SPECIAL EVENTS REVIEW APPLICATION

ENTITY/EVENT NAME:

EVENT DATE: RAIN DATE:

CONTACT PERSON: PHONE:

EMAIL ADDRESS:

MAILING ADDRESS:

ARE THERE ANY CO-SPONSORS? YES____ NO____ WHO?

LOCATION OF EVENT (area and/or address)

FULL SCHEDULE/DESCRIPTION OF ALL EVENTS TAKING PLACE (can attach brochure or flyer)

DESCRIBE SECURITY PROTECTION (include police, fire, ambulance on call and location)

DESCRIBE EMERGENCY EVACUATION PLAN (in case of medical emergency, fire, weather, etc.)

ESTIMATED TOTAL IN ATTENDANCE PER DAY: _____

DO YOU NEED A UTILITY LOCATE?   YES_____   NO_____

WILL THERE BE ANY VENDORS: YES_____   NO_____

PLEASE LIST VENDORS BY PERSONAL NAME (include company name if available):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ENTITY MUST SUBMIT A CERTIFICATE OF LIABILITY INSURANCE (and answer the following):

INSURANCE COMPANY_____

AMOUNT OF INSURANCE_____

PLEASE LIST ANY VILLAGE-OWNED EQUIPMENT THAT YOU ARE REQUESTING (traffic cones, signs, barricades, etc.):

_____

_____

_____

PLEASE BE AWARE THAT YOU ARE RESPONSIBLE FOR RETURNING ALL OF THE BORROWED EQUIPMENT OR A REPLACEMENT FEE MAY BE CHARGED BACK TO YOUR ENTITY.

IF THERE ARE ANY FIREWORKS PLANNED YOU WILL NEED TO SUBMIT A SEPARATE FIREWORKS REVIEW APPLICATION.

NO DRIVING ON THE GRASS TO ACCESS SHELTERS.

PLEASE COMPLETE A DIAGRAM ON THE NEXT PAGE FOR THE SPECIAL EVENT OR SUBMIT A MAP WITH A ROUTE OR ANY OTHER NOTATIONS TO HELP EXPLAIN THE LAYOUT OF THE EVENT. INCLUDE ALL DISTANCES FROM STRUCTURES IN THE GENERAL AREA USED AND IF NECESSARY, SHOW A DIAGRAM OF THE STREETS AND AREAS WHERE SIGNS WILL BE PLACED AND INCLUDE ANY REQUESTS FOR LOCATION OF UTILITIES. PLEASE DO NOT PLACE ANY EVENT SIGNS IN THE VILLAGE RIGHT-OF-WAY.

Office Use Only:
Date Application Submitted:_____
Date of Village Board Approval:_____
Date Sheriff's Dept. Notified:_____
Date Fire Chief Notified:_____
Date EMS Director Notified:_____
Official's Signature:_____

PLEASE DRAW DIAGRAM/MAP FOR SPECIAL EVENT (include all distances from structures in the general area and also show a diagram of the streets and areas where signs will be placed and include any requests for the location of utilities) FEEL FREE TO USE ADDITIONAL PAGES.