

**EVENT INFORMATION**

1. Event Name & Location(s): \_\_\_\_\_

2. Event Date(s): \_\_\_\_\_ 3. Estimated Number of Participants: \_\_\_\_\_ 4. Estimated Number of Vehicles: \_\_\_\_\_

5. Route of Travel: \_\_\_\_\_

6. Estimated Cost of Event (Per Attachment A) \$ \_\_\_\_\_

7. Set-Up Start Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down End Time: \_\_\_\_\_

8. Sponsoring Organization: \_\_\_\_\_  
(Name)

(Street Address)

(City, State & Zip Code)

9. Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Name)

(Street Address) Fax Number: \_\_\_\_\_

(City, State & Zip Code) Email address: \_\_\_\_\_

10. Goal(s) of Event: \_\_\_\_\_

11. Benefit to the Community: \_\_\_\_\_

12. Is the event location crucial to the success of the event? Yes or No (circle one) If yes, please explain. \_\_\_\_\_

*Please use and attach additional paper if necessary.*

**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: \_\_\_\_\_

**SPECIAL EVENT PERMIT APPLICATION FEE SCHEDULE**

**CITY EQUIPMENT & RESOURCES**

<u>Item</u>	<u>Fee</u>	<u>Number Requested</u>	<u>Total Fee</u>
<b><u>PUBLIC SAFETY</u></b>			
Police Officer	\$80.00 per officer, per hour	_____	_____
Firefighter/Paramedic	\$80.00 per officer, per hour	_____	_____
Event site Inspection	Life Safety Inspection of Site prior to Event		\$100.00
Tent Inspection	Includes Plan Review/Life Safety Inspection of Tent prior to Event (fee is \$ 50.00 or \$ .05 per square foot whichever is greater)		_____
Police & Fire Vehicles	\$110.00 per vehicle, per event	_____	_____
*No Parking Signs	\$5.00 deposit per sign	_____	_____
<i>*Event organizer is responsible for set-up &amp; removal of "No Parking" signs. Upon return of undamaged signs, the event organizer will be refunded their "No Parking" sign deposit.</i>			
<b><u>PUBLIC WORKS / STREETS</u></b>			
Barricades (1-10)	\$40.00	_____	_____
Bleacher (1)	\$70.00 (Keep in park) \$135.00 (Move to other location)	_____	_____
Litter Barrels (1-6)	\$45.00	_____	_____
(7-12)	\$55.00	_____	_____
Picnic Tables (1-6)	\$150.00	_____	_____
(7-10)	\$245.00	_____	_____
Grills	\$85.00 (propane/charcoal extra)	_____	_____
Electric Cords	\$100 deposit	_____	_____
<b><u>Additional Items</u></b>	<b><u>Fee</u></b>	<b><u>Number Requested</u></b>	<b><u>Total Fee</u></b>
_____	_____	_____	_____
Event Attendant	\$63.00 per hour	_____	_____

*Please note: Additional requests will be billed based on time and material. Maintenance worker fee \$63.00 per hour.*

**Grand Total \$** \_\_\_\_\_

*Please note: Any event in Market Square is subject to a \$250 refundable deposit. Upon inspection of undamaged grounds, the event organizer will be returned the balance of their deposit after all payments have been received by the City.*

*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.*

**Comments:**

---



---



---



---

## SPECIAL EVENT POLICY

### 1.0 Purpose

To create additional service relations among the Community this directive establishes all special event classifications, and their corresponding processes for special event organizers to follow for obtaining special event permits.

This directive pertains to any special event that occurs either on public or private property, such as community-wide special events, marathons, rummage sales, parades, art shows, concerts, or home shows, which have a direct effect upon public property, traffic flow in the City, or public health or safety.

This directive does not supersede The City of Lake Forest Traffic Code, which provides 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 City Manager. Funeral processions and block parties are also exempt from this process.

Block Party guidelines are available in the Office of the City Manager, 220 E. Deerpath.

Solicitation regulations are covered under the City Code Chapter 29 Peddlers, Solicitors, and Canvassing, which is available in the Office of the City Manager, 220 East Deerpath.

Commercial filming regulations are covered by *Guidelines for Filming in The City of Lake Forest*, which is available in the Office of the City Manager, 220 East Deerpath.

### 2.0 Definitions

#### 2.1 Special Event Permit Application Form

The Special Event Permit Application Form is defined as the form or forms approved by the City Manager for use in applying for a special event permit, which forms may be amended from time-to-time in the discretion of the City Manager. To be considered for approval, a duly authorized representative of the organization sponsoring the event must submit a completed Special Event Permit Application Form including any design/site plans or maps to the Office of the City Manager no later than two months prior to their event for consideration.

#### 2.2 Class A Special Event

A Class A Special Event is defined as a community event on public or private property, that may require equipment and resources from City departments, and may close the event location down to the public from its regular use for a period of time, and may otherwise impact streets, sidewalks, parking lots, or other public right-of-ways.

#### 2.3 Class B Special Event

A Class B Special Event is defined as a community event on public or private property, that may require manpower and resources from City departments, and may either close the event location down to the public from its regular use for a limited period of time, or open the event location to a broader use base than is customary. A Class B Special Event has limited impact on the community-at-large, or a requirement of minimal City involvement.

#### 2.4 Class C Special Event

A Class C Special Event is defined as any other special event on public or private property that may not require manpower and resources; however may require staff guidance with other Special Event organizers to create awareness and coordination where necessary. A Class C Special event does not fall into a category A or B category.

#### 2.5 Park Reservations

A park reservation is defined as an authorization to make use of a park located within the corporate limits of The City of Lake Forest. A park reservation is not classified as a special event unless it meets the criteria set forth under Sections 2.2 or 2.3 above. If a park reservation does *not* meet the criteria set forth under Sections 2.2 or 2.3, the person(s) wishing to reserve park space must contact the Recreation Center located at 400 Hastings Road, at 234-6700 for approval.

### 3.0 Action

#### 3.1 Special Event Permit Application Process

The Special Event Permit Application Form may be obtained at City Hall, located at 220 East Deerpath, (847) 234-2600, or printed from the City's web site, [www.CityOfLakeForest.com](http://www.CityOfLakeForest.com).

The Office of the City Manager shall have the overall responsibility for determining the event classification and for coordinating the event application's review.

#### 3.2 Class A Special Events

Special events that have been determined to be a Class A event, or as otherwise required by the City Manager, must be presented to the City Council for their review and decision.

Class A Special Events located in a City park, or as otherwise required by the City Manager, shall first be considered by the Park and Recreation Board which then shall forward a recommendation on to the City Council for its review and decision.

Proper notice of the review by the Park and Recreation Board or City Council shall be given to the interested parties and to the local newspaper of general circulation in the City not more than thirty (30) nor less than fifteen (15) days before the date of the meeting.

The Park and Recreation Board regularly meet on the second Tuesday of every month and the City Council regularly meet on the first Monday and third Monday of every month.

#### 3.3 Class B Special Events

If the special event has been classified as a Class B Special Event, The Office of the City Manager shall have the overall responsibility for coordinating the review and decision for the event.

#### 3.4 Class C Special Events

If the special event has been classified as a Class C Special Event, (the Special Event Organizer shall have the overall responsibility to communicate to other event organizers of their event) however; may need the assistance of Office of the City Manager to facilitate group interactions.

Although a Class C Special Event may not require City resources or guidance for other events occurring within The City; a Class C special event organizer may need other considerations please review **section 7.0**.

### 3.5 Class A and B and C Special Events

Special event organizers must complete the Special Event Permit Application Form and submit it to The City of Lake Forest, 220 East Deerpath, as soon as possible, but in no case less than two (2) months prior to the event.

Special event organizers will be contacted by the City either via telephone or mail, as to the classification of the event.

If necessary, City staff may request a meeting with the special event organizers to review their application, and work together in determining which City services will be applicable or *required* for their special event, their costs, and the special event's impact on the community.

City staff may require a wrap up meeting with the special event organizers within 30 days following the special event to identify any areas of concerns for future events. Failure to work with City staff may result in the delay and/or approval of future of special events.

If the event has been classified as a Class A Special Event, or as otherwise required by the City Manager, City staff will inform the event organizer when the request will be presented to the Park and Recreation Board or the City Council.

### 4.0 Insurance

Proof of insurance, a restoration bond, or other requirements may be required if it is determined to be in the best interest of the health, safety, and welfare of the City.

### 5.0 Fees

The City will bill the special event organizer of a Class A or Class B or Class C event for all expenses incurred. From time-to-time the City Manager at his discretion may change the fee schedule in order to ensure they commensurate with the cost of providing the services. The City Manager may waive all or part of the fees (from the event organizer) of a Class A, B, or C Event if it is determined that the value of the special event contribution to the City, which may or may not be monetary far exceeds the costs for providing the services.

Please note that the fee schedule may not be inclusive of all needs for the Special Event.

### 6.0 Hardship

Any Class A event organizer may present a case of hardship to the City Council and explain the purpose of their event, its benefit to the community, the City equipment and resources necessary for their event, and why they would not be able to organize their event if they did not receive a special consideration from the City.

Any Class B event organizer may present a case of hardship to the City Manager and explain the purpose of their event, its benefit to the community, the City equipment and resources necessary for their event, and why they would not be able to organize their event if they did not receive a special consideration from the City.

In reviewing an event organizer's case of hardship, the City may consider, but not be limited to the following criteria:

- ◆ Open to the public and is non-discriminatory
- ◆ Promotes community spirit and benefits Lake Forest Residents
- ◆ Location availability & impact on surrounding properties
- ◆ Level of economic cost to the City
- ◆ If and how the proceeds from the event may benefit the community

**7.0 Other Considerations**

In addition to completing the Special Event Permit Application Form, special event organizers may need to obtain and complete other permit applications in order to operate their event. Other permit applications include, but are not limited to a community sign corner permit, alcohol license, raffle license, parade permit, and a food service permit from the Lake County Health Department.

**8.0 Special Event Permit Approval and Denial**

The City Manager, or his designee, shall review the completed Special Event Permit Application Form and review all recommendations made by the appropriate City staff.

The City Manager has the authority to deny any Special Event Permit Application, or change the location of any special event if any of the following is determined:

- ◆ The event may adversely impact the health, safety, and welfare of the City
- ◆ Poor weather conditions may adversely impact the health, safety, and welfare of the facilities or participants of the event
- ◆ The event may cause property damage to City facilities, including but not limited to parks, and may adversely impact the general public use or another event due to the damage

Any person aggrieved by a decision of the City Manager shall have the right to appeal that decision to the City Council. All appeals must be in writing, and must be filed within 10 days of the decision of the City Manager. The City Council is the final arbitrator of an appeal.

---

Robert R. Kiely, Jr.  
City Manager  
Created 3-15-2001  
Rev. 2-2008