



VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION

Please fill in all sections completely. Incomplete applications will be rejected. Applications must be submitted **AT LEAST 8 WEEKS** prior to the proposed event date for approval.

Section I- APPLICANT INFORMATION

Name of Applicant _____

Name of Event Organizer/Producer _____

Production Company/Organization _____ FEIN # _____

Street Address _____

City _____ State _____ Zip code _____

E-mail Address _____

Daytime Phone _____ Cell Phone _____

For-Profit or Non-Profit Organization 501(c) _____ EIN # (Tax Exempt Number) _____

*All non-profits must present a copy of their current Tax ID - EIN#

Section II- EVENT INFORMATION- Check the proper category

All applications are required to submit a detailed Site Plan/Map. Site Plan/Maps must include location, any street closures, barricades, parade routes, stages, alcohol sale location, tents, etc.

Title of Event _____

Date(s) of Event _____

Location(s) of Event _____

Start Time for Event _____ a.m./p.m. End Time for Event _____ a.m./p.m.

Event Chair/Contact Person _____ Phone _____

Day of Event Contact Name _____ Phone _____

Is the event open to the public? Yes No

Will you charge an admission fee? Yes No

Estimated Attendance Number _____

Description of Event

Section III- STREET USE

Check if this section does not apply

Description of portion(s) of road(s) to be used

Road closures must include rental of barricades; must be coordinated with the Village of Twin Lakes Department of Public Works

Will any parking stalls be used or blocked during the event? Yes No

Dates of Use _____

Total Number of Parking Stalls Requested and Location _____

Description of Signage to be used during event _____

Anticipated Services

Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s)

Electricity; Explain _____

Traffic Control; Explain _____

Police Services; Explain _____

Fire/EMS Services; Explain _____

Other; Explain _____

Scout House, Lance, Central, West Side Park Reservation Fee		# of Parks	# of Days	Applicable Fee
Security Deposit	\$100.00 x	_____		= _____
Non-Profit or Resident	\$75.00 x	_____	x _____	= _____
Non-Resident	\$150.00 x	_____	x _____	= _____
Millennium Park Reservation Fee			# of Days	
Security Deposit	\$100.00			_____
Non-Profit or Resident	\$50.00		x _____	= _____
Non-Resident	\$100.00		x _____	= _____
Block Party/Street Closure				
Security Deposit	\$100.00			_____
			TOTAL	_____

Note: The Village of Twin Lakes, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

All parks and public spaces must be left the way they were originally found. A check is required to be placed on file with the Clerk's Office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the applicant prior to processing.

LIABILITY INSURANCE REQUIREMENT

The applicant or special event sponsoring shall supply the Village with a certificate of insurance demonstrating the required level of insurance coverage in addition to providing the Village with a copy of the insurance policy endorsement language demonstrating that the Village, its officers, agents, employees and contractors are named and endorsed as an additional insured party. Certificate must show Comprehensive General Liability Insurance with coverage for contractual liability with limits no less than \$1,000,000 each occurrence for comprehensive general liability insurance and, \$2,000,000 aggregate limits for bodily injury and property damage, unless otherwise specified by the Village. The Village Board may require a higher limit depending upon the details of the special event, which may include:

- (1) A special event that includes alcohol, or,
- (2) A special event that is anticipated to have attendance greater than 100 people per day, or,
- (3) A multi-day special event.

Proof of this insurance is required to be turned into the Village no less than ten (10) days prior to the start of the special event. If any modifications occur to the insurance terms, the applicant must also notify the Village immediately. Any change to coverage requires Village approval. Also, if coverage is canceled or no longer meets the Village’s requirements, the special event permit will be rescinded. The applicant shall also agree to hold the Village, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage, or expense (including but not limited to actual attorney’s fees) incurred by the Village for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the special event permit is granted.

Upon approval, the permit issued by the VILLAGE OF TWIN LAKES authorizes the applicant to conduct the event described in the application and the applicant hereby agrees to comply with all applicable laws, rules and regulations, including any restrictions or conditions imposed by the Village, affecting the holding of an event. The applicant acknowledges and understands that the VILLAGE OF TWIN LAKES reserves the right to cancel any permit for non-compliance by the applicant with the restrictions or conditions imposed by the Village in approving the application or for violating any laws, rules or regulations.

Acknowledged and Agreed YES _____ NO _____

Applicant Signature _____ **Date** _____

VILLAGE OF TWIN LAKES STAFF USE ONLY

Date Filed with Clerk _____ Amount Paid & Receipt # _____

- Checklist Map of Event or Site Plans Insurance
 Temporary Class "B"/"Class B" Retailer’s License Application, if necessary

Police Chief Signature _____ Date _____

Approved Denied Notes _____

DPW Signature _____ Date _____

Approved Denied Notes _____

Fire Chief Signature _____ Date _____

Approved Denied Notes _____

COW Meeting Date _____ Board Meeting Date _____ Permit Number _____