

# 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. Web-site: 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 Yes, provide recommended route.

Will there be music/entertainment?  Yes  No Provide schedule, if applicable.

Will sound be amplified?  Yes  No Describe type of amplification.

Will admission or fees be charged?  Yes  No Describe.

Will food or beverages be served or sold?  Yes  No Identify caterer if appropriate.

Will alcohol be served or sold?

Yes

No

Describe set-up and teardown schedule, including dates & times. Note: tents require a separate permit.

Describe Security Plan.

Will pyrotechnics be administered?

Yes

No

If yes, identify the contractor with contact information.

Publicity Plan.

- 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 this 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 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 & Title \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only – Approval</b>	
Administration	Initials _____
Building & Zoning	_____
Health Department	_____
Police Department	_____
Fire Department	_____
Other _____	_____
Other Department comments may be attached.	

<b>Final Approval</b>
Date: _____
Initials: _____