



BUFFALO
GROVE
PARK
DISTRICT

Special Event Permit Application

Today's Date _____

Name (Person requesting Permit) _____		Organization _____	
Name of Event _____		Number of Expected Participants _____	
Address _____		City _____	Zip Code _____
Home Phone _____	Work Phone _____	Cell Phone _____	
Email (required) _____		Park or Field Requested _____	

Event Description/Narrative

Event Category

- | | | |
|---|--|---|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Festival/Celebration |
| <input type="checkbox"/> Exhibit | <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Special Attraction _____ | | |

Event Date(s) and Times

	Date	Time	Day of Week
Set Up	_____	_____	_____
Event Starts	_____	_____	_____
Event Ends	_____	_____	_____
Dismantle	_____	_____	_____

Special Event Permit Fees

Applications for all special events such as, but not limited to, charitable fundraisers, runs/walks, community events and celebrations will be accepted as a proposal only. Applications must be received 60 or more days prior to the event.

You are required to submit a written proposal with documentation following the standards listed in this document. As you read through this application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only to provide information to us about the elements of event planning that relate to your particular special event.

You will be invoiced for your application fee once your special event permit application has begun the permit review process. Please do not submit payment with your permit application.

Permit Fee \$100 nonrefundable for applications received 60 or more days prior to an event.

Late Fee \$10 per business day in addition to the \$100 application fee for permit applications submitted less than 60 days prior to an event.

Deposit \$1,000 (once approved). If the permit is granted, the deposit fee will be used to offset your final costs.

Other Fees In addition to the permit fee, you may be assessed other permitting fees, department rates and fees, costs and fees associated with personnel or resources provided to your event by the Buffalo Grove Park District or Village of Buffalo Grove (or other agency), as well as fines that may be assessed by the Park District or the Village for the cost to repair and/or restore any public property damaged by an event.

Permit fee and late fees are non-refundable. Payment of the application fee does not guarantee that your special event permit application is complete nor does it guarantee that any or all aspects of the application will be approved. Your willingness to pay a late fee does not guarantee that the Buffalo Grove Park District will be able to process your permit application due to time or staffing constraints.

Park District ordinances can be found at bgparks.org/information/ordinances.

Special Event Permit Application

This checklist is intended to serve as a planning guide. Please attach more information if necessary.

Organization Status/Proceeds/Reporting

Yes No

- ☐ ☐ Is the host organization a commercial entity?
- ☐ ☐ Is the host organization a bona fide tax exempt, nonprofit entity? If yes, you must attach proper documentation.
- ☐ ☐ Are patron admissions, entry or participant fees required? If yes, please provide amounts
- ☐ ☐ Are vendor or other fees required? If yes, please provide amounts

Accessibility Plan

Yes No

- ☐ ☐ Will there be a clear path of travel throughout your event?
- ☐ ☐ Is there a developed parking plan and a transportation plan?
- ☐ ☐ Will there be accessible portable toilets at your event?
- ☐ ☐ Will there all food and beverages areas be accessible?
- ☐ ☐ Will all signage be provided as required?
- ☐ ☐ If an information center is provided will a customer service representative be available to assist disabled individuals?

Alcohol and Food/Concessions

Yes No

- ☐ ☐ Does your event involve the use of alcohol beverages?
- ☐ ☐ Does your event include food concession and/or food preparation areas?
- ☐ ☐ Do you intend to cook in the event area?
- ☐ ☐ Will items or services be sold at your event?

Entertainment and Related Activities

Yes No

- ☐ ☐ Are there musical entertainment features related to your event?
- ☐ ☐ Will there be sound checks prior to the event?
- ☐ ☐ Will sound amplification be used?
- ☐ ☐ Do you plan to have a dance component at your event?
- ☐ ☐ Will inflatables, hot air balloons or similar devices be used at your event?
- ☐ ☐ Will your event include the use of fireworks, rockets lasers or other pyrotechnics?
- ☐ ☐ Will your event include the use of signs, banners or special lighting?
- ☐ ☐ Does your event plans include any casino, bingo, drawings or lottery opportunities?

If you answered yes to any of the above, please attach a description and proper documentation.

Marketing and Public Relations

Yes No

- ☐ ☐ Will this event be marketed, promoted or advertised in any manner?
- ☐ ☐ Will there be live media coverage during the event?
- ☐ ☐ Do you have a plan to control or limit the placement of promotional signage?

If you answered yes to any of the above, please attach a description and proper documentation.

Medical Plan

Yes No

- ☐ ☐ Have you hired a licensed professional emergency medical service to develop and manage your event's medical needs?

Medical Service Provider _____

Main contact _____ Address _____

City _____ State _____ Zip Code _____

Daytime phone _____ Cell phone _____ Evening phone _____

Please attach your medical plan including certification levels and type of resources that will be at your event.

Miscellaneous Day of Event Needs

Yes No

- ☐ ☐ Will you need electricity hook-up?
- ☐ ☐ Will you bring your own generator?
- ☐ ☐ Will you be using propane and will it be properly secured to prevent tipping over?
- ☐ ☐ Will your food handlers and vendors have all IDPH certifications on site and will you be providing all sanitizing equipment and serving utensils?
- ☐ ☐ Will you be using a tent(s) or temporary structures?
- ☐ ☐ Will you be using a bounce-house or other such entertainment?
- ☐ ☐ Will you bring additional tables and chairs to the event?
- ☐ ☐ Will any of your staff be paid for time to work at the event?

Parking/Safety

Yes No

- ☐ ☐ Will your event involve the use of parking and or shuttle plans?
If yes, please describe _____
- ☐ ☐ Will your event involve the use of traffic safety equipment?
If yes, please describe _____

Equipment Set Up: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

Portable Rest Rooms

For events under 4 hours or less than 200 people you will be required to provide 1 portable restroom for every 100 people at your event. For events over 4 hours or more than 200 people you will be required to provide 2 portable restrooms for every 100 people. The event organizer will be responsible for all cost associated with this service.

Yes No

- ☐ ☐ Do you plan to provide portable rest room at your event?

Total Number of Portable Toilets _____ Number of ADA accessible portable toilets _____

Provider of Portable Rest Rooms _____

Main contact _____ Address _____

City _____ State _____ Zip Code _____

Daytime phone _____ Cell phone _____ Evening phone _____

Sanitation and Recycling

You may be required to include this service for your event.

Number of Trash Cans _____ Number of Dumpsters _____ Number of Recycling Containers _____

Sanitation Provider _____

Main contact _____ Address _____

City _____ State _____ Zip Code _____

Daytime phone _____ Cell phone _____ Evening phone _____

Security Plan

Yes No

- ☐ ☐ Have you hired a licensed professional security company to develop and manage your event's security?
If yes, you are required to provide a copy of the company's license.

Security Organization _____

Main contact _____ Address _____

City _____ State _____ Zip Code _____

Daytime phone _____ Cell phone _____ Evening phone _____

Please attach your security plan including crowd control and other safety experts.

Site Plans/Route Map

Your event site plan or route map must be attached to this application and should include the following:

1. An outline of the entire event venue
2. Location of fencing, barriers, barricades
3. Emergency access lanes
4. Location of first aid facilities
5. Location of stages, platforms, bleachers, tents, portable toilets trash containers and other temporary structures
6. Locations of generators or other sources of electricity
7. Locations of all entrances/exits
8. Identification of all event components that meet accessibility standards

Final Checklist

Before you submit your application please make sure that the following steps have been completed:

- ☐ Sign and date your application
- ☐ Attached your event site plan
- ☐ Attached your event security plan
- ☐ Provide a copy of your security company's license
- ☐ Attached your event medical plan
- ☐ Attached a copy of your accessibility plan
- ☐ Attached your event parking and shuttle plan
- ☐ Attached a complete entertainer list and schedule
- ☐ Provided sample of the communications that will be distributed
- ☐ Attached your certificate of insurance and insurance from all vendors
- ☐ Attached a copy of your 501(c)3 tax exemption letter
- ☐ Applied for any other permits (Police, county, etc.)

Insurance Requirement

Attach your insurance documents to this application. All outside vendors hired by your group must be issued a special use permit by the Buffalo Grove Park District and certificates of insurance from such vendors must also be provided. If you cannot provide us with insurance, please contact us and we will provide you information to obtain insurance coverage through Event Helper Special Event Coverage. The sale of any products is not permitted as stated in the Buffalo Grove Park District Ordinance book.

Indemnification and Hold Harmless

To the fullest extent permitted by law, the above renter shall indemnify and hold harmless the Buffalo Grove Park District and its officers, officials, employees, volunteers, and agents from and against all claims, damages, losses, and expenses, including but not limited to legal fees, arising out of or resulting from the renters activities, provided that any such claim, damage, loss, or expense 1) is attributed to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property, and 2) is caused in whole or in part by any negligent or wrongful act or omission of the renter, or anyone directly or indirectly employed by them, whose acts may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be constructed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

Wavier for Rentals

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Buffalo Grove Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations on the reverse side and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressively files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

I have read and agree to all the above conditions.

Printed Name _____

Signature _____

Date _____

Please return completed forms to:

Buffalo Grove Park District
530 Bernard Drive
Buffalo Grove, IL 60089

Or fax to 847.459.5741

Due to internet security precautions, this payment form is only accepted via fax, mail or in-person. Credit card information is not accepted via email.

Visa/Mastercard/Discover/Amex # _____ Exp Date _____ CVV _____

Signature for Credit Card _____

For Office Use Only

Certificate of Insurance: Received by _____ Date Received _____

Fee Paid _____ Cash/Check # _____ Date _____ Received by _____

Damage Deposit Paid _____ Cash/Check # _____ Date _____ Received by _____

Rental # _____ Receipt # _____