



SPECIAL EVENT PERMIT GUIDELINES

Thank you for your interest in holding a Special Event within the City of Lake Forest. A Special Event Application is required when a community event is located in whole or in part, on public property (or on private property within the City when it may have a direct effect upon public property, traffic flow, or public health or safety, and which may require the use of special City Services). Requested dates, times, and locations are considered on a first-come, first-served basis, pending staff and in some instances, City Council review, recommendations, and approval. Additional Permits may also be required to secure the Event.

The City's Special Event Policy and All Related Applications May Be Viewed at:
www.cityoflakeforest.com *I want to/apply for/special event permit.*

If you have any questions or concerns, please contact Special Events Coordinator, Kim McCann, at City Hall, 847-810-3675, or mccannk@cityoflakeforest.com.

TO BEST UNDERSTAND THE SCOPE OF YOUR EVENT AND TO ALLOW TIMELINESS FOR THE REVIEW AND APPROVAL PROCESS, PLEASE SUBMIT THE FOLLOWING REQUIREMENTS TO CITY HALL NO LATER THAN 90 DAYS PRIOR TO THE EVENT

- COMPLETE & SIGNED SPECIAL EVENT APPLICATION** - Submit with \$25 Processing Fee
- CERTIFICATE OF INSURANCE** - Required in the minimum general aggregate amount of \$1,000,000, naming the City of Lake Forest as Certificate Holder and as Additionally Insured. **(See Example)**
- SITE PLAN** – Required at time of application. The proposed site plan is subject to modification, pending review and approval of City Staff. In some instances, City Council approval may be required. **(See Example)**
- PARADE/RACE ROUTE** – Required at time of application. The proposed route is subject to modification, pending review and approval of City Staff. In some instances, City Council approval may be required. **(See Example)**
- STREET CLOSURE REQUESTS** – Required at time of application. Proposed closure(s) require review and approval of City Staff, and in some instances, may require City Council approval.
- PARKING PLAN** - Should be included in the application and is subject to modification, pending review and approval of City Staff.
- CITY SERVICES REQUESTS** - Required at time of application to allow sufficient time for staff scheduling/coverage. City Services include, but are not limited to: Police/Fire Personnel, Traffic Control, Barricades, Cones, Litter Barrels, Dumpsters, Bleachers, etc.

ADDITIONAL PERMITS

CITY HALL (220 E. Deerpath)

- LIQUOR LICENSE APPLICATION** - Required if alcohol will be present at the event. Complete Application, Certificate of Insurance, and Fee should be submitted to City Hall, no fewer than 2 weeks prior to the event. Please contact the Deputy Clerk with questions, 847-810-3674.
- RAFFLE LICENSE APPLICATION** - Required if a raffle will be conducted within City limits. Complete Application and Fee should be submitted to City Hall, no fewer than 2 weeks prior to the event. Please call 847-810-3675 with questions.

FIRE DEPARTMENT (255 W. Deerpath)

- SPECIAL EVENT INSPECTION PERMIT APPLICATION/LIFE SAFETY INSPECTION** - May be required on public or private property where the property normally requires an Annual Fire Inspection, depending on the nature and scope of the event. Some factors include, but are not limited to: number of attendees, cooking, or other uses of the property. Please contact the Fire Prevention Bureau with questions, 847-810-3891.
- TENT PERMIT APPLICATION** - Required for all tents larger than 10' x 10', on public or private property, where the property normally requires an Annual Fire Inspection. Tent Contractor should complete and submit application to the Lake Forest Fire Department. Final site plan/ layout must be received and permit fees paid in full, no fewer than 2 weeks prior to the event. Please contact the Fire Prevention Bureau with questions, 847-810-3891.
- INFLATABLE AMUSEMENTS and CARNIVAL RIDE PERMIT APPLICATION** - Required for events on public or private property where the property normally requires an Annual Fire Inspection. Amusement Contractor must submit complete application and required documents to the Lake Forest Fire Department, no fewer than 2 weeks prior to the event. An Illinois Department of Labor Inspection Report for each ride or attraction, and a Certificate of Insurance naming the City of Lake Forest as additionally insured must be submitted at time of application. Please contact the Fire Prevention Bureau with questions, 847-810-3891.
- FIREWORKS and PYROTECHNICS DISPLAYS APPLICATION** - Should be completed by the Fireworks Contractor and submitted to the Lake Forest Fire Department, no fewer than 2 weeks prior to the event. A Certificate of Insurance naming the City of Lake Forest and the Lake Forest Fire Department as additionally insured must be submitted at time of application. Please contact the Fire Prevention Bureau with questions, 847-810-3891.
- BONFIRE & CEREMONIAL BURNS APPLICATION** - Should be submitted to the Lake Forest Fire Department, no fewer than 2 weeks prior to the requested burn date. If you have any questions Please contact the Fire Prevention Bureau at 847-810-3891. ***Please note: The Ceremonial Fire Pit at the Lakefront must first be reserved through the Recreation Department, prior to Fire Department Approval.***

PARKS AND RECREATION (400 E. Hastings Road)

- PARK FACILITY/PAVILION RESERVATION FORM** - Applications should be submitted to the Lake Forest Recreation Department. Please call 847-234-6700 with questions.
- BEACH PAVILION RESERVATION FORM** - Applications should be submitted to the Lake Forest Recreation Department. Please call 847-234-6700 with questions.

LAKE COUNTY HEALTH DEPARTMENT

- FOOD VENDOR INSPECTION/PERMIT** - May be required if there will be food vendors present at the event. Event Coordinator is responsible for contacting the Lake County Health Department, 847-377-8040.



SPECIAL EVENT PERMIT APPLICATION

Event Information:

New/Annual (Please Circle One)

Event Name: _____

Event Date(s): _____

Event Location: _____

Event Start Time: _____ Event End Time: _____

Event Set-up Date: _____ Time: _____ Event Tear Down Date: _____ Time: _____

Estimated Attendance: _____ Estimated Number of Vehicles: _____

Please Note: Events Proposed to Take Place in Market Square Require Prior Written Consent and Approval from the Property Owner. (Approval Letter must be Presented at Time of Application).

Sponsoring Organization:

Name: _____

Address: _____

Phone #: _____

Fax #: _____

E-Mail: _____

Event Coordinator(s):

Name/Title: _____

Address: _____

Phone #: _____ Cellular #: _____

E-Mail: _____

Name/Title: _____

Address: _____

Phone #: _____ Cellular #: _____

E-Mail: _____

Please indicate which of the following best describes your event and **Attach Proposed Site Plan/Route Map**

- Carnival/Festival/Fair Walk/Run/Bike Ride Parade Concert
 Other _____

Please mark all items below that pertain to your Event: **Items with *Asterisks* Require Additional Permits** (See Special Event Permit Application Guidelines for Further Information)

- Food Vendors Tents* Fireworks* Music
 Liquor* Carnival Rides* Bonfire* Beach Pavilion*
 Raffle* Inflatable Amusements* Cooking Park Pavilion*
 Portable Washrooms Washroom "Trailer" with Water Hook-Up Generator(s)

If your event requires any of the following, please provide proposed plans:

Off Site Parking

- City Streets _____

- City Parking Lot (*CITY HALL, FOREST AVE, OAKWOOD, MCKINLEY, NORTH SHORE, WESTMINSTER, QUARTA, METRA*)

- Private Parking Lot _____

- Shuttle Service _____

Traffic Control

- Officer(s) Requested _____

- Course Marshall(s) Present _____

Roadways

- Barricades) _____

- Closure(s) _____

Please provide any additional details for consideration of your event:

PLEASE INDICATE CITY SERVICES REQUESTED (if applicable):

<u>Department</u>	<u>Fee</u>	<u># Requested</u>	<u>Date(s)/Time(s) Requested</u>	<u>Total Cost</u>
POLICE				
<i>(2 Hour Minimum)</i>				
<input type="checkbox"/> Officer	\$80.00 Per Hour	_____	_____	_____
<input type="checkbox"/> Police Vehicle	\$110.00 Each	_____	_____	_____
<input type="checkbox"/> No Parking Signs	N/A	_____	_____	N/A
Staff Comments/Recommendations:				

<u>Department</u>	<u>Fee</u>	<u># Requested</u>	<u>Date(s)/Time(s) Requested</u>	<u>Total Cost</u>
FIRE				
<i>(2 Hour Minimum)</i>				
<input type="checkbox"/> Firefighter/Paramedic	\$80.00 Per Hour	_____	_____	_____
<input type="checkbox"/> Fire Vehicle	\$110.00 Each	_____	_____	_____
Staff Comments/Recommendations:				

<u>Department</u>	<u>Fee</u>	<u># Requested</u>	<u>Date(s)/Time(s) Requested</u>	<u>Total Cost</u>
STREETS				
<input type="checkbox"/> Barricades (1-10)	\$40.00	_____	_____	_____
<input type="checkbox"/> Parking Cones	N/A	_____	_____	N/A
<input type="checkbox"/> Street Closure Signs	N/A	_____	_____	N/A
<input type="checkbox"/> Handicap Parking Signs	N/A	_____	_____	N/A
Staff Comments/Recommendations:				

<u>Department</u>	<u>Fee</u>	<u># Requested</u>	<u>Date(s)/Time(s) Requested</u>	<u>Total Cost</u>
BUILDING MAINTENANCE				
<input type="checkbox"/> <u>Electrical Cords</u>	\$100.00 Deposit	_____	_____	_____
Staff Comments/Recommendations:				

PLEASE INDICATE CITY SERVICES REQUESTED (if applicable):

<u>Department</u>	<u>Fee</u>	<u># Requested</u>	<u>Date(s)/ Time(s) Requested</u>	<u>Total Cost</u>
<i>PARKS/RECREATION</i>				
<input type="checkbox"/> <u>Litter Barrels</u> (1-6)	\$45.00	_____	_____	_____
(7-12)	\$55.00	_____	_____	_____
<input type="checkbox"/> <u>Picnic Tables</u> (1-6)	\$150.00	_____	_____	_____
(7-10)	\$245.00	_____	_____	_____
<input type="checkbox"/> <u>Grills</u>	\$85.00	_____	_____	_____
<input type="checkbox"/> <u>Bleachers</u> (Keep in Park)	\$ 70.00	_____	_____	_____
(Move to other Location)	\$135.00	_____	_____	_____

Staff Comments/Recommendations:

Please Note: The City reserves the right to require that a certain number of police officers and firefighter/paramedics attend the special event, and reserves the right to bill the event organizer accordingly. The City also reserves the right to require that a certain amount of City equipment, such as barricades or litter barrels be required for the special event, and reserves the right to bill the event organizer accordingly.

The City of Lake Forest, as the Authority having Jurisdiction, in conjunction with the Fire and Police Departments reserves the right to create an Incident Action Plan on large scale Special Events or as deemed necessary to protect the Health and Life Safety of the residents and the people that visit our community.

GRAND TOTAL \$ _____

CONDITIONS, LIABILITY WAIVER, & HOLD HARMLESS AGREEMENT

1. Conditions:

The undersigned hereby makes application for permission to hold a special event in The City of Lake Forest. It is understood that all City ordinances and codes shall be adhered to, and that any violation of a City ordinance, code, or State Statute shall mean automatic revocation of this permit. It is further understood that this permit shall be void if the applicant does not comply with all requirements specified by the Office of the City Manager, as part of the approval process.

2. Release From Liability:

"I agree to waive and relinquish any and all claims I may have arising out of, connected with, or in any way associated with the activities of the special event. I do hereby fully release and discharge The City of Lake Forest, its officers, agents, and employees from any and all claims from injuries, including death, damage, or loss which I or my organization may have, or which may occur in connection with the special event."

3. Indemnity & Defense:

"I further agree to indemnify, hold harmless, and defend The City of Lake Forest, its officers, agents, and employees from any and all claims from injuries, including death, damages and losses sustained by me, or my organization, or any other person connected with, or in any way associated with the activities of the special event."

Signature of Applicant: _____ **Date:** _____

For Staff Use Only:

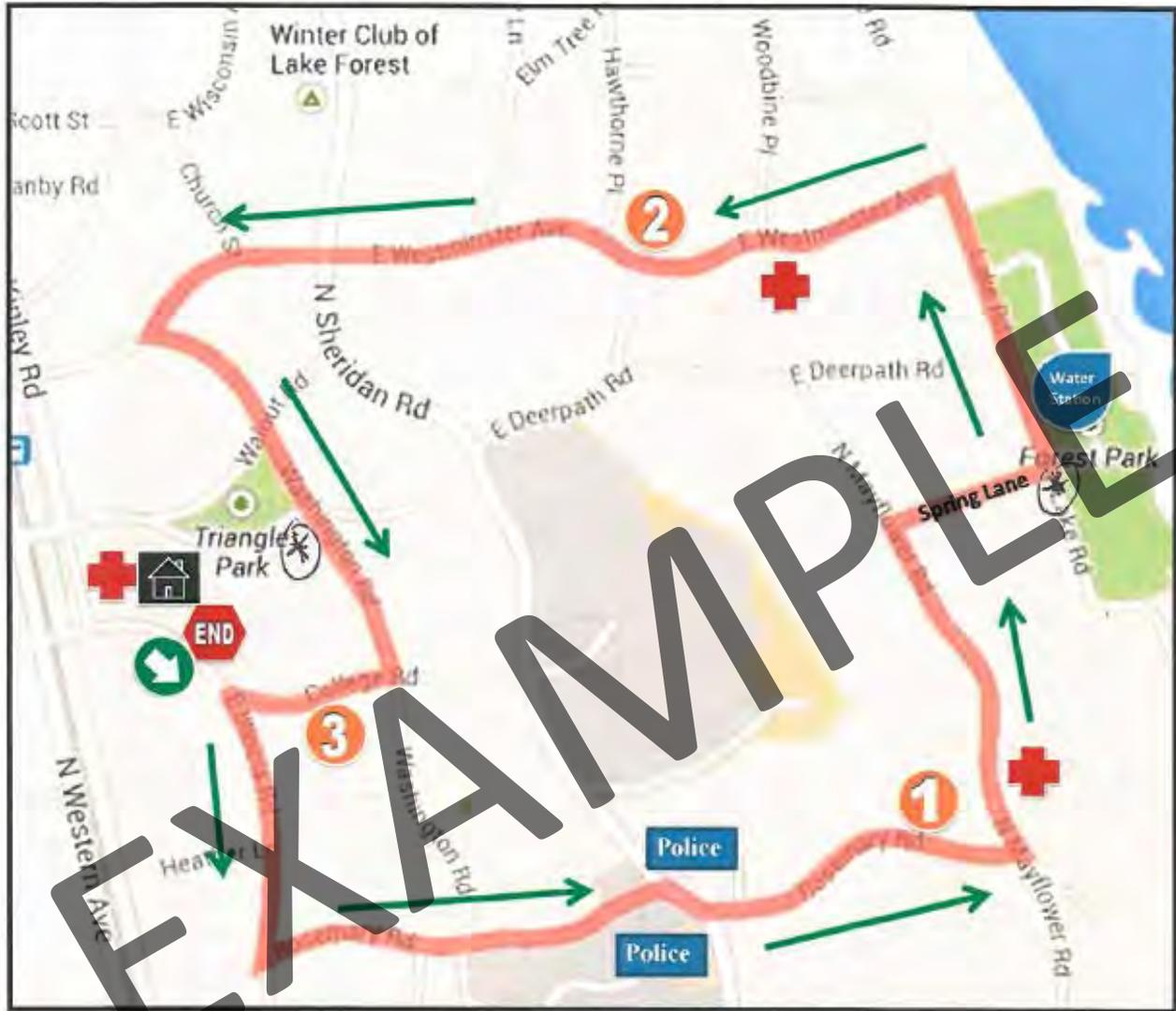
Date Received _____

Date Approved _____

Event Classification _____

CONDITIONS OF APPROVAL

TWILIGHT 5K RUN WALK & ROLL COURSE MAP



EXAMPLE

 GORTON COMMUNITY CENTER, 400 E. ILLINOIS ROAD, LF

 FIRST AID STATIONS  WATER STATION  MILE MARKERS

EMERGENCY FLAG NOTIFICATION: (Located at First Aid Stations)

	WHITE	CONDITIONS GOOD, PROCEED
	YELLOW	SLOW DOWN, PROCEED WITH CAUTION
	RED	EVENT CANCELLED, WALK TO GORTON WITH CAUTION