



SPECIAL EVENT APPLICATION

This application must be completed in its entirety and submitted a minimum of 30 days prior to the date of the event. A permit will not be issued without a completed application and receipt of required submittals. In addition, as a condition to a Special Event Permit each applicant must present a Certificate of Insurance which lists as Additional Insured the Village of Hodgkins and any third party whose property is impacted by the event.

Applicant Name: Phone #

Company Name:

Address:

City: State: Zip:

Contact Name: Contact Phone #:

Event Info: ☐ **Commercial** ☐ **Private Residence** Estimate of Attendees

Type of event:

Event Name:

Location:

Date(s) of Event: Hours of Event:

Detailed Event Description(describe nature and scope of event a completely as possible.L

Will liquor be served/and or sold at this event? ☐ Yes ☐ No *If "Yes" a liquor license is required.*

Will drinking be conducted outside the premises ☐ Yes ☐ No

Will event require police, traffic control, or include any road closures? ☐ Yes ☐ No

IF "Yes" a Police Dept. request form is required.

Will event require parking on neighboring properties? ☐ Yes ☐ No

If band is playing outside will sound be amplified? ☐ Yes ☐ No

If event is at a private residence have your neighbors been notified? ☐ Yes ☐ No

I hereby certify that i have requisite power and authority to bind the Applicant and to execute and file this application on Applicant's behalf, that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, and that i have read, understand and agree to abide by the policies, rules and regulations governing the proposed Special Event under the Village of Hodgkins Municipal code and other Village Ordinances and all applicable county state and federal laws. By signing, i acknowledge and understand that the Special event permit, if granted, is not transferable and is revocable at the absolute discretion of the Village.

i further acknowledge and understand that by signing this application i hereby authorize Village representatives to make all reasonable inspections and investigations of the subject property during the period of processing of this application, that the Applicant is responsible for any damage that occurs to public property during the special event, that if damage occurs and is not repaired to the Village's standard, the Village will make any necessary repairs and bill Applicant for the repair work, and any damage to public property may factor in the Village's consideration of any future special event.

Applicant assumes all responsibility and hereby agrees to indemnify and hold harmless the Village of Hodgkins, its elected and appointed officers, officials, agents and employees (the "Indemnitees") against any losses, damages, liabilities, actions, suits, proceedings, costs or expenses, including reasonable attorneys' fees that the Indemnitees may incur or sustain or for which they may become liable (including but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the special event, or the negligence or intentional misconduct by the Applicant or its officers, employees, or any person under its control in connection with this permit. The obligation to indemnify and hold harmless the Indemnitees shall survive the termination or expiration of the permit.

Signature of Applicant

Date

Approved by: _____

Date approved: _____