

# Village of Johnsburg

## Special Event Notification

*Large events or events requesting Village notification please submit least 30 days prior to event*

### APPLICANT INFORMATION

Name of Applicant \_\_\_\_\_

Name of Organization/Group \_\_\_\_\_

Organization type:  Individual  Commercial  
 Government  Non-Profit # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

### EVENT INFORMATION

Name of event: \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

New Event  Returning Event

Type of Event:  Run/Walk  Parade  Concert  Fund Raiser  
 Festival, Carnival or Market  Other \_\_\_\_\_

Event Location \_\_\_\_\_

Phone Number/Website for public information \_\_\_\_\_

Event Hours: Start \_\_\_\_\_ End \_\_\_\_\_

Set up date/time: \_\_\_\_\_ Breakdown date/time: \_\_\_\_\_

Number of expected participants/attendees:

1-199  200-499  500-799  800-999  1000-1499  1500-1999  2000+

Assembly location and address: \_\_\_\_\_

Disassembly location and address: \_\_\_\_\_

#### **A site plan must be included with application.**

Please include a detailed layout of event which shows the precise location of stages, tents, power and water sources, food vendors, retail vendors, alcohol sales, and portable toilets. Plan scope shall also identifying parking with ingress and egress all contained within the proposed site. Run/walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed during event, and location of temporary traffic control (if applicable).

## EVENT DETAILS

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Is the event open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Village resources requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Are street closures requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Will alcohol be consumed, distributed, or sold at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Will food be distributed, prepared or sold at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Will there be canopies or tents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Will there be vendor booths?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will there be product, merchandise or service sales?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Will animals be on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	Are portable generators needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	Do you plan to provide portable toilets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16	Will there be volunteers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17	Are you planning to have amplified sound?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18	Have you notified within 200ft all directions the neighbors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19	Will you need access to power?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20	Will you be renting a shelter or other facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21	Will there be any signs, banners, decorations, or special lighting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**\*\*If "Yes" is checked for any of the above questions please complete the Special Event Supplemental Information form to provide additional details\*\***

## INSURANCE

Insurance is required for all special events. The event organizer shall furnish to the Village no later than 14 days prior to the first day of event set up public liability and property damage insurance. Such insurance shall:

- 1) Protect the Permittee and the Village from all claims for damage to property or for bodily injury, including death, which may arise from operations under or in connection with the permit;
- 2) Provide split limits coverage of not less than \$500,000 for bodily injury for each person and \$1,000,000 for each occurrence, and not less than \$250,000 for property damage per occurrence, or a combined single limit of \$1,000,000.
- 3) Be without prejudice to other existing coverage;
- 4) **Name as additional insureds the Village of Johnsburg, its officers, agents, and employees;** and
- 5) Provide that the policy shall not terminate or be canceled prior to the expiration of the permit term.

## HOLD HARMLESS AGREEMENT

The undersigned applicant, by signature below, shall hold harmless the Village of Johnsburg, its officers, agents, and employees and shall indemnify and, if requested, defend the Village, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

APPLICANT'S SIGNATURE

I do affirm that the foregoing statements and representations are binding upon me, or if executed on behalf of a Sponsoring Entity, are binding upon the Sponsor and are executed pursuant to authority. The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify Village in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title of Office: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit check along with application.**

**Application may be submitted to:  
Village of Johnsburg  
Special Events Notification (Attn: V. Lamontagna)  
1515 Channel Beach Avenue  
Johnsburg, IL 600541**