yes, how many vendors?
	☐ No	If yes, you must submit a Special Event Liquor License 30 days prior to the event. You must obtain a Special Event Liquor License for each liquor vendor.
Are you erecting a tent(s) or structure(s)?	☐ Yes ☐ No	If yes, you must submit an elevation plan of all structures.
Are you closing any streets or public parking lots for your event?	☐ Yes ☐ No	If yes, you must submit a site and traffic control plan and location of the event. The site plan shall include the location of any applicable signage, including but not limited directional signage and location of barricades, power (generator) extension cords, parking areas, food vendors, number of public expected, traffic layout for safety purposes and any other applicable information.
Will electronic sound amplification equipment or a public address system be used at the event?:	☐ Yes ☐ No	If yes, you must submit a Noise Control Plan Application.
Will the event include an Athletic/Parade Event?:	☐ Yes ☐ No	If yes, you must submit a written approval from Lake Zurich Fire Rescue Department 847-540-5073 and the Lake County Sheriff's Office 847-377-4000 must approve the location and safety plan.

ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct and I acknowledge having read and understood the information contained in this application. I agree to conduct my special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

Signature of Organizer

Date

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Permit No. _____

Permit Fee: \$ _____

Approved By: _____

Date: _____