



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

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

Last Updated: June 2024

[www.villageofglencoe.org](http://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](mailto:info@villageofglencoe.org) or print and mail/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) and Location: \_\_\_\_\_

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 – [www.villageofglencoe.org/forms](http://www.villageofglencoe.org/forms).*

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

Public Safety – Visit event if available.

Barricades/Cones

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.

## Section E: Applicant Signature

In addition to completing this application, I have read and understand the Village's 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: \_\_\_\_\_

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

Village Manager's Office  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022  
Phone: (847) 835-4111 | E-mail: [info@villageofglencoe.org](mailto:info@villageofglencoe.org)



Glencoe's Sustainability Task Force asks you to consider the planet when planning your event!  
[Check out this zero-waste event resource from SWANCC\\*!](#) (scan the qr code or click the link)

*\*Solid Waste Agency of Northern Cook County*





# VILLAGE OF GLENCOE

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4114 | info@villageofglencoe.org | Follow Us: @VGlencoe

[www.villageofglencoe.org](http://www.villageofglencoe.org)

Last Updated: January 2023

## Special Event Policy

### I. Purpose

This special event policy has been established to implement the regulations contained in Article VIII of Chapter 5 of the Glencoe Village Code. This policy is meant to establish certain special event classifications, and the corresponding processes, for special event organizers to follow for obtaining special event permits.

Special events may occur either on public or private property but are distinguished by their direct effect upon public property, health, safety, and traffic flow in the Village. This policy recognizes three classes of special events. They are:

Class I: Special events sponsored by a governmental body and conducted on or in such body's facilities within the village.

Class II: Private or localized special events that are commonplace and routinely addressed in the context of ordinary Village services. Class II special events shall be limited to the following: (a) individual house, apartment, garage, or yard sales (unless operated by a person not residing on the property in question or if done in conjunction with three or more households); (b) block parties for persons residing on a particular block and their guests; and (c) those gatherings described in Sections 5-46(iii) and (iv) of the Village Code that are held on a lot used for a residential dwelling and that do not involve an activity or use for which a charge or fee is assessed in connection with such activity or use.

Class III: All other special events.

This policy does not supersede Village codes pertaining to traffic, which provide that no procession or parade, except for the U.S. Armed Forces, the military forces of this State, and the police and fire departments, shall occupy, march, or proceed along any street, except in accordance with a permit issued by the Village Manager.

### II. Definitions

#### a. Special Event Permit Application Form

The Special Event Permit Application Form is defined as the form or forms approved by the Village Manager for use in applying for a special event permit, which forms may be amended from time-to-time by the Village Manager.

#### b. Village Equipment

Village equipment includes any vehicle of any type that is owned, leased, or used by the Village and any equipment owned, leased, or used by the Village in providing firefighting, police, medical rescue, water, electric, or public works services.

c. Village Personnel

Village personnel includes both full-time and part-time employees of the Village, employees of other municipalities who provide services to or for the Village pursuant to a mutual aid or other intergovernmental cooperation agreement, and independent contractors who provide services to or for the Village.

d. Village Property

Village property includes any and all real or personal property owned, leased, or used by the Village, and all public streets, sidewalks, and rights-of-way within the Village.

III. Special Event Permit Application Process

The Special Event Permit Application Form may be obtained at Village Hall, located at 675 Village Court, (847) 835-4114, or printed from the Village's website, [www.villageofglencoe.org/forms](http://www.villageofglencoe.org/forms).

The Office of the Village Manager shall distribute copies of any completed application to the Director of Public Safety and Director of Public Works, who shall each evaluate the application and report to the Office of the Village Manager with an estimate of the Village services, personnel, equipment, and/or property that must be provided for the special event.

A meeting, depending on the need and scope of event, may be held with representatives of the Village and event organizer/sponsor to discuss services, parking, traffic routes, hours of operation, and any other concerns expressed by the Village.

To be considered for approval, a duly authorized representative of the organization sponsoring a Class III special event must submit a completed Special Event Permit Application Form to the Office of the Village Manager no later than 60 days prior to the event, unless otherwise authorized by the Village Manager, in which case a late fee shall be imposed (see below). For Class I and Class II special events, such application shall be submitted not less than three business days before the commencement of the special event.

IV. Special Event Permit Fee

The Office of the Village Manager shall set the amount of the permit fee for any Class III special event by applying the fees for each department's estimated costs based on a fee schedule established by the Village Manager and modified from time-to-time. The fee charged shall be in an amount equal to the total calculated by the Office of the Village Manager, plus a non-refundable administrative fee of \$150. No special event permit fee shall be required for a Class I or Class II special event.

V. Payment of Fee; Deposit

The applicable permit fee plus the administrative fee shall be paid, in full, prior to any Class III special event. If the permit application is submitted less than 15 days before the special event, the applicant shall post a cash deposit, in an amount set by the Village Manager, based on the nature of the event, the anticipated attendance at the event, and costs incurred by the Village for similar events. The deposit shall be credited against the total fee, which shall be calculated following the special event, in the same manner as the supplemental fee described in the following subsection.

#### VI. Supplemental Fee

Upon completion of any Class II or III special event, the Village shall determine whether a supplemental fee is required based on the extent to which Village personnel, property, or equipment was required in connection with such event. The amount of any supplemental fee shall be set by applying the fee formulas provided on the accompanying fee schedule for all additional Village services, personnel, property, or equipment provided for the special event. The supplemental fee shall become due and payable immediately upon the applicant's receipt of an invoice for the supplemental fees from the Village.

#### VII. Late Permit Application; Late Fee

Failing to provide adequate notice to the Village about a special event interferes with the normal operations of the Village and jeopardizes the Village's ability to provide for the public safety by depriving the Village of the ability to plan for the allocation of its resources. It is therefore the policy of the Village that any person who holds or sponsors a Class III special event and either does not submit a complete application within the time provided or who fails to pay the required deposit at least five (5) days before the special event, shall be subject to a late payment fee equal to the total of the initial fee and the supplemental fee. The late payment fee shall be in addition to the initial fee, supplemental fee, and the standard administrative fee. In addition, the failure to file an application for any special event at least three business days before such special event may be grounds for denial of the special event permit.

#### VIII. Insurance

Proof of insurance, a restoration bond, or other financial security may be required if it is determined to be in the best interest of the health, safety, and welfare of the Village based on the size, scope, and nature of a Class III special event; provided, however, that the purpose or sponsor of the event shall not be considered in determining whether such financial security shall be required.

No Village personnel, equipment, property, or service shall be provided for a Class III special event unless the applicant first provides the Village with a certificate of insurance, issued by a company acceptable to the Village and authorized to do business in the State of Illinois. The certificate of insurance shall be in an amount of not less than two million dollars (\$2,000,000.00) general liability, including bodily injury, property damage and automobile liability. The Certificate of Insurance shall name the Village and its officers, officials, and employees as additional insureds. A letter shall accompany the Certificate of Insurance from the insurer stating that there are no outstanding claims against the policy.

#### IX. Indemnification and Hold Harmless Agreement

The permit application for a Class III special event shall be accompanied by the attached indemnification agreement (*Attachment A*) in which the applicant and/or sponsor of the special event agrees to defend and hold harmless the Village, its officers, employees and agents, from any loss, damage, expense, claim, and cost of every nature and kind whatsoever, including attorney's fees, arising out of or in connection with applicant's use of the public property, public right-of-way, public equipment, or public personnel at, during, or in conjunction with the special event described in the permit.

#### X. Special Event Permit Approval and Denial

The Village Manager shall approve all Class I and Class II special event applications, which approvals may be subject to such conditions as the Village Manager determines is necessary or appropriate to ensure the preservation and protection of the public health, safety, and welfare. In addition, the Village Manager may revoke any Class I or Class II permit if the application contains materially false information or the terms and

conditions of the permit have been violated or that the special event has otherwise caused a detriment to the health, safety and welfare.

With respect to any Class III special event application, the Village Manager shall approve such application upon a determination that the special event, subject to any conditions of approval as the Village Manager may establish, will not unduly disrupt the ordinary and customary level of services of the Village and will otherwise not endanger the public health, safety, and welfare.

Any special event permit of any class granted by the Village shall be subject to and compliance with all applicable laws, ordinances, rules, and regulations.

Notwithstanding the foregoing provisions of this Part X, the Village Manager reserves the following rights with respect to any Class III special event permit or application:

- To revoke or deny a permit if the application contains incomplete or false information;
- To order the cessation of the special event if the Village Manager determines either that any of the terms and conditions of the permit have been violated or that the special event has otherwise caused a detriment to the health, safety and welfare;
- To deny a permit to any person who has an outstanding balance due from a prior special event;
- To deny a permit if the event will disrupt traffic in the Village beyond practical solution, will interfere with access to the fire station or fire hydrants, will cause an undue hardship to adjacent businesses or residents, or will require the services of so many public employees or other resources that the event will unreasonably interfere with or reduce the level of service to the remainder of the Village;
- To impose requirements, conditions, or restrictions for the conduct of the special event other than or in addition to those generally provided if the Village, acting through its Village Board or Village Manager, determines that such other or additional requirements, conditions, or restrictions, are necessary to protect the public health, safety, or welfare. Such other or additional requirements, conditions, or restrictions shall be set forth in the permit for the special event; and
- To modify or waive any or all of the requirements or fees for certain special events, provided that the Village Manager finds that the special event (i) is open to the general public, (ii) is sponsored by an organization that is located in and serves the residents or businesses of the Village of Glencoe, and (iii) will encourage economic development, provide safe activities for the children of the community, promote citizen involvement, or otherwise benefit the health, safety, or welfare of the Village and its citizens.

#### XI. Supplemental Regulations

The Village Manager shall have the right to supplement the special event regulations contained in this policy to affect its implementation.