



VILLAGE OF LIBERTYVILLE

Special Event Application Policy and Instructions

Thank you for your interest in holding a special event in the Village of Libertyville. This packet contains the information needed to register a special event and obtain any required permits/licenses. Pages 1-3 of this booklet should be removed from the completed application and kept by the event organizer for reference.

Minimum Requirements/Criteria

The following criteria will be used to determine if your event is a special event, requiring completion of this application:

1. All outdoor events held on Village property, i.e., streets, sidewalks, certain Village parks, and/or deemed to significantly impact normal Village operations (such as Police patrol, Fire/EMS service, etc.) are considered special events, and require approval by the Mayor and Village Board of Trustees at a Village Board meeting.
2. An event that requires any of the following actions is considered a special event:
 - Events requiring street closures (except block parties, which are not considered special events)
 - Events that require closure of Village parking lots and/or the use of Village-owned property.
 - An outdoor event held by a business that will be open to the general public is considered a special event and requires a special event license. (Examples of such events include sidewalk sales, tent sales, promotions held in parking lots, etc.).

Requirements and Conditions

1. **Site Plan:** A detailed site plan depicting event set up and equipment is required for all events.
2. **Alcoholic Beverages:** A temporary liquor license is required for the sale or distribution of alcoholic beverages for organizations which do not already hold a Village of Libertyville Liquor License. Temporary liquor licenses (Class H Liquor License) are issued only upon approval of the Liquor License Commissioner and can be obtained from the Village Administrator's office. Please contact the Village Hall at least four (4) weeks prior to your event for details on obtaining a license. **License fee: \$50.00**
3. **Block Parties:** Block parties are not considered special events and do not require completion of this application. For information on block parties, please visit www.libertyville.com or call (847) 362-2430.

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4. **Banners:** Banners for placement in Cook Park or the four entrances to the Village require the completion of a banner application and Village Board approval. Requests for banners in Cook Park must be submitted before the Board at least 4 weeks prior to the event.
5. **Certificate of Insurance and Policy Endorsement:** A certificate of insurance with policy endorsement listing the Village of Libertyville as an additional insured and certificate holder for general liability and worker's compensation with waiver of subrogation in favor of the Village of Libertyville is required. Insurance requirements and scope of coverage are listed on page 6.
6. **Compliance with Village ordinances:** The event organizer shall comply with all applicable Village ordinances, codes, conditions and requirements.
7. **Compensation for Village Staff time:** Depending on the anticipated event attendance and type of event, Village personnel, including Police, Fire, Code Enforcement and/or Public Works, may be required at the event. The Village shall determine the number of personnel necessary to ensure the safety of participants and to minimize the impact of the event on normal Village operations and resources, and whether the event organizers will be billed for such cost.
8. **Food and Beverage Health Inspection:** Food and beverages may require an inspection by the Lake County Health Department. Please call the health inspector at (847) 377-8000 for more information.
9. **Hold Harmless Agreement:** The event organizer must sign a Hold Harmless Agreement to indemnify the Village of Libertyville against any and all actions arising from, during or as a result of the event. Hold harmless agreements are required for events which involve Village personnel and/or property.
10. **Permission for Use of Property:** Events taking place on property not owned by the Village of Libertyville **requires a letter from the property owner granting use of the property for the event.** This requirement applies to any event taking place on private property or property owned by a governmental entity, other than the Village of Libertyville (i.e., school district, park district, library district, township, county, etc.). This requirement does not apply to businesses holding events on property owned by that business.
11. **Raffles:** All raffles require a license, in accordance with Illinois State law and Village ordinance. Please contact the Village Administrator's office at (847) 362-2430 for information on obtaining a raffle license. **Raffle license fee: \$60.00**
12. **Resident/Business Notification:** If an event requires street closures or causes disruption to Village of Libertyville residents or businesses, the Village of Libertyville will determine if notification is necessary. If required, mailed or hand-delivered notification must be provided to the identified residents or businesses at least two (2) weeks prior to the event.
13. **Review by the Village of Libertyville:** After submitting all required forms, the application will be reviewed by the Village of Libertyville. All departments that will be involved in providing services or permits/licenses for the event will assist in reviewing the application.
14. **Right to Modify/Cancel Event:** Applicants should not assume that all aspects of the event will be approved; the event organizer may be asked to change details of the event plan based on the availability of services, scheduling of other events, public health and safety concerns, and applicable Village ordinances. The Village of Libertyville reserves the right

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to cancel any event at any time for reasons deemed necessary by the Village of Libertyville, including (but not limited to) severe/dangerous weather; failure to submit required forms, insurance documentation, hold harmless agreements and/or permission from property owner granting permission for use of private property or permission from other governmental entities granting permission for use of that governmental entity's property.

15. **Tents:** Tent permits are applied for at the Community Development Department (200 E. Cook Avenue) and issued by the Fire Department. All tents (other than pop-up style camping tents) require issuance of a tent permit. Application materials can be found on the Village website (www.libertyville.com). **Tent permit fee: \$50 per tent. Fees for after-hours inspections will be applied.**
16. **Waste Removal:** The Village of Libertyville will not provide waste removal services for special events. Removal of all waste and debris is the responsibility of the event organizer.
17. **Fee Waivers:** If the organization hosting the event has IRS 501(c)3 status, the event may be eligible for fee waivers. In order to obtain a fee waiver from the Mayor and Village Board of Trustees, a letter addressed to the Village Administrator requesting the waiving of all applicable fees, accompanied with a copy of the organization's 501(c)3 status should be provided with the completed application.

Permit/License Fees

The Following permits and/or licenses may be required for a special event:

Tent/Membrane Structure Permit*	\$50.00 per tent
Electric Permit*	\$60.00 minimum
Temporary Food Vendor License	\$50.00
Raffle License	\$60.00
Sign Permit:	\$60.00 per sign

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VILLAGE OF LIBERTYVILLE
Special Event Application

This application is required for any event or activity taking place on public property (including street closures), public areas of private property (such as parking lots) that are open to the public, or for any event which will require Village services, including annual special events such as carnivals, festivals, shows, run/walks, etc.

Completed applications are due at least four (4) weeks prior to the event date and should be submitted to the Village Administrator's office.

Section 1: Organization & Contact Information

Name of Event: _____

Sponsoring Organization: _____

Address: _____

Phone: _____ Fax: _____

Is this organization a certified non-profit organization? Yes _____ No _____

Contact Person: _____

Address: _____

Daytime Phone : _____ Cell Phone: _____

Section 2: General Information

Event Date: _____

Event time (please list for each date): _____

Set up date and time: _____

EVENT DATE(s): _____

Dismantling/clean up date and time: _____

(clean up includes removal of all waste, dumpsters, equipment, dismantling of tents, filling tent holes, removal of portable toilets, etc.)

Estimated number of attendees (including participants and staff/volunteers): _____

Section 3: Event Location

Please check all that apply

Public parking lot – Address: _____

Private parking lot – Address: _____

Please attach letter of approval from property owner

Park – Please list park _____

Public streets – Please list street(s): _____

Section 4: Type of Special Event

Please check all that apply

Arts & crafts sale Corporate function/gathering Outdoor business event

Bicycle ride Fundraising event Run/Walk (Distance: _____)

Car show Parade Sidewalk sale/business event

Carnival/Circus Petting zoo Other: _____

Purpose of the event:

General description of the event:

Admission fee for event: \$ _____

List organizations receiving proceeds from admissions:

EVENT DATE(s): _____

Section 5: Services for Special Event

Please check all that apply. Also, some services may require a permit or inspection based on the Village’s municipal code and the discretion of the contacting departments.

Please contact the Village Administrator’s office at 847-362-2430 to obtain licenses for the following services:

- Raffle

- Liquor – *Please check with the Village Administrator’s office to see if you are eligible to serve liquor at your event.*

- Food service/vendor(s) – *Health inspections may be required; contact Lake County Health Department*

Please contact Code Enforcement at 847-918-2020 to obtain necessary permits and to schedule inspections for the following services:

- Tent Electrical wiring/generator

- Signs/banners - application and regulations are attached

- Water (hydrant) usage – *Permit required; contact Public Works (847-918-2020)*

- Fireworks – *Permit required; contact Fire Department Administration (847) 362-5664*

- Amplifier

- Car show

- Other services not listed above:

Section 6: Event Operation

Please check all that apply:

- Portable Restroom Facilities** – Required if no restroom facilities or inadequate number of restroom facilities on-site. The Village requires four portable toilets for up to 200 people, one handicapped portable toilet per location, and two hand-washing stations for up to 400 people.

- Type(s) of publicity used to promote event:**

- Notification to residents (if disruption to roadways, noise, parking, etc.):**

WASTE REMOVAL IS THE RESPONSIBILITY OF THE EVENT ORGANIZER.

- Waste removal will be provided by the host site.
- Waste will be removed by the event organizer OR by the contracted waste hauler named below:

Waste Hauler:
Hauler Address:
Hauler Phone Number:

EVENT DATE(s): _____

Section 6: Traffic, Security, Medical Services & Fees

Please check services that will be required for traffic, security and medical needs:

POLICE	FIRE	PUBLIC WORKS
<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Barricades
<input type="checkbox"/> Crowd Control	<input type="checkbox"/> Fire suppression	<input type="checkbox"/> Cones
<input type="checkbox"/> Event Security	<input type="checkbox"/> Fire inspections	<input type="checkbox"/> Orange snow fencing
<input type="checkbox"/> Money escorts		

The number of Police Officers required for adequate traffic control and/or security shall be determined by the Police Department and discussed with the event organizer prior to the event being approved.

FEES (unless waived by the Mayor and Village Board of Trustees): It is the responsibility of the applicant to pay all out-of-pocket expenses related to the special event. This includes, but is not limited to: all permit fees, inspection fees, Police, Fire and Public Works personnel hire back fees, equipment rentals and water usage.

TRAFFIC CONTROL: Please indicate on the table below all streets requiring road closure and/or removal of on-street parking restrictions.

		STREET NAME	CLOSE TIME	OPEN TIME
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			

Section 7: Required Documents, Insurance & Hold Harmless Agreement

CERTIFICATE OF INSURANCE:

All events require a certificate of insurance and a policy endorsement listing the Village of Libertyville as an additional insured. The minimum coverage is \$100,000 per occurrence and \$2,000,000 aggregate. **All insurance requirements listed on page 9 and 10 of this application must be included on the certificate of insurance.**

AUTOMOBILE INSURANCE:

Does this event include use of vehicles?

- YES** – Number of vehicles: _____
- NO**

Proof of auto insurance is required for all vehicles/drivers used in the event.

HOLD HARMLESS:

EVENT DATE(s): _____

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the Village of Libertyville, its officials, agents and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys' fees), which may in anyway accrue against the Village of Libertyville, its officials, agents and employees, arising in whole or in part or in consequence of the event of _____ (date), sponsored by (organization), or which may in anyway result therefore, except that arising out of the sole legal cause of the Village of Libertyville, its officials, agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Libertyville, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

Agreed this _____ day of _____, 20__.

Signature

Date

Print name and title

Organization

EVENT DATE(s): _____



**VILLAGE OF LIBERTYVILLE
INSURANCE REQUIREMENTS AND INDEMNIFICATION**

Requestor (entity requesting use of Village property) shall obtain insurance of the types and in the amounts listed below for the purposes of insuring the Village.

Commercial General and Umbrella Liability Insurance

Requestor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location or be a minimum of \$2,000,000.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, athletic participation, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The Village shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26 and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Village.

A. Business Auto and Umbrella Liability Insurance

If applicable, Licensee shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence/accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01.

B. Workers' Compensation Insurance

If applicable, Licensee shall maintain workers' compensation with statutory limits and employer's liability insurance of not be less than \$500,000 each accident for bodily injury by accident or \$500,000 each employee for bodily injury by disease.

If the Village has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 or CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Licensee waives all rights against the Village and its officers, officials, employees, volunteers and agents for recovery of damages arising out of, or incident to, the Licensee's use of the premises.

EVENT DATE(s): _____

C. General Insurance Provisions

1. Evidence of Insurance

Prior to using Village property or facilities, Requestor shall furnish the Village with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Failure of the Village to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Village to identify a deficiency from evidence that is provided shall not be construed as a waiver of Requestor's obligation to maintain such insurance.

The Village shall have the right, but not the obligation, of prohibiting from occupying the premises until such certificates and endorsements have been placed in complete compliance with these requirements is received and approved by the Village.

Failure to maintain the required insurance may result in termination of the approval for use of Village property or facilities.

Licensee shall provide certified copies of all insurance policies required above within 10 days of the Village's written request for said copies.

2. Acceptability of Insurers

For insurance companies that obtain a rating from A.M. Best, the rating should be no less than A-, VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A-, VII or a Best's rating is not obtained, the Village has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If Licensee's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Village. At the option of the Village, the Licensee may be asked to eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. Execution

The execution by a broker of any of the documents or endorsements required in this Section shall not be sufficient. All documents or endorsements required herein must be executed by a duly authorized representative of the insurer.

6. Additional Insured

Please include the following verbiage: Village of Libertyville, its officials, employees, agents and volunteers.

BANNER APPLICATION AND REGULATIONS
FOR COOK PARK

Date: _____

Name of Organization: _____

Type of Event: _____

Street Address: _____

City, Zip: _____ / _____

Phone: _____ / _____

Applicant's Name: _____

Applicant's Address: _____

Date of Event: _____

Banners for placement at the approved locations are considered on a first come, first served basis. Should scheduling conflicts occur, the final selection will be made at the discretion of the Village Administrator.

All signs must be delivered to the Village Hall, 118 W. Cook Avenue, by 4:30 p.m. on the Wednesday prior to installation. Banners will be installed on Monday morning unless approved otherwise, and remain posted for one (1) week.

All banners must be picked up by the applicant at the Village Hall within seven (7) days after completion of the event. The storage of banners by the Village will not be provided. If banners have not been picked-up within fourteen (14) days after the completion of an event, they will be discarded.

I have read and agree to the terms as indicated above

Initials: _____

Signature of Applicant

Date

Village of Libertyville
Cook Park Banner Policy and Specifications

- I. **Banner Specifications**
 - A. Maximum Size 3' x 12'
 - B. Material 13 gauge vinyl – multi-year use or lesser gauge- single use
 - C. Hems Double stitched – multi-year use or single stitched – single use
 - D. Top of Banner Pole Pocket able to accommodate 1.5" diameter pole
 - E. Bottom of Banner (Multi-year use) sewn in webbing with D-rings and corner gussets
 - F. Bottom of Banner (Single Use) folded over vinyl corners with grommets

- II. **Length of Display**
 - A. 1 week for 1 day events (maximum)
 - B. 2 weeks for longer events (maximum)

- III. **Quantity**
 - A. 2 banners maximum on poles at the same time.

- IV. **Qualifiers**
 - A. Community events with approval of the Libertyville Mayor and Village Board.

