



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: February 8, 2017

www.villageofglencoe.org

Special Events Application

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form.

Section A: Sponsoring Organization and Event Organizer Information

Name of Event: _____

Sponsoring Organization: _____

Organization Address: _____

Billing Contact: _____ Title: _____

E-mail Address: _____ Work Phone: _____

Contact Person or Event Organizer: _____

E-mail Address: _____ Work Phone: _____

Home Address: _____

Emergency Contact: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Section B: Event Information

Name of Event: _____

Event Date(s): _____ Rain Date(s): _____

Estimated Number of Participants/Attendees: _____ Estimated Number of Vehicles: _____

Approximate Time of Event: Set-Up Start: _____ AM/PM Start: _____ AM/PM End: _____ AM/PM

Will a fee or charge be required for participation in or attendance at the event? Yes No

Is the event intended for the purpose of raising charitable funds? Yes No

If yes, event proceeds benefit: _____ Percent of Proceeds to be Donated: _____%

Event Type (Check all that apply):

- Festival Street Fair Banquet/Gala
- Parade Race Concert/Live Performance

Other *If other, please describe:* _____

Will food be served or sold? Yes, served Yes, sold No

Will alcohol be served or sold? Yes, served Yes, sold No

If you selected yes to either question above, note that the Village requires temporary licenses for food and alcohol service. Please submit temporary license applications for either or both.

Describe the Event’s Benefit to the Community:

Describe Event Location and Route (if applicable). *For races or parades please attach a route map with directions.*

The use of marking paint on Village streets, sidewalks or curbs is expressly prohibited. Applicants are encouraged to use signs and other temporary marking materials. All materials must be removed within 24 hours after the event.)

Are you requesting that any streets be closed/blocked-off? Yes No
If yes, please attach an additional document with names/map of streets.

Are you requesting that any streets have on-street parking removal? Yes No
If yes, please attach an additional document with names/map of streets.

Section C: Request for Village Services

The Public Safety and/or Public Works departments can provide support services to help make your special event run smoothly. Staff members will contact you to discuss any fees that may apply.

Services Requested for the Special Event (Check all that apply):

- Public Safety – Police/Security Services Public Safety – Emergency Medical/First Aid Services
- Barricades/Cones Trash Cans/Special Garbage and Recycling Removal

Touch-a-Truck (Circle Desired Equipment): Fire EMS Police Construction/Service Vehicles

Other *If other, please describe:* _____

Section D: Class III Special Events Hold Harmless Agreement & Applicant Signature

To the fullest extent permitted by law, the Organization/Group that is requesting the Special Events Permit hereby agrees to defend, indemnify, and hold harmless the Village of Glencoe, its officials, agents, and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the Village of Glencoe, its officials, agents and employees, arising in whole or in part out of, in consequence of the Special Event by the Organization/Group, its employees, volunteers, contractors, or subcontractors, or which may in anyway result therefrom, except for claims that are directly caused by the sole negligence of the Village of Glencoe, its agents, or employees. The Organization/ Group shall, at its own expense, appear, defend, and pay all charges of attorneys and all cost and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Glencoe, its officials, agents, and employees, in any such action, the Organization/Group shall, at its own expense, satisfy and discharge the same.

The Organization/Group expressly understands and agrees that any bond or insurance policies required by this application and policy, or otherwise provided by the Organization/Group, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the Village of Glencoe, its officials, agents, and employees as herein provided.

I have read and understand the Special Events Policy and I agree that all anticipated Village expenses in connection with this event will be paid.

IN WITNESS THEREOF, this agreement is executed on this _____ day of _____, 20_____

Name: (Print): _____

Signature: _____

Witness Signature: _____

Please e-mail, mail, fax or deliver this form with any supporting material to:

Village Manager’s Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4114 | Fax: (847) 835-1785 | E-mail: info@villageofglencoe.org

APPROVED BY:	
_____	_____
Cary Lewandowski, Public Safety Director	Date
_____	_____
David Mau, Public Works Director	Date
_____	_____
Philip Kiraly, Village Manager	Date