



# City of Highland Park

## SPECIAL EVENT APPLICATION

THE APPLICATION MUST BE COMPLETED AND RETURNED 60 DAYS PRIOR TO AN EVENT. RETURN APPLICATION TO:

CITY MANAGER'S OFFICE  
CITY OF HIGHLAND PARK  
1707 ST. JOHNS AVENUE  
HIGHLAND PARK, IL 60035

When the completed application is received, it will be forwarded to all necessary City Departments for review and approval. **Should further information be necessary, or if an event requires City services, you will be contacted by the City Manager's Office prior to the event.**

### **PROCEDURE:**

1. An application must be completed by the Event Manager and returned 60 days prior to the event.
2. Applications are available in the City Manager's Office at City Hall, Monday through Friday, between 8AM to 5PM or on-line at [www.cityhpil.com](http://www.cityhpil.com).
3. An organization requesting approval to conduct a Special Event will be required to furnish the following:
  - a. A completed Hold Harmless Agreement
  - b. A Certificate of Insurance naming the City of Highland Park as an additional insured in the amount of \$2,000,000
  - c. The City's Special Events Coordinator will notify the applicant if a surety bond is required. Determination is based on scope and location of the proposed event. If necessary, a statement naming a surety that will issue its bond in favor of the City in the amount of \$10,000, in a form approved by the Corporation Counsel, in order to guarantee cleanup and reimbursement for all City personnel and associated costs following the Special Event
4. Special Event Applications are reviewed in accordance with the standards and procedures set forth in Section 118.610 of the City Code, which can be found at <http://www.cityhpil.com/index.aspx?nid=469>. Factors that will be considered include, without limitation: impact on traffic; police and fire protection; noise; and public safety.

Any application(s) requiring the use or closure of City streets or other public infrastructure will be forwarded to the City Council for final consideration.



**CITY OF HIGHLAND PARK**  
 Highland Park, Illinois 60035 • (847) 432-0800

Date Application  
 Received:

Staff:

**SPECIAL EVENT PERMIT APPLICATION**

\_\_\_\_\_ Non-Refundable Fee \$60.00

**EVENT INFORMATION**

1. Name of Event: \_\_\_\_\_
2. Date(s) of Event: \_\_\_\_\_ Rain Date(s): \_\_\_\_\_
3. Event Set-up begins \_\_\_\_\_ Event Dismantling ends: \_\_\_\_\_  
 Event Start time: \_\_\_\_\_ Event End time: \_\_\_\_\_
4. Location of Event and, if applicable, Route **\*Please attach site plan/route map**  
 \_\_\_\_\_
5. Event Type (*circle one*): Festival/Fair    Race/Walk/Bike Ride    Concert/Parade Other:  
 \_\_\_\_\_
6. Event Description: \_\_\_\_\_
7. Estimated attendance: \_\_\_\_\_ # of Event Monitors: \_\_\_\_\_

**ORGANIZATION INFORMATION**

8. Sponsoring Organization: \_\_\_\_\_  
 non-profit (*if yes, attach 501(c)(3)*)     private business     government/public entity
9. Address: \_\_\_\_\_
10. Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**CONTACT PERSON / EVENT MANAGER**

11. Name: \_\_\_\_\_
12. Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_
13. Email: \_\_\_\_\_
14. Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
15. Relation to above organization: \_\_\_\_\_

## REQUIREMENTS

Different types of events have varying requirements with regard to inspections, traffic control, and road closures. Please check all relevant criteria for your event. If you check “yes” to any of the following questions, please complete the referenced additional requirement(s).

YES	NO		ADDITIONAL REQUIREMENTS / INFO
<input type="checkbox"/>	<input type="checkbox"/>	Does any portion of the event take place on private property?	If yes and the applicant is not the property owner, please submit letter of consent from owner or copy of rental agreement.
<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting police officers for traffic control and/or security? If not, how will traffic and pedestrian circulation be handled?	Please note that you will be charged for these services. Contact Claudia Ennessy at the Police Department, (847) 926-1798 or cennessy@cityhpil.com
<input type="checkbox"/>	<input type="checkbox"/>	Will liquor be served?	Special rules and regulations govern the sale of alcohol at Special Events. For more information you must contact the Deputy City Clerk.
<input type="checkbox"/>	<input type="checkbox"/>	Will food, beverages or merchandise be sold at the event?	Vendor Permits are required. Event Coordinator is responsible for coordinating vendor permits and payment.
<input type="checkbox"/>	<input type="checkbox"/>	Does your event require the use of city sidewalks?	
<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting the use of any other City-owned property, i.e. parking lots, Port Clinton Square, etc. <i>If yes, indicate location:</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting the closing of City streets?	
<input type="checkbox"/>	<input type="checkbox"/>	Will tents be used at the event?	A Tent Permit required for all tents over 10'x 10'. Please provide fire rating for tent and indicate how tent will be secured. Fire Inspection Fee is \$75 ( <b>complete page 4</b> )
<input type="checkbox"/>	<input type="checkbox"/>	Will electrical service be required for the event? <i>City requires any event utilizing generators or temporary electrical to apply for and obtain an Electrical Permit from the Building Division. All electrical work must be done by licensed electrical contractors. The work will be inspected on site by the Building Division prior to the event. It is recommended that your electrician be onsite during the inspection to address any issues that may arise during the inspection.</i>	Should you have any questions about the electrical permit application process, please contact Building Division Manager at 847.926.0808. Electrical permit is \$75 and Temporary Service fee is \$75.
<input type="checkbox"/>	<input type="checkbox"/>	<b><i>If Your Event is at Port Clinton's Buhai Plaza and you need electricity – service is limited to 15 amps per outlet; you must provide a list of what you want to plug in and where with your completed application.</i></b>	Contact Joe O'Neill, Asst. Superintendent of Operations at 847.926.1152
<input type="checkbox"/>	<input type="checkbox"/>	Will you be using speakers and/or sound amplification equipment?	City Noise Ordinance Weekdays 7am–7pm, Weekends 9am-5pm, Never on Holidays
<input type="checkbox"/>	<input type="checkbox"/>	Number and location of sanitary facilities provided at the event? <i>Please note that all sanitary facilities must be removed immediately following the event.</i>	If portable toilets will be provided for the Event, please provide name of Vendor and contact information.
<input type="checkbox"/>	<input type="checkbox"/>	Do you require barricades? Delivery location: Contact person & phone number: Date of delivery (set up will not be provided):	Depending on number and type of barricade, you may be charged for these.
<input type="checkbox"/>	<input type="checkbox"/>	Will any other public works services be needed at the event?	If yes, please indicate what services are needed.
<input type="checkbox"/>	<input type="checkbox"/>	Are you holding a raffle at the event?	A Raffle Permit is required. Cost is \$35. Contact City Clerk for application.
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Signage?	If yes, please submit a copy of the signage with the application. <b>(complete page 4)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Will there be provisions for First Aid & Emergency Medical Services?	At minimum, Event Manager must have cell phone to dial 911.

## TEMPORARY BANNERS & SIGNS

*Limited to one 32 square foot banner a day for a maximum 14-day period*

Will you be displaying a (*circle one*):            sign            banner            How many signs: \_\_\_\_\_

Where will it be displayed? \_\_\_\_\_

Will the sign be displayed on private or public property (*circle one*)? Provide site plan showing signage location(s).

Dates it will be displayed: From: \_\_\_\_\_ To: \_\_\_\_\_ (*14 days max.*)

Dimensions \_\_\_\_\_ (*32 sq ft max.*)

How will it be secured? \_\_\_\_\_

\*Please attach artwork/designs for temporary signage and banner. Signage must be removed after the event.

***Important Warning*** – it is illegal to install temporary signs on the public parkways (*unless you're specifically instructed to do a public alert about a race route which will impact residents*). All illegal signage will be removed and disposed of by City staff.

## TENTS

How many tents for event? \_\_\_\_\_

The tent(s) be used: as a shelter\_\_\_\_ for cooking\_\_\_\_ for dining\_\_\_\_ entertainment\_\_\_\_

How will tent be secured? \_\_\_\_\_

Dimensions Sides \_\_\_\_\_

Tent Rental Company and contact: \_\_\_\_\_

Address / Phone: \_\_\_\_\_

***Please provide certificate of flammability.***

***This information will be provided to the Fire Department; however, it is the applicant's responsibility to complete a tent permit application and pay the \$75 tent inspection fee to the Fire Department.***

15. Has a similar permit been granted by the City or any other municipality in Illinois to the Event Manager and/or the Applicant within the past two years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has any Illinois municipality ever revoked, refused to issue or renew such a permit, either to the Event Manager or the Applicant?

YES \_\_\_\_\_ NO \_\_\_\_\_

16. Has the Event Manager and/or the Applicant has ever been convicted of a felony?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what was the nature of the offense and the punishment or penalty assessed?

\_\_\_\_\_

State of Illinois )  
 ) SS.  
County of Lake )

The undersigned, being first duly sworn, an oath deposes and says that he/she has read the foregoing application and knows the contents thereof, and that the matters and things therein contained are true to the best of his/her knowledge, information and belief.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I AGREE THAT ALL ANTICIPATED CITY EXPENSES IN CONNECTION WITH THIS EVENT WILL BE PAID EITHER WITH REGARD TO HOURLY OVERTIME RATES OR RENTAL RATES.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**SPECIAL EVENT HOLD HARMLESS AGREEMENT**  
**(Applicant)**

In consideration of the City of Highland Park (“City”) granting a Special Event Permit to \_\_\_\_\_, operating at \_\_\_\_\_, \_\_\_\_\_ (“Applicant”), to allow the \_\_\_\_\_ (“Event”)<sup>1</sup>, scheduled to occur on \_\_\_\_\_, \_\_\_\_\_ between \_\_\_\_\_ a.m./p.m. and \_\_\_\_\_ a.m./p.m., at \_\_\_\_\_ (“Location”)<sup>2</sup>, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby agrees as follows:

Waiver and Release of Claims for Injury

The Applicant shall, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that the Applicant may have against the City and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

Indemnity and Defense

The Applicant shall, and does hereby, indemnify, hold harmless, and defend the City and its officers, agents, servants, attorneys, and employees from and against any and all claims of every kind, known and unknown, present and future, that the Applicant may have arising out of, connected with, or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

The Applicant has read and fully understands this document and executes it of the Applicant's own free will and without any reservation whatsoever.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Applicant Name (printed)

\_\_\_\_\_  
Attest

<sup>1</sup> Any Not-for-Profit Special Event, or Commercial Special Event approved by the City.

<sup>2</sup> If necessary, please attach additional information regarding the Location.