

VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION

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

ame of Applicant			
		FEIN #_	
reet Address			
		Zip code	
mail Address			-
		Phone	
For-Profit or ☐ Non-Profit Organi Il non-profits must present a copy of their		EIN # (Tax Exempt Number)_	
		•	
Section II- EVENT INFORMATION- (I applications are required to submosures, barricades, parade routes,	nit a detailed Site Plan,	/Map. Site Plan/Maps must includ	le location, any stro
I applications are required to subnosures, barricades, parade routes,	nit a detailed Site Plan, stages, alcohol sale loc	/Map. Site Plan/Maps must includeration, tents, etc.	•
l applications are required to subnosures, barricades, parade routes, Title of Event	nit a detailed Site Plan, stages, alcohol sale loc	/Map. Site Plan/Maps must includ	
l applications are required to subnosures, barricades, parade routes, Title of Event Date(s) of Event	nit a detailed Site Plan, stages, alcohol sale loc	'Map. Site Plan/Maps must include ation, tents, etc.	
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Tapplications are required to submosures, barricades, parade routes, Title of Event Date(s) of Event Location(s) of Event Start Time for Event	nit a detailed Site Plan, stages, alcohol sale loc	Map. Site Plan/Maps must include ation, tents, etc.	a.m./p.m.
l applications are required to subnosures, barricades, parade routes, Title of Event Date(s) of Event Location(s) of Event Start Time for Event Event Chair/Contact Person	nit a detailed Site Plan, stages, alcohol sale loc a.m./p.m.	/Map. Site Plan/Maps must include ation, tents, etc. End Time for Event	a.m./p.m.
l applications are required to submosures, barricades, parade routes, Title of Event Date(s) of Event Location(s) of Event Start Time for Event Event Chair/Contact Person Day of Event Contact Name	nit a detailed Site Plan, stages, alcohol sale loc a.m./p.m.	/Map. Site Plan/Maps must include ation, tents, etc. End Time for EventPhone	a.m./p.m.
Date(s) of Event Event Chair/Contact Person Day of Event Contact Name Is the event open to the public?	nit a detailed Site Plan, stages, alcohol sale loc	/Map. Site Plan/Maps must include ation, tents, etc. End Time for EventPhone	a.m./p.m.
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<u>PERMIT REQUESTED</u> Parade Permit - *No (*

□ Parade Permit - <i>N</i>	No Charge				
business day prior t and take down the safety issues. Resic PROHIBITED at a pr	nall event limited to one street with 4 bards of your event and pick them up on the first barricades before and after your event. If the lential block parties are not to last more to ivate block party in a residential area. All drinking citations will be issued outside of the event.	st business day following to Main streets that are thore than 6 hours between 9:00 consumption must be wit	he even oughfar o am and thin the	t. It is your responsibil es may not be approve d 10:00 pm. Sale of alco designated area and w	ity to set up d due to ohol is rithin the
day of the schedule Department for ent	All users of the parks must check in at ted event prior to and after use of the facility to the Scout House and for use of electiately after the event. Prior to leaving, thoters.	ity to insure refund of secu tric at Millennium Park. Tl	urity de _l he key r	posit. A key is available nust be returned to the	e at the Police e Police
Select Park:	☐ Lance Park and Amphitheater	☐ Scout House		Central Park	
	☐ West Side Park	☐ Millennium Park	Pavilio	n	
Describe Restroon	n facilities available to all participants				
Will you be setting	g up a tent? □ Yes □ No tion, size, Rental Company, and proof	•	•	iired p <i>er NFPA Code .</i>	25.2*
Will there be any a	animals?		,		
·	performances, loud speakers or a DJ?				
Description of plan	n for handling refuse collection and af	ter-eventclean-up			
Description of plan	n for providing event security (ifapplic	able)			
	vorks or pyrotechnics at your event? The a fireworks display permit or application		l Yes	□ No	
•	clude the sale of beer and/or wine?		Yes	□ No cense Application or u	orovide Proof
	nse. Sale of Alcohol is prohibited for re				211221100)
	er vendors be selling food or merchan h list of proposed vendors, including b		Yes of food	□ No I/merchandise sold.	
Do you intend to u	se the available picnic tables and benc	hes in the location?	Yes	□ No	

Charlifthis sestion descriptions				
☐ 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	the coordinated w	uith the Village	of Twin Lakes D	Denartment of Public Works
toda closures muse melade remai of barmedaes, muse				
Will any parking stalls be used or blocked during			□ Yes □	No
,, ,			L 163 L	NO
Dates of Use				
Total Number of Parking Stalls Requested and Lo	cation			
Description of Signage to be used during event_				
Anticipated Services				
Please indicate below any additional services you are	requesting for you	ır event. Estim	ated Fees or De	posits for these services ma
ne 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		# of Parks	# of Days	Applicable Fee
Reservation Fee				
Security Deposit	\$100.00 x			=
Non-Profit or Resident Non-Resident	\$75.00 x \$150.00 x		X	
Non-Resident	\$150.00 X		х	= <u></u>
Millennium Park Reservation Fee			# of Days	
Security Deposit	\$100.00			
Non-Profit or Resident	\$50.00		x	=
Non-Resident	\$100.00		х	=
Block Party/Street Closure				
Security Deposit	\$100.00			
				_

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 US	E ONLY
Date Filed with Clerk	Amount Paid & Receipt #	
Checklist \square Map of Event or Site	e Plans 🔲 Insurance	
\square Temporary Class "B	$^{\prime\prime}$ /"Class B" Retailer's License Application, i	f necessary
Police Chief Signature		Date
☐ Approved ☐ Denied Notes	<u> </u>	
☐ Approved ☐ Denied Notes		
Fire Chief Signature		Date
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COW Meeting Date	Board Meeting Date	Permit Number