

SPECIAL EVENT PERMIT APPLICATION



Submit this application and a \$50 application fee to the Village of Buffalo Grove, Building & Zoning Department, 50 Raupp Blvd., Buffalo Grove, Illinois 60089 Telephone: 847-459-2530, Fax: 847-459-7944. Website: www.vbg.org

The application must be presented a minimum of two weeks in advance of the event(s).

EVENT:

NAME OF ORGANIZATION:

ADDRESS:

NAME OF APPLICANT/CONTACT:

ADDRESS:

TELEPHONE – DAY:

EVENING:

DESCRIPTION OF EVENT:

IS THE EVENT A FUNDRAISER?

YES

NO

DESCRIBE BENEFICIARY:

EVENT DATE(S):

HOURS:

LOCATION:

EXPECTED ATTENDANCE:

WILL THERE BE A PARADE OR WALK/RUN?

YES

NO

IF YES, ATTACH ROUTE.

WILL THERE BE MUSIC/ENTERTAINMENT?

YES

NO

IF YES, ATTACH SCHEDULE.

WILL SOUND BE AMPLIFIED?

YES

NO

IF YES, DESCRIBE TYPE OF AMPLIFICATION:

WILL ADMISSION OR FEES BE CHARGED?

YES

NO

IF YES, DESCRIBE:

WILL FOOD OR BEVERAGES BE SERVED OR SOLD?

YES

NO

IF YES, IDENTIFY CATERER:

WILL ALCOHOL BE SERVED OR SOLD?

YES

NO

IF YES, DESCRIBE:

WILL THERE BE ANY TYPE OF COOKING? YES NO

IF YES, WHAT TYPE OF FOOD (REQUIRES INSPECTION):

WHERE WILL THE COOKING BE LOCATED?
(THERE SHALL BE NO COOKING UNDER TENTS)

WILL THERE BE ANY TENTS USED AT THIS EVENT? YES NO IF YES, REQUIRES INSPECTION.

WILL THERE BE ANY INFLATABLE PLAY APPARATUS? YES NO IF YES, REQUIRES INSPECTION.

DESCRIBE SET-UP AND TEARDOWN SCHEDULE, INCLUDING DATES AND TIMES.
NOTE: TENTS REQUIRE A SEPARATE PERMIT.

DESCRIBE SECURITY PLAN:

WILL PYROTECHNICS BE ADMINISTERED? YES NO

IF YES, IDENTIFY THE CONTRACTOR WITH CONTACT INFORMATION:

DESCRIBE PUBLICITY PLAN:

- ▶ All exits, entrances, shall be kept clear at all times.
- ▶ Application should include a site plan showing location of tent, parking, restrooms, and trash collection.

REQUIREMENTS:

- ▶ Some permits will require a separate application or user fee (signs, food, electric, etc).
- ▶ The event must be properly separated from other business operations.
- ▶ Depending on the event, the Village may require Police or Fire Service at the function. The petitioner shall pay the costs.
- ▶ The applicant shall comply with all applicable Village ordinances and requirements.
- ▶ No living quarters shall be constructed or maintained on any part of the premises. A watchman shall be permitted to remain on the premises during the permit period.

Approval of the application authorizes the above mentioned applicant/organization to sponsor the requested special event as detailed, providing all requirements outlined by the Village of Buffalo Grove have been met. The applicant shall assume full responsibility for compliance with all conditions, fees, and any costs associated with the damage to Village property, clean up by Village crews, or any other additional Village expense caused by this event.

The applicant shall be strictly liable for the acts of its agents, volunteers, officers and employees and shall defend, indemnify and hold harmless the Village of Buffalo Grove, its officers, agents, and employees from any claim, suit or liability.

Applicant's Signature and Title: _____ Date: _____

Office Use Only – Approval

Administration (Initials) _____	Police Department _____
Building & Zoning _____	Fire Department _____
Health Department _____	Other _____

Other Department comments may be attached.

Final Approval

Date: _____
Initials: _____