

# VILLAGE OF DEER PARK SPECIAL EVENT PERMIT APPLICATION

**THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 30 DAYS PRIOR TO THE EVENT**

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**INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

<b>For office use only</b>	
Permit No.	_____
Permit issued	_____

## REQUIRED INFORMATION AND DOCUMENTATION;

1. A site plan must be submitted indicating the location of the event.
2. The Lake Zurich Fire Rescue Department 847-540-5073 and the Lake County Sheriff's Office 847-377-4000 must approve the location and safety plan. Their written approval must be received prior to issuing the permit.
3. Provide proof of liability insurance coverage/certificate of insurance must be submitted to the coordinator 14 business days prior to the event unless otherwise noted by the designated Village official.

## GENERAL EVENT INFORMATION

Name of Event		First time event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Exact Address of Event			
Date(s) of Event	Hours of Event	Step-off Time (For athletic events only)	
Phone number/website for publication	Estimated attendance	Last years actual attendance	
Describe the events community and/or cultural benefit (provide additional documentation if there is not enough room on this form)			

## SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization		Contact person from Sponsoring Organization	
Sponsoring Organization Address		City	Zip
Phone Number	E-Mail	Website	

## ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator		Email	
Organizer/Coordinator Address		City	Zip
Phone Number	Cell Phone Number	Fax Number	

## PRODUCING AGENT INFORMATION

Name of Producing Agent (if applicable)		Contact person from Producing Agent	
Producing Agent Address		City	Zip
Phone Number	Cell Phone Number	E-Mail	

## EMERGENCY CONTACT/ON-SITE CONTACT INFORMATION

Name of Emergency Contact		Email	
Emergency Contact Address		City	Zip
Phone Number (24hours)	Cell Phone Number	Fax Number	

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## EVENT OVERVIEW

Are you providing/serving food at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many vendors?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must submit a Lake County Health Department approval. Cooking equipment shall be located a minimum of ten feet outside of edge of tent overhang and any gas cylinders shall be secured in place per the Fire Code.
Are you serving alcoholic Beverages at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many vendors?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must submit a Special Event Liquor License 30 days prior to the event. You must obtain a Special Event Liquor License for each liquor vendor.
Are you erecting a tent(s) or structure(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must submit an elevation plan of all structures.
Are you closing any streets or public parking lots for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must submit a site and traffic control plan and location of the event. The site plan shall include the location of any applicable signage, including but not limited directional signage and location of barricades, power (generator) extension cords, parking areas, food vendors, number of public expected, traffic layout for safety purposes and any other applicable information.
Will electronic sound amplification equipment or a public address system be used at the event?:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must submit a Noise Control Plan Application.
Will the event include an Athletic/Parade Event?:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must submit a written approval from Lake Zurich Fire Rescue Department 847-540-5073 and the Lake County Sheriff's Office 847-377-4000 must approve the location and safety plan.

## ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct and I acknowledge having read and understood the information contained in this application. I agree to conduct my special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

Signature of Organizer \_\_\_\_\_

Date \_\_\_\_\_

<b>For office use only</b>	Permit No. _____
	Permit Fee: \$ _____
Approved By: _____	Date: _____