CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME _____

EVENT LOCATION_____

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling City requirements for the event.

Please note that City Council approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

❑ Carnival	❑ General use of City-owned property
❑ Circus	❑ Parade
❑ Festival	❑ Outdoor Sales
❑ Filming	❑ Run/Walk Event
❑ Other_____	

2. General Description/Purpose of the event:

_____

_____

_____

3. Will the event require the use of City-owned property? ❑ Yes ❑ No
4. Is a Site Map/Route Map attached? ❑ Yes ❑ No
5. Is the event an annual/recurring event? ❑ Yes ❑ No
6. Will the event require a public street/sidewalk to be blocked or closed? ❑ Yes ❑ No
7. Will the event require use of a public parking lot? ❑ Yes ❑ No
8. Number of persons scheduled to monitor and work the event: _____
9. Estimated attendance: _____

10. Is a "rain date" proposed? Y ❑ or N ❑ If yes, what is the rain date? _____

ORGANIZATION INFORMATION

11. ❑ Organization is registered with the State of Illinois as a Non-Profit Organization

12. Name of Event Manager:_____

13. Contact Information for Event Manager:

    Address: _____

    _____

    (Please check preferred means of contact)

    Daytime phone: _____ ❑

    Emergency phone: _____ ❑

    Cell phone: _____ ❑

    Email: _____ ❑

EVENT OPERATION

14. Date(s) of the event (including time for assembling and/or dismantling support structures):

    Set Up: _____

    Event: _____

    Dismantling: _____

15. Hours of the event:

    Set Up: _____

    Event: _____

    Dismantling: _____

CITY MANAGER'S OFFICE

16. Will the event hold a raffle of any kind? ❑ Yes* ❑ No

    ***If yes, please complete attached Raffle License Application**

17. Is the Certificate of Insurance and Hold Harmless Agreement attached? ❑ Yes ❑ No

    ***Attached please see the City's insurance provisions (Required for all special events)**

18. Will alcoholic beverages be served or sold at the event? ❑ Yes* ❑ No

If yes, what type of alcoholic beverages will be served?

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☐ Yes ☐ No

20. What signs or advertising do you anticipate needing for the event?

    Temporary community event signs ☐ Yes ☐ No

    Temporary neighborhood event signs ☐ Yes ☐ No

    Directional signs ☐ Yes ☐ No

    Banner ☐ Yes ☐ No

21. Will food be served or sold at the event? ☐ Yes* ☐ No

    If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☐ Yes ☐ No

    Description of Products_____

23. Will the event require portable sanitation facilities? ☐ Yes ☐ No

    Name of Company_____
    Address_____
    Phone_____

24. Will the use of electricity be required for the event? ☐ Yes ☐ No

    If yes, please specify the power requirements and plan for provision

    _____

    _____

PUBLIC SAFETY *Please remember to post the Firearm Concealed Carry Act sign*

25. Does this event require assistance from the Police Department? ☐ Yes ☐ No

26. Does this event require an on-site ambulance? ☐ Yes ☐ No

27. Will the event require sound amplification of any kind? ☐ Yes ☐ No

28. Please state what provisions have been made for first aid and emergency medical services, if any:

_____

_____

_____

PUBLIC WORKS

29. Will the event require barricades for traffic control? ☐ Yes* ❑ No

If yes, please complete the attached Barricade Borrowing Application

30. Will the event require water? ☐ Yes ❑ No

Specify _____

Please remember to include the necessary attachments, if possible. (Please check those included)

❑Barricade Borrowing Application
❑Certificate of Insurance/Hold Harmless Agreement
❑Raffle License Application
❑Temporary Liquor License Application

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true and correct to the best of his/her knowledge, information and belief. For special events, the undersigned agrees to indemnify and hold harmless the City, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special City services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a City employee, agent, or contractor in conjunction with the event authorized by the City.

_____ _____

Signature Date

_____

Print Name

STAFF USE ONLY

Assigned City Department:_____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ❑ Yes ❑ No

City Council Approval Required: ❑ Yes ❑ No