



SPECIAL EVENT APPLICATION

Thank you for your interest in hosting your special event in the Village of Sugar Grove. We are committed to making this special event application process as efficient and smooth as possible. We hope your event is successful.

Special events are outside of the usual and expected use of public streets, right-of-ways, and public and private property. The purpose of this application is to collect and evaluate information required for issuing a Special Event permit, and to regulate events on the public streets, rights-of-ways, parks, and public and private property in the Village of Sugar Grove, and to provide for fees, charges, and procedures required to administer the permit process for Special Events in the Village of Sugar Grove.

PLEASE PRINT CLEARLY

GENERAL EVENT INFORMATION

NAME OF EVENT *(if applicable)*

DATE(S) OF EVENT

LOCATION OF EVENT *(if event occurs over a route, attach a map of the route)*

EVENT WEBSITE *(if any)*

ESTIMATED NUMBER OF PARTICIPANTS/VISITORS/SPECTATORS

CONTACT INFORMATION

SPONSOR/ORGANIZER: IS THIS AN INDIVIDUAL OR ORGANIZATION?

COORDINATOR/EVENT CHAIRMAN:

ORGANIZATION NAME

NAME

FEIN or 501(c)3 NUMBER

ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

CITY

STATE

ZIP CODE

TELEPHONE

EMAIL

EMAIL

TELEPHONE

WEBSITE

PRIMARY CONTACT:

INDIVIDUAL RESPONSIBLE FOR RESPONDING TO QUESTIONS CONCERNING THIS APPLICATION

ON-SITE CONTACT:

INDIVIDUAL RESPONSIBLE FOR RESPONDING TO EMERGENCIES AND QUESTIONS CONCERNING THE OPERATION OF THE EVENT DURING THE EVENT AT THE EVENT

NAME

NAME

ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

CITY

STATE

ZIP CODE

TELEPHONE

TELEPHONE

EMAIL

EMAIL

PLEASE READ THIS APPLICATION CAREFULLY. This is a universal application and not all questions and requirements may apply to your special event but incomplete or inaccurate applications could result in delay or denial of the request. If you are requesting a Block Party permit this is **not** the application you need to complete.

EVENT DETAILS

SCHEDULE FOR EVENT SET-UP AND BREAK-DOWN

SET-UP

BEGINS (DAY/TIME): _____ AND WILL BE COMPLETED (DAY/TIME): _____

CLEAN-UP AND RESTORATION

BEGINS (DAY/TIME): _____ AND WILL BE COMPLETED (DAY/TIME): _____

WILL TENTS BE USED AT YOUR EVENT? YES NO

If "Yes," please indicate the number of tents with the corresponding size. All tents and/or canopies must be indicated on a Site Map and attached to this application. A copy of all permits issued by the Community Development Department must be submitted 30 days prior to your event; otherwise, late fees may apply.

Tents and/or canopies require a Building Permit from the Community Development Department (630.391.7220). If you are planning to erect tents or canopies, please provide a Site Map showing the location of all tents and canopies, along with the size of each; a copy of flame retardant certificate must be provided for all tents; vendor name; certificate of insurance naming the Village of Sugar Grove as an additional insured for each vendor. A separate sheet with this information may be attached. Tent company/installers are responsible for calling JULIE.

Have you attached additional documentation, if required? YES NO

WILL THERE BE FOOD / DRINKS AT YOUR EVENT? YES NO

If "Yes," please provide and attach the following additional information: a description of food that will be served on the premises of the Special Event; vendor name and telephone number; Illinois Sales Tax ID Number; and, Kane County Health Department permit.

Have you attached additional documentation, if required? YES NO

WILL A RAFFLE BE CONDUCTED AS PART OF YOUR EVENT? YES NO

If "Yes," additional documentation and permit is required. Please contact the Village Clerk's Office (630.391.7206) to obtain a Raffle Permit. Paperwork must be received in the Village Clerk's Office at least 30 days prior to the event for approval.

WILL YOUR EVENT REQUIRE SIGNS? YES NO

(MORE INFORMATION TO BE PROVIDED)

WILL YOUR EVENT INCLUDE THE USE OF FIREWORKS/PYROTECHNICS? YES NO

(MORE INFORMATION TO BE PROVIDED)

WILL YOUR EVENT INCLUDE A BONFIRE? YES NO

(MORE INFORMATION TO BE PROVIDED)

WHAT IS YOUR MEDICAL PLAN?

(MORE INFORMATION TO BE PROVIDED)

WHO IS YOUR MEDICAL SERVICES PROVIDER?

(MORE INFORMATION TO BE PROVIDED)

WILL YOUR EVENT REQUIRE A WATER HOOK-UP (*this does not refer to a hose*)? YES NO

If "Yes," please contact the Village Water Department for a temporary water meter and costs.

WILL YOUR EVENT REQUIRE ELECTRIC SERVICE? YES NO

If "Yes," a building permit and inspections are required. Please contact the Community Development Department for additional information and costs.

DO YOU PLAN TO USE A GENERATOR AT YOUR EVENT? YES NO

If "Yes," a building permit and inspections may be required. Please contact the Community Development Department for additional information and costs.

DO YOU PLAN TO PROVIDE TRASH AND RECYCLING RECEPTACLES AT YOUR EVENT? YES NO

If "Yes," please provide and attach the following additional information: a description of refuse and recyclables will be collected and removed from the premises; vendor name and telephone number; number and description of trash dumpsters and/or receptacles.

Have you attached additional documentation, if required? YES NO

WILL YOUR EVENT INCLUDE INFLATABLE OR SIMILAR DEVICES? YES NO

If "Yes," please provide and attach the following additional information: vendor name, certificate of insurance naming the Village of Sugar Grove as an additional insured for each vendor, description of inflatable and installation.

Have you attached additional documentation, if required? YES NO

WILL YOUR EVENT INCLUDE A CARNIVAL OR OTHER AMUSEMENTS? YES NO

If "Yes," please provide and attach the following additional information: a Site Plan identifying the location of attractions and amusements on the premises; a description of the amusements and attractions that will be provided; vendor name and telephone number; and, certificate of insurance naming the Village of Sugar Grove as an additional insured for each vendor.

Have you attached additional documentation, if required? YES NO

WILL YOUR EVENT INCLUDE A WALK, RACE, RUN OR PARADE? YES NO

If "Yes," and your event is a run, walk, or other activity in which participants will be following a course, then you must attach a route map and a written description of the proposed route. All proposed routes are subject to Village approval. Additionally, the Village is not responsible for any costs associated with the denial of a proposed route.

Have you attached additional documentation, if required? YES NO

WILL YOUR EVENT INCLUDE LIVE OR RECORDED MUSIC? YES NO

If "Yes," please attach a description of the artists/talent you plan to provide. All outdoor music must end by 10:30 p.m. Sunday thru Thursday and 11:30 p.m. Friday and Saturday.

Have you attached additional documentation, if required? YES NO

WILL ALCOHOL BE SERVED AT YOUR EVENT? YES NO

If "Yes," additional documentation and permit is required. Please contact the Village Clerk's Office at 630.391.7206 to obtain a Liquor Permit. Paperwork must be received in the Village Clerk's Office at least 45 days prior to the event for approval.

WILL YOUR EVENT REQUIRE CLOSURE OF ANY PUBLIC STREETS? YES NO

If "Yes," please provide a Site Map indicating the streets and alleys that will be closed in connection with your Special Event; the duration of the closure(s); and, what type of traffic control devices (i.e., traffic signal, police, barricades, specialized equipment, cones or signs) you are requesting. Also attach if there will be any control fencing.

All street and alley closing requests are subject to Village approval and shall not be assumed by the event organizer/sponsor.

Have you attached additional documentation, if required? YES NO

_____ CLOSURE BEGINS: _____ AND WILL RE-OPEN: _____
STREET NAME DAY/TIME DAY/TIME

_____ CLOSURE BEGINS: _____ AND WILL RE-OPEN: _____
STREET NAME DAY/TIME DAY/TIME

ATTACH ADDITIONAL SHEET IF MORE THAN TWO STREETS ARE PLANNED TO BE CLOSED DURING YOUR EVENT

WILL YOUR EVENT REQUIRE CLOSURE OF ANY PUBLIC OR PRIVATE PARKING LOTS? YES NO

If "Yes," please provide a Site Map indicating the parking lots that will be closed in connection with your Special Event; the duration of the closure(s); and, what type of traffic control devices (i.e., traffic signal, police, barricades, specialized equipment, cones or signs) you are requesting. Also attach if there will be any control fencing.

All street and alley closing requests are subject to Village approval and shall not be assumed by the event organizer/sponsor.

Have you attached additional documentation, if required? YES NO

_____ CLOSURE BEGINS: _____ AND WILL RE-OPEN: _____
PARKING LOT LOCATION DAY/TIME DAY/TIME

_____ CLOSURE BEGINS: _____ AND WILL RE-OPEN: _____
PARKING LOT LOCATION DAY/TIME DAY/TIME

ATTACH ADDITIONAL SHEET IF MORE THAN TWO PARKING LOTS ARE PLANNED TO BE CLOSED DURING YOUR EVENT

HAVE YOU DETERMINED HOW RESIDENTS AND BUSINESSES WILL BE NOTIFIED OF ANY STREET AND/OR PARKING LOT CLOSURES REQUIRED IN CONNECTION WITH YOUR EVENT? YES NO

If "Yes," please provide and attach the description of the manner of notification.

Have you attached additional documentation, if required? YES NO

WILL YOUR EVENT INCLUDE PORTABLE RESTROOMS AND SINKS? YES NO

If "Yes," please provide and attach the following additional information: vendor name, certificate of insurance naming the Village of Sugar Grove as an additional insured for each vendor, number and description of portable restroom and sink installation.

Have you attached additional documentation, if required? YES NO

WILL YOU PROVIDE TRASH DUMPSTERS AT YOUR EVENT? YES NO

If "Yes," please provide and attach the following additional information: a description of refuse and recyclables will be collected and removed from the premises; vendor name and telephone number; number and description of trash dumpsters and/or receptacles.

Have you attached additional documentation, if required? YES NO

DO YOU EXPECT TO USE FENCING AT YOUR EVENT? YES NO

If "Yes," please provide and attach the following additional information: vendor name, certificate of insurance for each vendor, description of fence material and installation.

Have you attached additional documentation, if required? YES NO

HAS YOUR EVENT BEEN PREVIOUSLY HELD? YES NO

If "Yes," when and where? _____

WILL YOUR EVENT INCLUDE A STAGE OR OTHER STRUCTURE? YES NO

If "Yes," stages and other structures must be indicated on a Site Map and attached to this application. A copy of all permits issued by the Village Building Department must be submitted 30 days prior to your event; otherwise, late fees may apply.

Stages and other structures may require a Building Permit from the Community Development Department (630.391.7220). If you are planning to erect a stage or other structures, please provide a Site Map showing the location of the stage and other structures, along with the size of each; vendor name; certificate of insurance naming the Village of Sugar Grove as an additional insured for each vendor. A separate sheet with this information may be attached.

Required additional documentation attached? YES NO

WILL ANIMALS BE PRESENT/FEATURED AT YOUR EVENT? YES NO

If "Yes," please provide and attach the following additional information: vendor name, certificate of insurance naming the Village of Sugar Grove as an additional insured for each vendor, description of animals and any pens or enclosures.

Required additional documentation attached? YES NO

WILL YOU BE ADVERTISING YOUR EVENT? YES NO

Please note that all costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Village of Sugar Grove and changes/modifications relative to the event from the Building Department and/or the Village is at the sole expense and risk of the Event Organizer.

Please attach a description of how will your event attendees be notified or invited to the event? Will your event be publicly advertised?

Required additional documentation attached? YES NO

WILL YOUR EVENT INCLUDE THE APPEARANCE OF ANY CELEBRITY? YES NO

If "Yes," please provide and attach the following additional information: name of the celebrity, a description of how security and crowd control will be provided by the event sponsor/organizer.

Required additional documentation attached? YES NO

WILL YOUR EVENT INCLUDE FILM PRODUCTION? YES NO

If "Yes," please provide and attach the following additional information: a Site Map the location of any production vehicles and trailers; schedule of filming operations (days and times); a description of how adjacent property owners/residents are notified of film production schedule; a description of any special effects or stunts that may be required; a description of how security and crowd control will be provided by the event sponsor/organizer; whether any drones will be employed; and, a certificate of insurance naming the Village of Sugar Grove as an additional insured.

Required additional documentation attached? YES NO

WILL YOUR EVENT INCLUDE THE SALE OF ANY MERCHANDISE? YES NO

If "Yes," please provide and attach the following information: a Site Map identifying the location of vendors on the premises of the Special Event; a description of merchandise that will be for sale; vendor name(s), telephone number(s) and Illinois Sales Tax ID Number(s); and, a Special Event Tax Collection Report. All vendors are subject to the Illinois Retailers' Occupation Tax. Event organizers must contact the Illinois Department of Revenue Special Events Coordinator at 847.294.4475 or Rev.SpecialEvents@illinois.gov to complete a Special Event Tax Collection Report (Form IDOR-6-SETR). You may also contact Taxpayer Assistance at 847.294.4200. Rummage Sales Excluded.

Required additional documentation attached? YES NO

WILL YOUR EVENT HIRE CONTRACT SECURITY? YES NO

If "Yes," please provide the name and contact phone number of the security service and attach to this application.

Required additional documentation attached? YES NO

WILL YOUR EVENT REQUIRE AN ADMISSION FEE? YES NO

WILL ANY PART OF YOUR EVENT BE HELD INDOORS OF ANY BUILDING? YES NO

WILL YOUR EVENT REQUIRE POLICE ASSISTANCE WITH TRAFFIC DIRECTION? YES NO

If "yes," please describe. _____

WILL YOUR EVENT REQUIRE POLICE ASSISTANCE WITH CROWD CONTROL? YES NO

If "yes," please describe. _____

WILL YOUR EVENT INCLUDE THE USE OF ANY VILLAGE PROPERTY (OTHER THAN STREETS OR ALLEYS)? YES NO

If "yes," please describe. _____

WILL ANY ITEMS BE LEFT OUTSIDE OVERNIGHT AT YOUR EVENT? YES NO

If "yes," please describe. _____

WILL ANY ITEMS BE LEFT OUTSIDE OVERNIGHT AT YOUR EVENT? YES NO

If "yes," please describe. _____

WHAT WEATHER CONDITIONS MAY REQUIRE CANCELLATION OF YOUR EVENT?

Please describe. _____

HOW WILL YOU PROVIDE NOTIFICATION OF CANCELLATION OR POSTPONEMENT OF YOUR EVENT?

Please describe. _____

AGREEMENT TO DEFEND, INDEMNIFY, AND HOLD HARMLESS

The undersigned hereby agrees to defend, indemnify and hold harmless the Village of Sugar Grove, its officials, agents and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys' fees), which may in anywise accrue against the Village of Sugar Grove, its officials, agents and employees, arising in whole or in part or in consequence of the organizer's event or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of Sugar Grove, its agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Sugar Grove, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same.

I have the authority from my organization to sign and submit this application on their behalf. I understand that any changes made to this application after approval are subject to Village approval.

Signature of Organizer

Date

ADDITIONAL AGREEMENTS

1. APPLICATION REVIEW FEE NOTICE

Applicant(s) and/or sponsor(s), of any events requiring the use of public services and/or defined as a Special Event, held in the Village of Sugar Grove or affecting the Village of Sugar Grove may be required to pay (payable to the Village of Sugar Grove) for any fees or service charges as deemed necessary and appropriate by the Village of Sugar Grove. Fees and service charges will be due at the time of application approval before the permit is issued. The applicant will be notified of any cost following completion of staff review. The Village requires a minimum three hour payment commitment.

I have read and agree to the above statement

2. COSTS INCURRED BY VILLAGE

If a business, organization or individual wishes to organize an event all costs incurred by the Village must be reimbursed by the business, organization or individual.

I have read and agree to the above statement

3. VILLAGE'S RESPONSIBILITY STATEMENT

The applicant shall remain responsible for any and all equipment and materials not owned by the Village. The organizer shall remain full responsibility for all damage, theft, or other mishap of Village property if found to be at fault. This can include but is not limited to failure to place event road closure signs at least two (2) weeks before an event along the event route. This also includes acts of concern or failure to act as instructed by or through the Village of Sugar Grove policies, procedures, or staff. The Village will seek compensation as applicable through the event organizer's insurance company or other method(s) as determined appropriate by the Village of Sugar Grove.

I have read and agree to the above statement

4. ADA POLICY AGREEMENT

Special events on Village of Sugar Grove property are required to meet the Americans with Disabilities Act (ADA) standards for accessibility. Please check the box below to confirm that you have been made aware of the ADA requirement and agree to provide a barrier-free event.

I have read and agree to the above statement

5. GOVERNMENT PERMITS

The event organizer/sponsor must obtain all Federal, State, Local or any other government permits, as necessary.

I agree to obtain all Government Permits required for my event

6. SPECIAL EVENT PERMIT DENIAL POLICY

If applicant(s) fail to submit the Special Event Permit application within the time frame required, the Village of Sugar Grove reserves the right to deny the Special Event Permit application. In addition, the Village reserves the right to deny a Special Event Permit for any reason. Permit denial is at the discretion of the Village of Sugar Grove.

I have read and agree to the above statement

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 permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Sugar Grove. 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 permit is contingent upon compliance with all applicable conditions and requirements placed upon it by the Village of Sugar Grove.

I, the undersigned, agree to abide by the provisions in this application and the instructions attached to the Special Event permit, if approved.

Signature of Organizer

Date