



Village of Fox Lake

66 Thillen Drive, Fox Lake, IL 60020

847-587-2151

SPECIAL EVENTS APPLICATION

Event Name: _____

Event Location: _____

This application should be completed by the “Event Manager”, who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling Village requirements for the event.

Please note that Village approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. Type of Event (Check all that apply)

- ☐ Carnival
- ☐ Circus
- ☐ Festival
- ☐ Filming
- ☐ General use of Village-owned property
- ☐ Parade
- ☐ Outdoor sales
- ☐ Run/Walk Event
- ☐ Other

2. Complete and Accurate Description/Purpose of the event: _____

3. Will the event require the use of Village-owned property? Yes No

4. Is a Site Map/Route Map attached? Yes No

5. Is the event an annual/recurring event? Yes No

6. Will the event require a public street/sidewalk to be blocked or closed? Yes No

7. Will the event require use of a public parking lot? Yes No

8. Number of persons scheduled to monitor and work the event: _____

9. Estimated attendance: _____

10. Is a rain date proposed? Yes No If yes, what is the rain date? _____

ORGANIZATION INFORMATION

11. Is the organization registered with the State of Illinois as a Non-Profit Organization?

Yes No

12. Name of Event Manager: _____

13. Contact information for Event Manager

a. Address: _____

b. Phone: _____

c. Cell phone: _____

d. Emergency phone: _____

e. Email: _____

f. Preferred means on contact: Phone/Cell/Emg/Email (circle one)

14. Will the event require film production of any kind? Yes No

If yes, please provide the length of filming, hours of filming, size of production staff, number and types of vehicles, and associated parking plan: _____

EVENT OPERATION

15. Date(s) of the event (including assembling and/or dismantling support structures)

a. Event: _____

b. Set up: _____

c. Dismantling: _____

16. Hours of the event:

d. Event: _____

e. Set up: _____

f. Dismantling: _____

VILLAGE ADMINISTRATORS' OFFICE

17. Will the event hold a raffle of any kind? Yes No

If yes, please complete and attach the Raffle License Application

18. Is the Certificate of Insurance and Hold Harmless Agreement attached? Yes No

*Please see the Village's insurance provisions (Required for all special events) *

19. Will alcoholic beverages be served or sold at the event? Yes No

If yes, what type, location and hours of selling: _____

Please attach completed Special Event Liquor License Application

20. Will food be served or sold at the event? Yes No

If yes, please contact the Lake/McHenry County Health Department and please provide the Village with a copy of the approval from the Lake/McHenry County Health Department

21. Will the event include vendors selling products? Yes No

Description of products: _____

If yes, please list the vendors participating in the event: _____

22. Will the event include outdoor music? Yes No

If yes, please attach a completed Outdoor Music Permit Application

PUBLIC WORKS

23. Will the event require portable sanitation facilities? Yes No

Name of Company _____
Address _____
Phone _____

24. Will the use of electricity be required for the event? Yes No

If yes, please specify the power requirements and plan for provisions: _____

25. Will a request for Village assistance be made? Yes No

26. Will the event require additional waste management resources? Yes No

27. Will the event require barricades for traffic control? Yes No

28. Will the event require water? Yes No

Please remember to include the necessary attachments, if possible. (Please check those included)

- ☐ Certificate of Insurance/Hold Harmless Agreement
- ☐ Raffle License Application
- ☐ Special Event Liquor License Application

PUBLIC SAFETY

Please remember to post the Firearm Concealed Carry Act Sign

29. Does this event require assistance from the Police Department? Yes No

(2 Officers are required per every 800 estimated attendees)

30. Does this event require an on-site ambulance? Yes No

(1 Ambulance is required if estimated attendance is over 1000)

31. Will the event require sound amplification of any kind? Yes No

Please state what provisions have been made for first aid and emergency medical services; if any: _____

The undersigned has read the foregoing application and knows the contents thereof and affirms that the information is true and correct to the best of his/her knowledge, information and belief. For special events, the undersigned agrees to indemnify and hold harmless the Village, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special Village services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a Village employee, agent, or contractor in conjunction with the event authorized by the Village.

Signature

Date

Printed Name

STAFF USE ONLY

Assigned Village Department: _____

Assigned Village Liaison: _____

Meeting with Event Organizer Required: Yes No