



FLOSSMOOR

Welcoming. Beautiful. Connected.

Village of Flossmoor

Special Event Permit Application

THIS FORM MUST BE COMPLETED 90 DAYS PRIOR TO THE EVENT

Thank you for your interest in holding a special event in the Village of Flossmoor. This application contains information needed to apply for a special event permit, as well as any other required permits related to your event.

Special Event Criteria

The Village of Flossmoor considers a special event to be one that meets the following criteria:

1. All outdoor events held on village property, i.e. street, sidewalk, etc., and/or deemed to significantly impact the village are considered special events.
2. An event that requests any of the following actions, which must be approved, will be considered a special event:
 - Events requiring street closures (with the exception of block parties)
 - Events that require the closure of parking facilities and/or the use of village-owned property.
 - Events that require the posting of "No Parking"

Block Parties: Special Event registration is not necessary for block parties; however the Village of Flossmoor requires that a permit be obtained for block parties.

Requirements and Conditions

1. **Certificate of Insurance:** Applicants must submit two documents to satisfy insurance requirements. (1) "Certificate of Insurance in the amount of \$1,000,000.00 worth of General Liability coverage that names the Village of Flossmoor as additional insured on a primary, non-contributory basis" must be submitted for the event. Applicants must also submit an (2) Endorsement issued under their General Liability policy of insurance for the event that reflects that the Village of Flossmoor is an additional parties insured for the event.
2. **Alcoholic Beverages:** A temporary liquor license is required for the sale of alcoholic beverages. Class D license shall authorize the sale at retail of alcoholic liquor by bona fide social, fraternal, or charitable organizations only, only on special occasions, and only for consumption on the premises described in the license. Class D licenses must be approved by the Village of Flossmoor Liquor Commissioner. Please contact the Manager's office 6-8 weeks prior to your event for details on obtaining a license.
3. **Compliance with Village Ordinances:** The applicant shall comply with all applicable village ordinances, codes, conditions, and requirements.

4. Compensation for Village Staff: Depending on the type of event and/or, attendance, the Village may require personnel, including Police and/or Fire at the function. All village personnel involved during the day(s) of the event and in the preparation of the event will be charged at cost to the sponsoring organization. The village shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the sponsoring organization, as well as the village. Organizations agree to reimburse the Village for costs associated by their submission of this special event application. An invoice will be transmitted to the sponsoring organization within thirty (30) working days after the completion of the event.

5. Hold Harmless Agreement: The event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the Village of Flossmoor against any and all actions arising from, during or as result of the event.

6. Resident and/or Business Notification: For those events that require street closures, or may cause disruption for Village of Flossmoor residences or businesses, mailed or hand delivered notification must be provided to the affected parties at least two weeks prior to the event. The Village of Flossmoor must approve the letter before distribution.

7. Volunteers: Certain events may need to provide a minimum number of on-site volunteers to support the event. In these instances, village staff will work with the event organizer to determine the number of volunteers required.

8. Event Cleanup - The event organizer will be require to provide on-site cleanup during and after the event. Shall it be determine that additional cleanup is necessary, the Village may charge the organization for cleanup at cost.

Special Event Accessibility

The Village of Flossmoor strives to ensure that individuals with disabilities have equal opportunities to access and enjoy special events held in Flossmoor. All indoor and outdoor sites for special events must be accessible to persons with disabilities. In planning an event, it is advisable to review the Americans with Disabilities Act and the Illinois Accessibility Code. Always remember that when planning your event, persons who may attend the event are often unfamiliar with local directions, resources, and services.

The following checklist is intended to ensure that your special event is accessible for persons with disabilities. Special events should include accessible parking, with accessible routes leading to accessible entrances that have an accessible path to an accessible seating/viewing area.

- The main entrance to the special event should be accessible. Accessible entrances are entrances that do not require the use of stairs and do not have elevation changes.
- Accessible entrances should have readily identifiable accessible routes to accessible restrooms and accessible seating/viewing areas.
- Signs directing attendees to accessible entrances must be provided.
- Accessible routes must be stable, firm, slip-resistant, and have no changes in level that exceed ½ inch.

GENERAL EVENT INFORMATION

Name of Event

Type of Event

Parade

Walk/Run

Festival

Other

Date of Event

Hours of Event

Estimated Attendance

Event Web Site

Is this organization registered with the State of Illinois as a non-profit organization?

Yes

No

Name of Sponsoring Organization

Contact Person from Sponsoring Organization

Organization Address

City, State, Zip

Organization Phone

Cell Phone

E-mail

APPLICATION CHECKLIST

Use this list to ensure that you have included supporting documentation to accompany the information on your Special Event Application.

Are you holding a raffle at your event?

Yes No

If yes, you must obtain a Raffle License Permit twenty (20) days prior to the event.

Will you serve alcohol at your event?

Yes No

If yes, you must submit the Temporary Liquor License Application twenty (20) days prior to the event.

Does your event require the use of village sidewalks?

Yes No

Would you like to request the closing of village streets?

Yes No

If yes, please fill in the following information or submit a route map along with this application.

STREET	FROM	TO
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STREET	FROM	TO
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STREET	FROM	TO
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STREET	FROM	TO
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HOLD HARMLESS

The application agrees that it will indemnify, hold harmless and defend the Village of Flossmoor, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to agree with the hold harmless and submit this application on their behalf. I agree to inform the Village of Flossmoor of any changes in the application at least 60 days prior to the event. I agree the Village of Flossmoor reserves the right to cancel the event at any time for reasons deemed necessary. I agree to the terms and conditions listed above.

I do not agree to the above hold harmless.

After submitting all forms, your application will be reviewed by the Village Manager. All departments that will be involved in providing services or permits for the event will be notified. The Village Manager office will notify you if the event has been approved. Please do not assume that all aspects of the event will approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.

Created March 3, 2014

Attach Course Map

Attach Resident Letter