

EVENT INFORMATION *(please type or print the following information)*

1. Event Name & Location(s): _____
(All residential Block Party Events – complete statements 1, 2, 3, 5, 10 and sign below)

2. Event Date(s): _____ **3. Estimated Number of Participants:** _____ **4. Estimated Number of Vehicles:** _____

5. Set-Up Start Time: _____ **Start Time:** _____ **End Time:** _____ **Tear Down End Time:** _____

6a. Main Travel Route: _____
(Attach Map)

6b. Vehicles Used During Event: _____

7. Estimated Cost of Event _____

8a. Will alcohol be served or provided in any manner at this event: _____ **8b. If yes, who is serving/providing alcohol:** _____

9. Applicant: _____
(Name)

(Street Address) (City, State & Zip)

(Tax Identification Number)

10. Contact Person: _____ **Phone Number:** _____
(Name)

(Street Address) Fax Number: _____

(City, State & Zip Code) Email Address: _____

11. Purpose of Event: _____
(Please describe)

12. Benefit to the Community: _____

13. Is the event location crucial to the success of the event? YES or NO (circle one)

(If Yes, please explain)

Please use and attach additional paper if necessary.

CONDITIONS, LIABILITY WAIVER, & HOLD HARMLESS AGREEMENT

1. Conditions:

The Applicant hereby makes application for permission to hold a special event in the Village of Lake Bluff. It is understood that all Village ordinances and codes shall be adhered to, and that any violation of a Village ordinance, code, or State Statute shall mean automatic revocation of this permit. It is further understood that this permit shall be void if the applicant does not comply with all requirements specified by the Office of the Village Administrator, as part of the approval process, including without limitation the Village's Special Events Policy.

2. Release From Liability:

The Applicant agrees to waive and relinquish any and all claims it may have arising out of, connected with, or in any way associated with the special event. The Applicant hereby fully releases and discharges the Village of Lake Bluff, its officers, agents, and employees from any and all claims from injuries, including death, damage, or loss which the Applicant may have, or which may occur in connection with the special event.

3. Indemnity & Defense:

The Applicant further agrees to indemnify, hold harmless, and defend the Village of Lake Bluff, its officers, agents, and employees from any and all claims from injuries, including death, damages and losses sustained by the Applicant or any other person arising out of, connected with, or in any way associated with the special event.

Signature of Applicant's Authorized Representative: _____ **Date:** _____

OTHER RESOURCES

The Village understands that planning events require a great deal of time and coordination. As a resource for Points of Contact the Village offers the following information that you may need when planning your event:

Community Sign Board Application

A great way to gain exposure for the event, these sign boards are available to Not-For-Profit Organizations and are located at the intersections of Green Bay Road/Illinois Route 176 and Sheridan Road/E. Sheridan Road.

Temporary Sign Permit Application

Some events require additional signage that is displayed either on private or public property for a specified amount of time. Signs that are attached to the community sign boards are not considered Temporary Signs.

Solicitor's Permit Application

Many organizations plan events to raise money to benefit specific causes. Individuals participating in the event that are soliciting orders, applications, subscriptions, or gifts (clothes, money, etc.) are required to obtain a Solicitor's Permit.

Liquor License Application

Due to State and Village Codes, a local Liquor License is required for the retail sale of alcoholic liquor by Not-For-Profit organizations for consumption on the premises of the event. These permits are valid for a period up to 48 hours. This license is required in addition to the Special Events Liquor Liability Insurance from IRMA (please reference Section 4.2 of the Special Events Policy).

Raffle License Application

On some occasions Applicants may plan to conduct raffles to give away prizes during the event. In order to comply with State regulations, the Applicant must file an application for a Raffle License with the Village. Please know that Raffle Licenses are only issued to legitimate Not-For-Profit Organizations which have been in existence continuously for at least 5 years.

Temporary Food Service Permit Application

During the warmer seasons, it is common for Applicants to serve refreshments to event participants. If this is the case, Applicants are encouraged to call 847-377-8000 and work directly with the Lake County Health Department in order to meet County health and food service guidelines.