

## Special Events Application



### **To the Applicant:**

Anyone who intends to host a Special Event within the corporate limits of the Village of Elk Grove Village must first complete this application in its entirety.

Please read the entire form and complete every section as thoroughly as possible. If you have any questions, please call Village Manager's Office at (847) 357-4028.



December 1, 2014

Thank you for considering the Village of Elk Grove Village as the venue for your event!

The variety of events held in the Village of Elk Grove Village are instrumental in maintaining our hometown community feel toward our goal of Elk Grove Village being “The Exceptional Community.”

Special events enhance the quality of life for our residents, promote tourism, showcase local talent, draw first-time visitors, and strengthen our community’s character.

This guide is designed to assist you with planning your event. It will help answer your questions and provide background information for each of the spaces on the event application. The guide includes additional forms that may be required. For your convenience, the numbers on the tabs of this guide correspond to the numbers on the event application form. The guide also includes background material regarding regulations that may apply to your event.

Please use this guide to complete as much of the application as possible. Once you have done that, simply drop off the application at Administration Counter located on the second floor of the Municipal Building. You will then be contacted by the Staff Liaison assigned to your event. The Staff Liaison will guide you through the process to help assure your event is a success.

We look forward to working with you to help create an event to be remembered!

Sincerely,  
Mayor & Board of Trustees

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# GENERAL INFORMATION

Thank for your interest in hosting your Special Event in Elk Grove Village. We are committed to making the Special Event application process as efficient and smooth as possible. Our staff will work with you along the way, advising you on available resources, and assisting you in any way possible to ensure a successful event.

## Key Points

This packet contains all the necessary applications and permits necessary for hosting an event within Elk Grove Village. Some key points to keep in mind:

- Applications must be fully completed and returned along with the appropriate applications fee **at least 60 days (2 full months) before the event date.**
- Applications that do not follow these guidelines will be denied.
- Applications are reviewed on a first come first served basis, therefore, if your event date or location was approved to another organization you will have to choose an alternative. To avoid this, please send in your completed application as soon as possible.
- Final layouts need to be submitted 30 days prior to the event.
- Liquor License Applications must be submitted 60 days prior to an event.
- Multiple large events will not be approved on the same day due to resources and safety issues.
- Applications can be returned to the Administration Counter located on the second floor of the Municipal Building, or they can be sent to:  
Village of Elk Grove Village  
Attn: Village Manager's Office  
901 Wellington Avenue  
Elk Grove Village, IL 60007
- Applications will be reviewed by a cross departmental team.
- All contact regarding an event will be handled by the Village Manager's Office.
- Other applications or agreements may need to be completed during the permit review process.
- If your event is on private property a Temporary Use Application will need to be completed from the Department of Community Development, in addition to the Special Events application.
- The Village Manager reserves the right to deny a permit as deemed appropriate by the Village, including but not limited to lack of parking, conflicting events, outstanding financial obligations, failure to meet deadlines, and past event history.
- If the application has been approved, a permit will be sent to the organization's contact on the permit application.
- At anytime throughout the permit process, if there are any questions or concerns please contact the Village Manager's Office, at (847) 357-4028 or [specialevents@elkgrove.org](mailto:specialevents@elkgrove.org).

# **SPECIAL EVENTS APPLICATION PROCESSING PROCEDURES**

## **I - INITIATION:**

The following procedures are necessary for a completed petition for a Special Events Permit:

### **A. Documents required (2 Packets of all submitted information):**

1. **Letter of Transmittal** requesting to hold the Special Event and explaining the purpose of the Special Event.
2. **Petition** (attached) completed in full.
3. **Secondary Applications/Forms** necessary to perform the Special Event.
4. Detailed **Site Plan** if applicable.
5. Any additional supporting documents for the petition.

### **B. Fees:**

Submit a check made payable to the Village of Elk Grove Village to meet the following:

1. **\$50.00:** Special Events Application Fee payable upon approval by the Village Board.
2. **Additional Fees** as necessary as part of Secondary Application/Forms.

Documents and fees are to be submitted to the Village Manager's Office, 901 Wellington, Elk Grove Village, Illinois 60007.

## **II - REVIEW AND PROCESSING:**

Upon receipt of the petition for Special Events and fees, the Village Manager's Office will:

1. Examine the request for compliance with the above requirements for information, documents and fees. Incomplete inquiries will be returned to the petitioner for their action. Step "2" will occur when all petition requirements have been fulfilled.
2. Distribute petition and required documents to a cross departmental team to review and comment on the application. The cross departmental team will meet within 10 days to draft written comments that will be provided to the applicant.
3. Should comments exist, they will be communicated to applicant as part of a planning meeting for correction and revised plans.
4. Should a meeting with the applicant be necessary, the cross department team may discuss the following with the applicant:
  - a. Need for additional applications/petition;

- b. Review issues, concerns, and additional information;
  - c. Review schedule and whether additional approvals and applications/petitions are still needed; and
  - d. Set a date for re-submittals or additional meetings.
5. When the application is determined to be complete by the cross department team, the petition will be presented to the Board of Trustees for consideration.

### **III - FINAL ACTION:**

Upon receipt of the recommendations from the cross departmental team, the Mayor and Board of Trustees at a Village Board Meeting will:

1. Approve the request with or without modification;
2. Return the request back to staff for further review and consideration or
3. Deny the request.

### **IV – AFTER ACTION REVIEW:**

Upon completion of the Special Event, the cross departmental team will assess the event and take the following actions:

1. Recap meeting with affected departments and Event Manager to discuss open issues.
2. Review expense summaries.
3. Determine expense reimbursements/disbursals.
4. Recommendations for future events.

# INSTRUCTIONS FOR THE SPECIAL EVENTS APPLICATION

1. **Description of Event:** As best you can, describe your event.
2. **Date of Event:** Please note for event dates: remember to include days for on-site set-up and dismantling, if needed.
3. **Rain Date:** Fill in the rain date, if you have one.
4. **Hours of Event:** Please note for event times: if possible, separately note the extra time that will be needed for set-up and dismantling.
5. **Location of Event:** List the address of the event, or a description of the location, if there is no known address.
6. **Name of Event Manager:** The Event Manager is the main coordinator and contact person for the event. This is the person that will be contacted by, and will work with, the Staff Liaison from the Village.
7. **Event Manager Contact Information:** This should be the Event Manager's home address, daytime phone, emergency phone, and email address. If you wish, check one box for "preferred means of contact".
8. **Name of Sponsoring Organization(s):** The Sponsoring Organization is the person, company, group or organization conducting the event. For events that are co-sponsored with the Village, put the name of the partnering organization in this blank.
9. **Sponsoring Organization Information Sheet:** Each sponsor(s) of the event will fall into one of the four categories listed below. There is a different type of information sheet for each different category of sponsor. Once you have determined which category or categories apply, please complete the appropriate information sheet(s) and attach to the application.

## Not-for-Profit Organization

Most civic groups and associations are not-for-profit organizations. Not-for-profit organizations are also known as "501-C-3" organizations. (This refers to the section of IRS law that grants them tax-exempt status.) For not-for-profit organizations, a copy of the tax exempt letter must be attached to the Sponsoring Organization Information Sheet. Not-for profit organizations may be eligible for waivers of certain fees.

## Other Organization

*True* not-for-profit organizations are registered with the Internal Revenue Service and have a tax-exemption number. Sometimes there are civic groups and other organizations that function in ways similar to a not-for-profit organization, but who have not formally organized, or have not obtained tax exempt status. Unfortunately, such groups are usually not eligible for the same waivers as a true not-for-profit. In order to benefit from

true not-for-profit status, such groups will either need to find a true not-for-profit organization to sponsor their activity, or will need to obtain true not-for-profit status themselves.

#### Corporation

A corporation is a limited liability for-profit company incorporated under IRS law. Because corporations normally function on a for-profit basis, the Village requires certain information about the corporation, its officers, and any parties that may benefit financially from the special event.

#### Partnership

A partnership is another type of for-profit company formed in accordance with law. Because partnerships normally function on a for-profit basis, the Village requires certain information about the partnership, the partners, and any parties that may benefit financially from the special event.

#### Individual

An individual is a private person or any party that does not fit into one of the above categories.

- 10. Is the Event a Fundraiser?** If the event is intended to raise any funds for any organization, check “Yes”, and attach a “Benefitting Organization Information Sheet”. If there are more than three (3) organizations that will benefit from the event, please attach additional sheets. Please note: For any organization that is a not-for-profit organization, a copy of the tax exempt letter must be attached to the “Benefitting Organization Information Sheet”.
- 11. Is the event a parade or racing event?** If your event is a parade or racing event, it will be important to attach a map of the proposed route, so that the Staff Liaison can work with you to help assure that the route is effective and safe, and causes the least inconvenience to others. Please note that parades or runs generally require significant staffing. See also No. 25.
- 12. Will the event require a public street, sidewalk, or public parking lot to be blocked or closed?** Closing or blocking a public street, walk, or public parking lot has public safety and labor/material implications. If you are proposing a blockage or closure, there may be a need to coordinate safe passage/detours for pedestrians/vehicles, barricades, traffic control, and county and state (IDOT) permits (if the following are to be blocked: County - Arlington Heights Road (south of Higgins), Devon Avenue, Landmeier Road, Meacham Road, Nerge Road, Plum Grove Road, and State - Elmhurst Road, Busse Road, Rohlwing Road, Arlington Heights Road (north of Higgins) and Higgins Road.).  
  
If necessary, in order to give an accurate picture of any public streets, sidewalks, or public parking lots that will need to be blocked, you should attach a map. The Staff Liaison will work with you to create a final plan and to obtain county/IDOT permits, if necessary.
- 13. How many trash receptacles will be provided and at which locations?** Typically, trash receptacles are necessary at most events. The Village has a franchise agreement for

refuse disposal with Waste Management. You will need to contact Waste Management at (800) 796-9696 to schedule one or more special pick-ups during and/or after the event. The number of necessary refuse collections will vary based on the nature and length of the event. Any refuse needing to be removed that you do not take care of, will be taken care of by the Village. If this occurs, you will be charged for Waste Management pick-up, as well as Village administrative costs.

- 14. Will the event require portable sanitation facilities?** Portable toilets are often necessary based on the duration of the event, type of crowd, weather conditions, number of attendees (e.g. known or unknown), staggered start times, whether food or alcohol will be consumed, etc. Toilet locations should be well marked, near hand washing stations, well lit if night use is anticipated, serviced (including pumping) on a 24-hour basis (include vehicle access), located away from food storage and service, and secured to prevent tipping. The Local Health Department will require portable toilet counts based on FEMA's Special Events Contingency Planning Job Aids Manual (IS-15).

(Note: See #21 for more items that may involve Local Health Department approvals/inspections)

- 15. Will the event require electrical service?** If you plan on using electricity for the event, please specify the size of electric service needed and the proposed source (generator or other). Please provide a map of the electrical installation, particularly if there will be multiple power cords involved in providing service.

- 16. Will the event require water?** If you plan on using water for the event, please specify if it will be provided by individual bottles, volume service or other means. Use of a Village fire hydrant is prohibited.

- 17. Will the event require sound amplification of any kind?** : “Sound amplification” is any use of speakers, microphones, bullhorns, public address systems, etc., to amplify sound. If the amplified sound will be audible anywhere beyond the edges of someone's private property, a sound amplification permit is required, and there are restrictions on the hours of the amplified sound. Most events using any type of amplified sound require a sound amplification permit, and ALL events using amplified sound on public property require the permit.

Unless a waiver is granted, amplified sound is limited to the following hours:

- Monday – Friday 10:00 a.m. to 8:00 p.m.
- Saturday, Sunday and holidays 10:00 a.m. to 10:00 p.m.

Unless a waiver is granted, the fee for a sound amplification permit is \$100.

- 18. Will the event hold a raffle of any kind?** : If the event includes a raffle, a raffle license is required. Please complete the raffle license application.

- 19. Will the event require tents or other temporary structures?** : Aside from tents, temporary structures include such things as stages and grandstands. (Note: please do not include portable sanitation facilities as temporary structures—they are addressed as question # 12 of the special event application.)

A permit is needed for tents and other temporary structures, to help assure they are safe and do not block travel paths for pedestrians and emergency personnel. The application is enclosed. If necessary, please attach a map to the application, indicating the location(s) of the temporary structures.

A pedestrian travel path at least 6 feet wide, adjacent to or exiting from any temporary structure is required. On your location map, please indicate the minimum clearances that will be maintained for pedestrian travel.

Note also that for tents, a Certificate of Flame Retardancy is required. Your tent supplier can provide you with this certificate.

If you plan to install lighting or other electrical facilities in your temporary structures, please indicate so, and provide information regarding the electrical power source.

Sometimes, an inspection of tents or other temporary structures may be necessary prior to their use, especially if temporary electrical is involved.

Unless waived, there is a \$25.00 fee for tents and temporary structures.

**20. What signs/ advertising do you anticipate needing for the event?** : There are 5 different types of signs that might be associated with a special event. Each type requires an application. Additionally, certain events may be permitted to advertise on both Channel 6 and the Village's community events sign.

1. Electronic community events sign: Not-for-profit organizations and charitable and/or civic groups may be allowed to advertise events on the electronic community events sign. Content should serve to strengthen community identity of Elk Grove Village as a "great place to live, work, and play" and should have community wide appeal. Events such as religious services, membership drives and school registrations (i.e. events that do not meet the qualifying criteria), will not be permitted on the electronic community events sign. All advertising is subject to the approval of the Village. Announcements may be displayed for up to 7-days prior to an event.
2. Channel 6/Website: Not-for-profit organizations and charitable and/or civic groups may be allowed to advertise events on Channel 6 and the Village's website. Content should serve to strengthen community identity of Elk Grove Village and should have community wide appeal. All advertising is subject to the approval of the Village. An application is enclosed.

Please forward this application along with any artwork, logo, or information pertaining to the event to [specialevents@elkgrove.org](mailto:specialevents@elkgrove.org). Once the information is received, allow 7-days for posting of the information to Channel 6. ***For quicker response time***, the following should be submitted electronically: one or two PowerPoint slides, landscaped (8 ½ x 11), with 1/2" margin around the edge, with a minimum font size of 32. The best way to design a slide is to remember that it

needs to be viewed on television – and needs to be simple and clear for best public viewing.

3. Temporary community event signs: Temporary signs shall be limited to thirty two (32) square feet in area, one sign per lot, or two signs on each street frontage for corner lots, and shall conform to section 8-4-4 “General Provisions and Restrictions Applying to All Zoning Districts” of the Elk Grove Village Sign Ordinance. Signs may be displayed up to 7 days before the event and must be removed within 24 hours after the event. A temporary community event sign application is enclosed. Please be sure to be specific regarding the proposed locations of your temporary signs.
4. Temporary Neighborhood event signs: Signs not exceeding twelve (12) square feet in area located on private property with the consent of the owner shall be permitted. Signs may be displayed up to 7 days before the event and must be removed within 24 hours after the event. No permit is required.
5. Temporary directional signs: You are permitted to have temporary directional signs for your event, provided the signs are for the purposes of controlling ingress and egress or providing parking information/traffic control. The signs may be on any lot, and may be no larger than 4 square feet in area. The signs may be no more than 6 feet high, unless authorized by the zoning official. An application is enclosed.

**21. Will food be served or sold at the event?** Anyone selling or serving food in the Village of Elk Grove Village must obtain a Temporary Health Permit from the Village. Applications for Temporary Health Permit shall be submitted for review at least seven (7) days prior to the event. If food is served outside of the Village (Cook County Forest Preserves, etc.), contact the Local Health Department for permitting requirements. Health Department approval and inspections of the event set-up and operations are required prior to sale or service of food.

Local Health Departments:

- Elk Grove Village Environmental Health Division (for events within the Village): healthdivision@elkgrove.org, (847) 357-4220
- Cook County Department of Public Health: <https://cookcountypublichealth.org/contact-us/permits-and-licenses/retail-food-establishment-application/>
- DuPage County Health Department: <https://www.dupagehealth.org/285/Permit-Applications-and-Forms>

(Note: See #14 for more items that may involve Local Health Department approvals/inspections)

The temporary Health Permit application can be found on page 24-25 in this packet

- 22. Will alcoholic beverages be served or sold at the event?** If alcoholic beverages are to be served or sold at a special event, a Village liquor license is required. Establishments holding a valid Village of Elk Grove liquor license must provide a rider to the establishment's dram shop insurance to cover the off-site sales/service. The rider must name the Village of Elk Grove, its officials, employees, agents and volunteers as additional insured. The establishment must also comply with certain State of Illinois requirements.

Establishments that do not hold a valid Village of Elk Grove liquor license may not sell alcoholic beverages at a special event without obtaining a Village of Elk Grove temporary liquor license. Not-for-profit organizations may request a fee waiver. A certificate of dram shop insurance must be provided, naming the Village of Elk Grove, its officials, employees, agents and volunteers as additional insured.

Anyone selling or serving alcoholic beverages at a temporary event must complete the enclosed application for a temporary event liquor license.

- 23. Will the event include vendors selling products?** If you have vendors selling products as part of the event, please complete a Vendor Information Sheet. This helps assure that sales tax is properly reported to the State of Illinois. If there are more than three vendors, attach additional sheets, as necessary.

- 24. Please state what provisions have been made for first aid and emergency medical services, if any:** Certain events (especially parades, races and other similar events) require the provision of first aid or emergency medical services. Please note that the Village reserves the right to require that certain Village safety and other personnel attend the event, and that certain Village equipment be provided. In association with the personnel and material we may require, we reserve the right to invoice the Sponsoring Organization accordingly. If you are planning to provide any such services yourself, please indicate so. It is likely that the Village will require the applicant to submit a safety plan for severe weather sheltering or how they will clear the area in the event of an emergency.

- 25. Number of persons scheduled to monitor and work the event:** Please give us an idea of how you will staff the event. Please note that for parades and racing events, you should plan on providing a minimum of four workers at each intersection. The Village reserves the right to require that certain Village public safety and other personnel attend the event, and that certain Village equipment be provided. In association with the personnel and material we may require, we reserve the right to invoice the Sponsoring Organization accordingly. If you are planning to provide any such services yourself, please indicate so.

- 26. Estimated attendance:** The number of people attending the event will dramatically impact the need for event and/or Village staff and materials. Your best estimate of the number of attendees will help you and the Village plan for maximum success of the event.

- 27. Please state the Village services or equipment that will be needed or are requested for the event:** As you can see from the enclosed Special Event Labor and Materials

Schedule, there are fees for the use of Village services and equipment. These fees apply, unless waived.

Please note that the Village reserves the right to require that certain Village safety and other personnel attend the event, and that certain Village equipment (such as barricades) be provided. In association with the personnel and material we may require, we reserve the right to invoice the Sponsoring Organization accordingly.

- 28. Certificate of Insurance attached?** For events certificate of insurance, naming the Village of Elk Grove Village, its officials, employees, agents and volunteers as additional insured, is required for use of the Village right-of-way or property. The staff liaison will assist you with the coverage limits required for your event.
  
- 29. Statement of Other / Previous Permits and/or Offenses attached?** : This form is required for all special events that utilize Village rights-of-way or property. Please complete the form and attach it to your application.

# SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME \_\_\_\_\_

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. Please note that the numbers on this form correspond to the numbers on the tabs of the Event Planning Guide. Once the application is turned in, you will be assigned a staff liaison who will guide you in completing the remainder of the application and fulfilling Village requirements for the event.

1. Description of the event:

\_\_\_\_\_  
\_\_\_\_\_

2. Date(s) of the event (including time for assembling and/or dismantling support structures):

Set Up: \_\_\_\_\_ Event: \_\_\_\_\_

Dismantling: \_\_\_\_\_

3. Is a “rain date” proposed? Y  or N  If yes, what is the rain date? \_\_\_\_\_

4. Hours of the event: Set Up: \_\_\_\_\_ Event: \_\_\_\_\_ Dismantling: \_\_\_\_\_

5. Location of the event: \_\_\_\_\_

6. Name of Event Manager: \_\_\_\_\_

7. Contact Information for Event Manager:

Address: \_\_\_\_\_  
\_\_\_\_\_

(Please check preferred means of contact)

Daytime phone: \_\_\_\_\_

Emergency phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

8. Name of Sponsoring Organization(s) conducting the event:

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9. Is the Sponsoring Organization:

Not-for-Profit Organization     Other Organization     Corporation     Partnership     Individual  
(Please attach the appropriate Sponsoring Organization Information Sheet for each Sponsoring Organization)

10. Is the event a fundraiser for your organization or another organization?     Yes     No  
(If yes, please attach a Benefitting Organization Consent Form for each Benefitting Organization.)

11. Is the event a parade or racing event?     Yes     No  
If yes, please attach a map of the proposed route.

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

Will the event require a County or State road to be blocked or closed?     Yes     No

Will the event require use of a public parking lot or other property?     Yes     No

If yes, please describe, including traffic and pedestrian circulation (attach separate sheet if necessary)

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**If requiring use of other property, please provide letter of acknowledgement from the property owner and impacted businesses that access to that property have been approved.**

13. How many trash receptacles are you providing and at which locations? (Please enclose map.) \_\_\_\_\_

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

If yes, please list number and location of portable sanitation facilities:

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15. Will the event require electrical service?     Yes     No

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

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16. Will the event require water?  Yes  No  
If yes, please specify plan for provision:

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

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

19. Will the event require tents or temporary structures?  Yes  No

20. What signs or advertising do you anticipate needing for the event? (see Guide for information on allowable signs and advertising opportunities)

Electronic Community Event Sign  Yes  No

Channel 6/ Website Advertising  Yes  No

Temporary community event signs  Yes  No

Temporary neighborhood event signs  Yes  No

Directional signs  Yes  No

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

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

If yes, what type of alcoholic beverages will be served? \_\_\_\_\_

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

(If yes, please attach Vendor Information Sheets)

24. Please state what provisions have been made for first aid and emergency medical services, if any:

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25. Number of persons scheduled to monitor and work the event: \_\_\_\_\_

26. Estimated attendance: \_\_\_\_\_

27. Please state the Village services or equipment that will be needed or are requested for the event (if applicable, please attach the Special Event Labor and Materials Fee Schedule):

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28. Is Certificate of Insurance attached? (Not needed for Residential Neighborhood Block Parties)  Yes  No

29. Statement of Other / Previous Permits and/or Offenses attached?  Yes  No

30. Please remember to include necessary attachments, if applicable. (Please check those included)

- |   |  |
|---|--|
| <input type="checkbox"/> Sponsoring Organization Information Sheet(s) | <input type="checkbox"/> Food License Application        |
| <input type="checkbox"/> Tax Exempt Letter(s)                         | <input type="checkbox"/> Temp Liquor License Application |
| <input type="checkbox"/> Benefitting Organization Consent Form(s)     | <input type="checkbox"/> Dram Shop Insurance             |
| <input type="checkbox"/> Sound Amplification Permit Application       | <input type="checkbox"/> Additional Insured Certificate  |
| <input type="checkbox"/> Raffle Permit Application                    | <input type="checkbox"/> Vendor Information Sheet(s)     |
| <input type="checkbox"/> Temporary Structure application              | <input type="checkbox"/> Labor and Materials Schedule    |
| <input type="checkbox"/> Sign Permit Applications                     | <input type="checkbox"/> Certificate of Insurance        |
| <input type="checkbox"/> Channel 6/ Website                           | <input type="checkbox"/> Previous Permits / Offenses     |

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true to the best of his/her knowledge, information and belief. For special events other than residential neighborhood block parties, 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 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

\_\_\_\_\_  
Print Name

**(NOTE:** It will be useful to keep a reference copy of this application. If you cannot make a copy, please ask the Village to make a copy for you when you turn in your application.)

## **SECONDARY APPLICATIONS/FORMS**

- Sponsoring Organization Information Sheet(s)
- Benefitting Organization Consent Form(s)
- Sound Amplification Application
- Temporary Use/Structure Application
- Temporary Signage Applications
- Temporary Food Vending Application
- Fireworks Permit
- Raffle License Application
- Temporary Liquor License Application
- Vendor Information Sheet(s)
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# ELK GROVE VILLAGE

## Special Events Sponsoring Organization Information

Please provide the following information for the authorized and responsible leaders of the organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide the following information for the headquarters of the organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please provide the following information for the regional organization with which the applicant is affiliated:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please provide the following information for the state organization with which the applicant is affiliated:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please provide the following information for the national organization with which the applicant is affiliated:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**ELK GROVE VILLAGE**  
**Special Events Benefitting Organization Information**

Please provide the following information for each organization that will benefit from the Special Event:

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Tax Exempt Letter Attached      Y       N

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Tax Exempt Letter Attached      Y       N

**ELK GROVE VILLAGE**  
**Sound Amplification Application**

Application Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Name and/or Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Sound Amplification Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

**For Office Use Only**

Approval Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Special Recommendations/Conditions: \_\_\_\_\_

\_\_\_\_\_

Time Waiver: Y  N

NFP Fee Waiver: Y  N

If applicable – Resolution No. \_\_\_\_\_

If applicable – Resolution No. \_\_\_\_\_

# ELK GROVE VILLAGE

## Special Event Temporary Use/Structure Permit Application

Nature of Use/Structure: \_\_\_\_\_

Dates of Use/Structure: \_\_\_\_\_  
(include time for assembly and/or dismantling of structure)

Location of Temporary  
Structure (on site): \_\_\_\_\_  
(attach site plan if necessary)

Property Owner's Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Requested Temporary Use:**     Dumpster     Tent \*     Portable Storage Unit  
 Other (please describe): \_\_\_\_\_

Will there be lighting or electrical associated with any temporary use and/or structure?     Yes     No  
 If Yes, please describe the lighting/electrical and the power source\*\*: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\*Temporary Tent Permits require a certificate of flame retardency. This certificate is obtained from the tent manufacturer or distributor.  
 \*\* A separate Permit to do Electrical Work will need to be filed with the Department of Community Development if you have marked Yes.

Applicant Signature: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Temp. Permit #:	
Date Received:	
Received By:	
Issue/Expiration Date:	

# ELK GROVE VILLAGE

## Special Event Temporary Signage Application

### Special Event Sign Regulations

- Signs shall not be erected without the submission and approval of this application
- The specific location of each proposed sign shall be included in the application
- A maximum of one (1) sign on each street frontage may be displayed for any single event
- Signs shall not exceed thirty-two (32) square feet in sign area
- Signs shall not exceed six (6) feet in height
- Signs shall not be displayed longer than seven (7) days prior to an event
- Signs shall be removed within twenty-four (24) hours following an event
- The Special Event being promoted shall be held in Elk Grove Village and/or be sponsored by a civic organization or a not-for-profit organization with offices located in Elk Grove Village.

Date of Application: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Phone: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Applicant Fax: \_\_\_\_\_

Type of Signs Requested: \_\_\_\_\_

Dates of Event: \_\_\_\_\_ Dates of Display: \_\_\_\_\_

Location of All Signs:	1.	4.
	2.	5.
	3.	6.

Applicant Signature: \_\_\_\_\_

FOR OFFICE USE ONLY	
Temp. Permit #:	
Date Received:	
Received By:	
Issue/Expiration Date:	



**ELK GROVE VILLAGE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**ENVIRONMENTAL HEALTH DIVISION**  
901 Wellington Ave. Elk Grove Village, IL 60007  
Phone: (847) 357-4220 [HealthDivision@elkgrove.org](mailto:HealthDivision@elkgrove.org)

## **TEMPORARY FOOD EVENT APPLICATION**

Review the instructions below, complete and return the form on the second page to the Environmental Health Division no later than **one week prior** to the start of the event. Please contact the inspectors with any questions regarding set-up and to schedule an inspection time.

1. Hot foods must be held at **135°F or above**, cold foods at **41°F or below**. Provide a calibrated food probe thermometer (0-220°F) for checking hot and cold food temperatures.
  - Mechanical fridge/freezers shall be provided for storage of cold TCS foods.
  - Commercial equipment shall be provided for storage of hot TCS foods. **\*STERNO is not approved** for outdoor events.
  - Provide an internal thermometer for each cooler, freezer or hot holding unit.
  - Transported, TCS foods must be held at proper hot/cold temperatures.
2. Vendors with open food or samples must provide a **handwash station** including soap, paper towels, jug with toggle valve, potable warm water, and a catch bucket for wastewater. Non-latex gloves shall be provided for handling ready-to-eat foods.
3. Provide an approved sanitizer for cleaning food contact surfaces, with a separate bucket or spray bottle and corresponding test strips.
4. For on-site dishwashing, provide 3 containers (for wash, rinse, sanitize) and a supply of potable water. Label and cover; containers must be large enough to submerge equipment.
5. All foods pre-packaged for sale must meet FDA labeling requirements (item name, ingredients, weight, manufacturer company name/contact information, allergen statement). **\*Unpasteurized products shall have a warning statement.**
6. Produce must be rinsed with potable water prior to preparation; cut produce must be held at 41°F or below.
7. All foods must be covered to protect against contamination.
8. Sample foods must be covered and served with proper handling devices (tongs, toothpicks).
9. Ice shall be obtained from a potable, approved source and stored in food grade containers. Food may not be stored in contact with water/undrained ice except for bottled drinks/sealed cans.
10. All supplies, including food, single service items and food service equipment shall be stored off the ground in protective containers.
11. Condiments must be stored in bulk/pump-dispensing containers or individual packets.
12. All booth operators must wear **effective hair restraints** and closed-toe shoes. **\*No hand/wrist jewelry.**
13. An approved tent shall be provided over each booth for protection against inclement weather and contamination.
14. Provide adequate and lined garbage containers for proper waste disposal.
15. Maintain an orderly booth, regularly remove garbage and clean spills. Accumulated wastewater, oil, grease, etc. must be disposed of in accordance with law.
16. Activities including **smoking/vaping/tobacco use, unauthorized personnel and/or animals** are not allowed in or around the food service areas.

**Complete Form and Email to: HealthDivision@elkgrove.org**

**VENUE:**  INDOOR  OUTDOOR      **SERVICE TYPE:**  FOOD BOOTH  FOOD TRUCK  
**EVENT NAME:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_  
**EVENT ADDRESS:** \_\_\_\_\_ **START TIME:** \_\_\_\_\_  
**BUSINESS NAME:** \_\_\_\_\_  
**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**BUSINESS OWNER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**PERSON MANAGING BOOTH:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**List all menu items served at event:**

<b>MENU ITEM:</b>	<b>EQUIPMENT USED:</b>	<b>PREPARED ON-SITE OR TRANSPORTED?</b>

\*Prohibited items include (but not limited to) home canned, butchered and vacuum-packed products, homemade ice cream, raw dairy, non-commercial wild mushrooms, and non-commercial garlic-in-oil mixtures.

**ON-SITE FOOD: Must be purchased the day of the event, receipts shall be provided.**

**TRANSPORTED FOOD: Must come from a licensed commercial kitchen or approved cottage food operation. Attach a recent health inspection report/cottage food license. If renting kitchen space, include a signed rental contract/commissary agreement.**

- \*Attach Layout of Booth/Truck
- \*Attach Food Protection Manager Certification

VENDORS MUST SCHEDULE AND PASS A HEALTH INSPECTION EACH DAY OF THE EVENT PRIOR TO THE SALE OF ANY FOOD OR BEVERAGE.

I have read and agree to the above-listed requirements (and applicable sections of the IL/FDA Food Codes) to operate at this Temporary Food Event. I understand that, at any time, the Environmental Health Division reserves the right to cease all operations/sales within my booth until further notice.

**Owner/Operator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

# ELK GROVE VILLAGE Special Event Fireworks Permit

Permit No.: \_\_\_\_\_ Fee \$2.00 Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_ Position: \_\_\_\_\_

A COPY OF THIS PERMIT MUST BE IN THE POSSESSION OF THE DISPLAY OPERATOR DURING SET-UP, HANDLING AND DISPLAY OF FIREWORKS

A Fireworks Display Operator may receive approval to conduct an Outdoors Display of Fireworks provided the Operator certifies on this application that the transport, storage, handling, setup, and firing of the display shall be in conformance with the requirements / recommendations of National Fire Protection Association Standard 1123, Code of Federal Regulations (as applicable), American Pyrotechnics Association Standard 87-1, Illinois Administrative Code Title 41 – Offices of the State Fire Marshal and the Municipal Code of Elk Grove Village. On weekdays after setup and prior to firing, the Operator shall notify the Inspectional Services Division at (847) 734-8020 to inspect and approve the display site, fireworks storage, and display location and setup. On weekends, the Operator shall contact the On-Duty Battalion Chief at (847) 734-8007. Approval may be withdrawn at any time when conditions such as site location, weather, traffic, communication, security procedures, public protection or other safety precautions make such action necessary to safeguard the health, safety or welfare of the public.

## 1. Sponsoring Individual, Group or Organization

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

## 2. Fireworks Display Operator Information

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

License: \_\_\_\_\_ License #: \_\_\_\_\_

Bond (\$50,000) – Cash: \_\_\_\_\_ Personal: \_\_\_\_\_ Bonding Co: \_\_\_\_\_

Proof of Liability Insurance: \_\_\_\_\_ Certificate Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

3. Date(s) of Display: \_\_\_\_\_

4. Location of Display: \_\_\_\_\_

5. Type of Display: Aerial: \_\_\_\_\_ Ground: \_\_\_\_\_

Name of Display Operator: \_\_\_\_\_

Number of Display Operator Assistance: \_\_\_\_\_

Type of Communication System: \_\_\_\_\_

Number and Types of Fireworks to be displayed: \_\_\_\_\_

Diameters of Mortars to be Fired: \_\_\_\_\_

6. Method of Securing Display / Spectator Areas: \_\_\_\_\_

7. Dud Search Procedures: \_\_\_\_\_

8. Site Diagram: A scaled site diagram shall be provided and contain at minimum the following information: Arrangement and size of mortars, location of shell storage and the electrical firing unit, spectator secured area and distances, and fallout area.

I, \_\_\_\_\_, representing \_\_\_\_\_ Fireworks Display Company certify the

Proposed fireworks display will be conducted according to the requirements specified at the top and back of this form.

# **ELK GROVE VILLAGE**

## **Special Event Fireworks Requirements**

1. Display site radius must be at least 70 feet for every inch of largest mortar ID and this area must be clear of all spectators and vehicles during the display.
2. Vertically placed mortars are to be placed near the center of the discharge site, but are only allowed if there will be no reloading during that portion of the display.
3. If mortars are to be reloaded during the display, they must be angled away from the main spectator area.
4. There must be no overhead obstructions in the immediate area of the mortars.
5. Mortars must be securely held in place by burial to at least 2/3 their length or above ground in strong racks for shells six (6) inches and under in diameter.
6. When mortars will be reloaded during a display, mortars of the same size must be in groups and the groups separated from one another.
7. Mortars must be of sufficient strength, length and durability to cause shells to be propelled to safe altitudes.
8. When the display crew will be in the immediate area of the mortars when fire, sand bags (or other suitable protection) shall be placed against the mortars to the approximate level of their muzzle.
9. Racks used to hold mortars containing chain-fused shells must be very strong and well braced. (See NFPA Exceptions.)
10. If mortars are to be reloaded during the display, shells must be stored in proper containers and kept at least 25 feet upwind of the mortars.
11. Before the display, fireworks must be properly transported and stored.
12. After delivery to the display site, fireworks must never be left unattended and must be protected from theft or damage.
13. There must be NO SMOKING within 50 feet of any fireworks or Pyrotechnic materials.
14. Fireworks must be inspected for damage and proper fit in the mortars before their use.
15. Ground displays must be at least 75 feet from spectators and more powerful items must be at least 125 feet away.
16. There must be adequate fire protection provided on site. One (1) Engine and one (1) Ambulance.
17. There must be an adequate number of crowd control monitors and crowd control must be maintained until the display site has been searched for dud shells and other dangerous debris.
18. There must be fences, rope, or other tape barriers used to aid crowd control.
19. The operator is responsible to insure that a sufficient number of assistants are on the display crew and that they are properly trained.
20. A member of the display crew must observe if shells or dangerous debris are falling into or toward spectator areas or if crowd control has been lost.
21. Mortars clean of debris and water.
22. Shells in good condition.
23. Shells match diameter of mortars.
24. Fireworks constantly attended and not wet.
25. At least six (6) inch of fuse showing before being lit.
26. Shells stored in proper container and at least twenty-five (25) feet upwind of mortars.
27. Test shell fired.
28. Following the display, all dud shells and components must be located and removed. A second search, at first light on the day after the display, is required.

# ELK GROVE VILLAGE ANNUAL RAFFLE LICENSE APPLICATION

I, \_\_\_\_\_, \_\_\_\_\_ of the  
(please print your name) (please print your organization title)

\_\_\_\_\_  
(Name of Organization)

Address: \_\_\_\_\_ Elk Grove Village, IL 60007.

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Certify the following as truthful and correct (by placing your initials in the appropriate box below) in order in order to apply for an annual raffle license from Elk Grove Village:

1. I have read, and the above named organization agrees to abide by, the State of Illinois Raffle Act (a copy of the Raffle Act is attached). \_\_\_\_\_
2. No single prize will exceed \$1,000,000 in value nor \$1,000,000 in total for a single raffle. \_\_\_\_\_
3. Raffle tickets will be sold within 365 days of the raffle for \$100 or less. \_\_\_\_\_
4. I am of good moral character and I have never been convicted of a felony nor have I been convicted of violating the terms of the Illinois Raffle Act. \_\_\_\_\_
5. The Raffle Manager is neither a professional gambler nor a gambling promoter, is of good moral character, and has never been convicted of a felony nor been convicted of violating the terms of the Illinois Raffle Act. \_\_\_\_\_
6. My organization's raffles shall comply with all applicable State Statutes. \_\_\_\_\_
7. The above named organization is a bona fide religious, charitable, labor, fraternal, education, business, or veterans' organization that operates without profit to its members. \_\_\_\_\_

**Please attach a statement indicating where raffles will take place throughout the year.**

The presiding officer and secretary (or raffle manager) of the organization must sign below.

***I attest, under oath of law, that the information contained in the above application is true and correct:***

\_\_\_\_\_  
Signature of Presiding Officer Title Date

ATTEST: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Secretary/Raffle Manager

**Please submit this completed application to:**

**Village Clerk, Village of Elk Grove, 901 Wellington Avenue, Elk Grove Village, IL 60007. (847) 357-4040.**

**For Village Use Only. Do not write in this box.**

License Approved \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_ License Expires: \_\_\_\_\_

License Not Approved \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact the Village Clerk at (847) 357-4042 for details.

(Revised 6/21/05 by Ordinance 3041 – Revised 3/20/06-phone number required – Revised 9/4/09-email address requested)

# Elk Grove Village Temporary Event Liquor License

Name of Organization/Establishment: \_\_\_\_\_

Is application being made for a non-profit organization? \_\_\_\_\_

If yes, is applicant seeking a fee waiver? \_\_\_\_\_

Contact Name(s)/Responsible Party(ies): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Type of event: \_\_\_\_\_

Event location: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours which alcoholic beverages will be sold: \_\_\_\_\_

Are you a current liquor license holder in Elk Grove Village? \_\_\_\_\_

If yes, what Class license? \_\_\_\_\_

If no, please note what type of license you are requesting (check one):

\_\_\_\_\_ Class A (all alcoholic liquor)                      \_\_\_\_\_ Class D (beer and wine only)

Has applicant previously held a temporary Elk Grove Village Liquor License? \_\_\_\_\_

Is this event restricted to anyone 21 years of age and older? \_\_\_\_\_

If no, please give an overview of how the alcoholic liquor will be sold and served to prevent underage drinking violations: \_\_\_\_\_

Will there be private security service at the event? \_\_\_\_\_

If yes, please provide the name of the security company: \_\_\_\_\_

Are you familiar with the Ordinances of Elk Grove Village as they pertain to the sale of alcoholic liquor and do you agree to abide by them? \_\_\_\_\_

**\*Please attach a copy of the Certificate of Insurance for this event.**

The applicant hereby states that the applicant will not violate any of the laws of the State of Illinois or any Ordinance of the Village of Elk Grove Village in the conduct of the applicant's business conducted pursuant to any license issued hereunder.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Elk Grove Village Special Event Vendor Application

**Name of Vendor:** \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobil Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe the nature of the business: \_\_\_\_\_

License Code \_\_\_\_\_ Quantity: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

License Code \_\_\_\_\_ Quantity: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

License Code \_\_\_\_\_ Quantity: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Village License:    Y     N     If Yes, License Number: \_\_\_\_\_

State of Illinois Retail Sales Tax Number: \_\_\_\_\_

**Name of Vendor:** \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobil Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe the nature of the business: \_\_\_\_\_

License Code \_\_\_\_\_ Quantity: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

License Code \_\_\_\_\_ Quantity: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

License Code \_\_\_\_\_ Quantity: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Village License:    Y     N     If Yes, License Number: \_\_\_\_\_

State of Illinois Retail Sales Tax Number: \_\_\_\_\_

# Elk Grove Village Special Event Vendor Application Fee Schedule

Code	Fixed Fee	Per Unit Fee	Business Type
10206	50	0	ATHLETIC EXHIBITIONS (Seating Capacity up to 100)
10207	100	0	ATHLETIC EXHIBITIONS (Seating Capacity over 100)
40501	0	50	AUCTIONEERS (\$50/day, \$100/month, \$200/year)
10102	0	100	CARNIVALS AND CIRCUSES (PER DAY)
40101	100	0	FOOD CATERER
40102	100	0	FOOD DEALER
40106	0	100	FOOD VENDING VEHICLE (PER VEHICLE)
40107	0	25	FOOD VENDING OPERATOR PERMIT
40913	35	0	GENERAL RETAIL (TEMPORARY)
40201	2,900	0	LIQUOR - CLASS A
40202	1,500	0	LIQUOR - CLASS AA
40209	1,000	0	LIQUOR - CLASS AAA
40210	150	0	LIQUOR - CLASS AB
40205	2,700	0	LIQUOR - CLASS B
40204	2,100	0	LIQUOR - CLASS D
40207	1,500	0	LIQUOR - CLASS DD
40206	2,500	0	LIQUOR - CLASS E
40212	1,000	0	LIQUOR - CLASS H
30301	50	0	OUTDOOR ADVERTISER
10105	0	50	PARADES (PER DAY)
40802	0	50	PEDDLER - WITHOUT VEHICLE
40301	200	0	RESTAURANT - 0 - 2,500 SQ. FT.
40302	250	0	RESTAURANT - 2,501 - 5,000 SQ. FT.
40303	300	0	RESTAURANT - 5,001 - 7,500 SQ. FT.
40304	350	0	RESTAURANT - 7,501 - 10,000 SQ. FT.
40305	400	0	RESTAURANT - 10,001 - 15,000 SQ. FT.
40306	500	0	RESTAURANT- 15,001 - OR OVER
10107	0	50	THEATRICAL (PER DAY/PERFORMANCE)

1. All License Fees Subject to Change per Ordinance.
2. Refer to Municipal Code for Complete List of Licenses Required. Failure to purchase and display license will be subject to police enforcement and penalties.

# Elk Grove Village Special Event Labor & Materials Fee Schedule

(As of May 1, 2025 through April 30, 2026)

<u>Staff</u>	<u>Cost</u>	<u># Requested</u>	<u>Cost per Staff (2025 Rates)</u>
Community Service Officer (CSO)	\$69 per CSO, per hour	# _____	Hrs _____ Cost \$_____
Patrol Officer	\$102 per officer, per hour	# _____	Hrs _____ Cost \$_____
Police Sergeant	\$122 per Sergeant, per hour	# _____	Hrs _____ Cost \$_____
Ambulance w/ (2)			
Paramedics	\$161 per Ambulance, per hour	# _____	Hrs _____ Cost \$_____
PW Staff	\$77 per PW Staff, per hour	# _____	Hrs _____ Cost \$_____

\*\*\*Note\*\*\* for every 5 Patrol Officers Requested one (1) Police Sergeant required

\*\*\*Note\*\*\* Holidays require a fee schedule

<u>Equipment</u>	<u>Cost</u>	<u># Requested</u>	<u>Cost per Staff (2025 Rates)</u>
Street Sweeper	\$184 per hour	# Hrs _____	Cost \$_____
CERT Equipment	\$15 per person per day	# _____	Cost \$_____
Barricades – Type I	\$3.50 per barricade per day	# _____	Cost \$_____
Barricades – Type III	\$35 per barricade per day	# _____	Cost \$_____
“No Parking” Signs	\$3.00 per sign	# _____	Cost \$_____
Water Connection	\$30 per day	# Days _____	Cost \$_____
Reviewing Stand	\$375 per day	# Days _____	Cost \$_____

**Applicant hereby agrees to the following:**

The Village of Elk Grove Village reserves the right to require that a certain number of police officers, firefighter/paramedics, and/or other personnel attend the special event, and reserves the right to invoice the Sponsoring Organization accordingly. The Village of Elk Grove Village also reserves the right to require a certain amount of equipment, such as barricades or signage, be for the Special Event, and reserves the right to invoice the Sponsoring Organization accordingly.

In the event that the estimated costs are paid in excess of the actual costs, the coverage shall be refunded to the applicant within thirty (30) days after such determination has been made. Conversely, if the actual costs exceed the estimated costs that have already been paid, the permittee, the event manager, and the sponsoring organization shall be jointly and severally responsible to pay the Village any unpaid balance of the actual costs within thirty (30) days after being invoiced for same by the Village. In addition, the permittee, the event manager, and the sponsoring organization shall also agree to pay and shall be responsible to pay for any damage created as a result of the Special Event.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Elk Grove Village  
EGTV / Channel 6 & Community Message Board  
Application & Policy**

Name of Organization: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Briefly describe the nature of the event and the reason you feel the display is of general interest to the entire community: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Text should be limited to a maximum of 5 lines of 15 characters per line. The Village reserves the right to edit all messages.

Who: \_\_\_\_\_

What: \_\_\_\_\_

When: \_\_\_\_\_

Where: \_\_\_\_\_

\_\_\_\_\_

**Please Note:** No messages shall be displayed for more than seven (7) days and not less than three (3) days.

Dates Requested: From \_\_\_\_\_ to \_\_\_\_\_ Number of Days: \_\_\_\_\_

Requested By: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

# **Elk Grove Village EGTV / Channel 6 & Community Message Board Application & Policy**

EGTV will accept the attached form as the sole method to request to display messages on the Channel 6 Program Guide (message board) from other governmental or not-for-profit entities based in Elk Grove Village or events of a non-profit entity taking place in Elk Grove Village. All sign requests must be made at least seven (7) days before the requested posting date. The Village reserves the right to edit all messages. EGTV will utilize the following policy guidelines for determining the display of messages:

1. As with regular EGTV programming, municipal messages and information will always be first priority, followed by EGTV programming information and then information from other entities as time and space permit. Messages will be posted on a first come-first served basis.
2. Messages must be of general interest to the community. No personal messages will be posted.
3. Non-profit organizations that serve Elk Grove Village residents may submit messages utilizing the attached form. EGTV will not guarantee that the message will appear on the program guide or for how long it will appear, although every effort will be made to do so. The correct spelling of proper names and places and correct dates and information are the responsibility of the submitting entity and not of EGTV. Messages will be edited by EGTV staff for time and space considerations.
4. No religious or political messages will be posted.
5. Displays must be of interest to the general community and to large numbers of persons.
6. No solicitation of funds is allowed except for EGTV's own purposes.
7. There shall be no displays on the message board pertaining to commercial sponsored interests even when such a request relates to a charitable function. Corporations may sponsor programming on Channel 6 and that sponsorship will be acknowledged at the start of the program. Program sponsorship will not be acknowledged in the Channel 6 message board. No for-profit advertising is allowed on Channel 6.
8. EGTV reserves the right to preempt approved messages and reschedule the messages to a later date.
9. All messages originating from operating departments are to be approved by the Village Manager's office.
10. Messages found to be in violation of the above guidelines will be pulled off immediately.

All decisions concerning programming issues will be coordinated by the Village's Cable Production Coordinator in conjunction with relevant Village officials, who have ultimate responsibility.

# Elk Grove Village Previous Permits/Offenses for Special Events

Have you or the Sponsoring Organization ever been granted a Special Event Permit from the Village?

- Yes     No

If Yes, please provide date and details of the event(s): \_\_\_\_\_

\_\_\_\_\_

Have you or the Sponsoring Organization been granted a similar permit from any other municipality in Illinois within the preceding two-year period?

- Yes     No

Please provide a statement as to permits granted by any other state, municipality, governing body, or licensing authority and also a statement as to whether any such authority has ever revoked or refused to issue or renew such a permit and an accurate statement as to the reasons for any such revocation or refusal.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the applicant, Event Manager, and/or Sponsoring Organization ever been convicted of a felony?

- Yes     No

If Yes, please describe the nature of the offense, the jurisdiction in which the felony occurred, and the punishment or penalty assessed therefore.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Elk Grove Village  
Special Events  
Hold Harmless/Indemnification Agreement**

\_\_\_\_\_ has requested permission to  
\_\_\_\_\_ in the Village of Elk Grove  
Village. For consideration of such permission, \_\_\_\_\_  
hereby fully release and discharge the Village of Elk Grove Village, its officers, agents and employees  
from any and all claims from injuries, including death damages or loss, which may arise or which may  
be alleged to have arisen out of, or in connection with the event.

\_\_\_\_\_ further agrees to indemnify and hold harmless and  
defend the Village of Elk Grove Village, its officers, agents and employees from any and all claims  
resulting from injuries, including death, damages or losses, including, but not limited to the general  
public, which may arise or which may be alleged to have arisen out of, or in connection with this  
event.

In addition, \_\_\_\_\_ has furnished and attached two (2) copies of  
certificates of insurance with the Village of Elk Grove Village named as an additional insured in the  
amount of \$1,000,000 unless a greater amount is warranted.

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

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