



Village of Lakewood

SPECIAL EVENT PERMIT APPLICATION

2500 Lake Ave
Lakewood, IL 60014
(815) 459-3025
info@village.lakewood.il.us

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE ADDRESS ABOVE 14 DAYS PRIOR TO THE EVENT

REQUIRED INFORMATION AND DOCUMENTATION

1. A site plan must be submitted indicating the location of the event.
2. Proof of liability insurance coverage/certificate of insurance must be submitted 14 business days prior to the event.
3. All additional records/documents requested below must be attached at the time of application.

GENERAL EVENT INFORMATION

Event Title/Name: _____ Event Date: _____
Event Address: _____ Event Hours: _____
City, State, Zip: _____ Attendance: _____
Event Description: _____

CONTACT INFORMATION

Organization Name: _____ Phone: _____
Address: _____ Cell: _____
City, State, Zip: _____ Email: _____

Organizer/
Coordinator Name: _____ Phone: _____
Address: _____ Cell: _____
City, State, Zip: _____ Email: _____

EVENT OVERVIEW

- Yes No Are you providing/serving food at your event? If yes, please submit copies of each permit application and receipt issued by the McHenry County Health Department for all participating vendors.
- Yes No Will there be any tents or temporary structures at this event? If yes, please submit a copy of the Certificate of Flame Resistance for each tent or temporary structure.
- Yes No Will electronic sound amplification equipment or a public address system be used at the event? If yes, please be sure to review Municipal Code Chapter 13.14, Noise, prior to signing this application. All proposed lighting and sound system utilization and the location thereof, for the special event shall be subject to the approval in advance by the Village Board prior to issuance of the respective special event permit.

- Yes No Will there be a raffle at this event? If yes, a raffle license is required to be obtained and a separate application must be submitted.

- Yes No Will electrical be used for this event? If yes, an electrical inspection may be required. Please attach a simple line drawing to this application indicating each device being used, its fusing, and its power source. In addition, for all temporary power sources, please provide a description, source, location, contractor name, contact information and copy of the contractor's license.

- Yes No Will you be requesting Village services? (Please note that additional fees may apply.) If so, please list the needs below:

- Yes No Will public roadways or bike paths be used? If yes, you must submit a site and traffic control plan, which should include the location of any applicable signage, directional signage, barricades, power, extension cords, parking areas, food vendors, attendance, traffic layout for safety purposes and any other applicable information.

- Yes No Will you be selling or serving alcohol at your event? If yes, please include the Daily/Special Event Liquor Permit Application as required in Chapter 9.06 of the Lakewood Municipal Code.

- Yes No Have you submitted the required certificate of Insurance? Approval requires the submission of a certificate of insurance for general public liability insurance coverage of \$1,000,000, naming the Village of Lakewood, its officials, officers, directors, employees, attorneys, and agents as additional insured. The certificate of insurance must also include the name of the event, location, and dates of coverage.

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

OFFICE USE ONLY

- Approved Conditionally Approved Not Approved

Comments:
