

SPECIAL EVENT APPLICATION

**THIS FORM MUST BE COMPLETED IN
FULL & SUBMITTED 90 DAYS PRIOR TO THE EVENT**



Sponsoring Entity Checklist

Please submit the following:

- Completed and signed Special Event Application
 - Section 1 – General Information
 - Section 2 – Permits
 - Section 3 – Site Plan and/or Route Map
 - Section 4 – Hold Harmless Agreement
 - Section 5 – Task List and Due Dates
- Completed and signed application(s) for other permit(s) (*See Section 2*)
 - Outdoor Sales Permit Application
 - Loudspeaker/Amplifier License Application
 - Class E Liquor License Application
 - Carnival License Application
- Submittal of Permit/License Fees

City of St. Charles Checklist (Internal Use)

- Special Event Application
 - Section 1 – General Information
 - Section 2 – Permits
 - Section 3 – Site Plan and/or Route Map
 - Section 4 – Hold Harmless Agreement
 - Section 5 – Task List and Due Dates
- Application(s) for other permit(s) (*See answers to Section 2*)
 - Outdoor Sales Permit Application and Submittal Fee
 - \$55**
 - Loudspeaker/Amplifier License Application and Submittal Fee
 - \$5 per day**
 - Class E Liquor License Application and Submittal Fee
 - \$50 per day** – E-1 (Not-for-Profit)
 - \$100 per day** – E-2 (Special Civic Event)
 - Carnival License Application and Submittal Fee
 - \$30 each** – Rides
 - \$20 each** – Amusement Stands, Food Stands, Entertainment Shows, Other

Received:	Fee Paid: \$
Receipt #	Check #
Copies of application distributed to:	
Police: _____	Fire: _____ PW: _____
Electric: _____	

SECTION 1 – GENERAL INFORMATION

Name of Event: _____

Type of Event: ___ Parade ___ Walk/Run/Bike ___ Festival ___ Other

Location of Event: _____

Date(s) of Event: _____ Hours of Event: _____ to _____ Est. attendance: _____

Event Website: _____

Purpose of the event: _____

Name of sponsoring organization(s): _____

Please list the organization's legal status (i.e. NFP, Partnership, Corporation): _____

Contact person from sponsoring organization: _____

Organizer address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

Second contact person (emergency): _____ Phone: _____

Is this an annual event? YES NO If yes, please provide next years event date: _____

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as sound amplification, neighborhood parking complaints, etc.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 - PERMITS

Will you be having a fireworks display at your event? YES NO

*If yes, you have to submit a **Fireworks Permit Application** sixty (60) days prior to the event. Please contact the St. Charles Fire Department to complete the application.*

Does your event include the use of a tent? YES NO

*If yes, you must submit an **Outdoor Sales Permit Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact Building and Code Enforcement to obtain a outdoor sales permit application.*

Will you be using speakers and/or sound equipment at your event? YES NO

*If yes, you must submit a **Loudspeaker/Amplifier License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact the Mayor's Office to obtain a loudspeaker/amplifier license application.*

Are you holding a raffle at your event? YES NO

*If yes, you may have to submit a **Raffle Permit Application**. Please visit www.co.kane.il.us/COC, or contact the Kane County Clerk's Office to obtain a raffle permit application.*

Will you serve alcohol at your event? YES NO

*If yes, you must submit **Class E Liquor License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact the Mayor's Office to obtain a Class E liquor license application.*

Will there be amusement rides at the event? YES NO

*If yes, you must submit **Carnival License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov or contact the Mayor's Office to obtain a carnival license application.*

Will you serve food at your event? YES NO

If yes, please indicate the number of vendors _____

Note: A list of food vendors must be submitted prior to the inspection of your event.

Are you requesting the use of any other city-owned property, i.e. parking lots, etc.? YES NO

If yes, please indicate the property that you are requesting to use.

Would you like to request the closing of city streets? YES NO

If yes, please fill in the following information or submit a route map along with this application:

STREET	FROM	TO	DATES	TIMES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does your event require the use of city sidewalks? YES NO

SECTION 3 - SITE PLAN AND/OR ROUTE MAP

Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

If applicable, the following must be included:

Location of food vendors (FV)
Location of beverage vendors (BV)
Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail merchants (RM)
Location of First Aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding events

SECTION 4 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the _____
(name of organization)
 (“Organization”) to conduct _____ (“Event”), the Organization
(name of event)
 recognizes, acknowledges and assumes any and all risks arising from or in any way
 related to the Event.

To the fullest extent permitted by law, the Organization hereby agrees to defend,
 indemnify and hold harmless the City of St. Charles, its officers, officials, employees and
 agents from and against all injuries, deaths, losses, damages, claims, suits, liabilities,
 judgments, cost, and expenses (including all attorneys fees and costs), arising from, or
 resulting from or in any way related, directly and/or indirectly to the Event, except that
 arising out of the sole legal cause of the City of St. Charles, its officers, officials,
 employees and agents.

The Organization shall, at its own expense, appear, defend and pay all charges of
 attorneys and all costs and other expenses arising therefrom or incurred in connection
 therewith, and, if any judgment shall be rendered against the City of St. Charles, its
 officers, officials, employees and/or agents, in any such action, the Organization at its
 own expense shall satisfy and discharge same.

The invalidity of any provision(s) of this INDEMNIFICATION/HOLD
 HARMLESS or unenforceability of any of its provisions shall not affect the validity or
 enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS.

The Organization and the authorized signatory below warrant and represent that
 the authorized signatory below has full authority to execute and submit this application,
 including, but not by way of limitation, the INDEMNIFICATION/HOLD HARMLESS

provisions contained herein.

The Organization and the authorized signatory below agree to inform the City of St. Charles of any changes in the application at least thirty (30) days prior to the event.

(Name of Organization)

(Date)

by _____
Authorized Signatory

Signed and sworn to before me this _____ day of _____, 200__.

Notary Public

All applications must be signed and notarized.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The City of St. Charles reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver All Completed Items to:
City of St. Charles
Attn: Building & Code Enforcement
2 E. Main Street
St. Charles, IL 60174

SECTION 5 - TASK LIST AND DUE DATES

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Task to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	
Notify residents/businesses of special event	14 days	
Submit copies of other required permits	21 days	
Submit Original Certificate of Insurance	21 days	
Submit Fireworks Permit Application	60 days	
Submit Carnival License Application	90 days	
Submit Raffle Permit Application (Kane County)	90 days	
Submit Loudspeaker/Amplifier License Application	90 days	
Submit Outdoor Sales Permit Application	90 days	
Submit Class E Liquor License Application	90 days	
Submit Special Event Application	90 days	