



## Village of Glen Ellyn Special Event Permit Application

The Special Event Permit Application must be submitted at least **sixty (60) days prior** to the event date in order to ensure sufficient time for processing. Please contact the Administration Department at 630-469-5000, or refer to the Special Event Permit Application Guidelines at [www.glenellyn.org](http://www.glenellyn.org) for more information. The Special Event Permit processing fee is \$50.00.

EVENT INFORMATION			
<b>Event Title</b>			
<b>Type of Event</b>	<input type="checkbox"/> Carnival or Rides <input type="checkbox"/> Business Special Event <input type="checkbox"/> Festival <input type="checkbox"/> Outdoor Concert <input type="checkbox"/> Parade <input type="checkbox"/> Tent Sale <input type="checkbox"/> Walk/Run/Bike <input type="checkbox"/> Zoo/Circus <input type="checkbox"/> Other (please specify): _____		
<b>Event Date(s)</b>		<b>Time</b>	
<b>Alternate Date(s)</b>		<b>Time</b>	
<b>First Time Applicant?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is it an Annual Event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Event Website (if any)</b>			<b>Anticipated Attendance</b>
<b>Location of Event</b> Please list all requested street or sidewalk closures noting time(s) each street will be closed.			
<b>Describe the Event</b> Please describe your event in detail including any additional information that may be important to understanding its scope and purpose. Please attach any promotional materials regarding the event.			
<b>Please see <u>Section 3</u> of the Special Event Application Guidelines for more information regarding Event Activities</b>			
<b>Event Activities</b> Please check all items that will be included in your event.  *Extraordinary activities may require additional licenses, fees or submittals (See Guidelines for additional information).	<input type="checkbox"/> Alcohol* <input type="checkbox"/> Animals* <input type="checkbox"/> Automobiles <input type="checkbox"/> Balloons/Signs/Decorations <input type="checkbox"/> Bands/Live Music <input type="checkbox"/> Carnival Rides* <input type="checkbox"/> Floats <input type="checkbox"/> Food Booth(s) <input type="checkbox"/> Parade/Race* <input type="checkbox"/> Parking Lots* <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Promotional Signage* <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Stage/Bandshell <input type="checkbox"/> Streets/Sidewalks* <input type="checkbox"/> Tents* <input type="checkbox"/> Vendors <input type="checkbox"/> Raffle* <input type="checkbox"/> Other (please specify): _____		
For <b>tents and promotional signage</b> checked above, please indicate type, size and location(s): _____			

**Draw Event Site Plan**

Please provide a draft site plan for your event. Please include the following applicable locations; food/drink vendors, bathrooms, entry/exit points, parking, tents, and any additional details. (See guidelines for additional information).

All applications should be completed and submitted **not less** than sixty (60) days prior to the event date. Applications that are complete and submitted to the Village along with any necessary submittals will be processed by Village staff. Incomplete applications will be held for processing until it is complete. Please return your completed Special Event Permit Application to:

**By Mail/Drop Off:** Village of Glen Ellyn, Administration Department, 535 Duane Street Glen Ellyn, IL 60137

**By Email:** [events@glenellyninfo.org](mailto:events@glenellyninfo.org)

<b>EVENT ORGANIZER INFORMATION</b>				
Name (First/Last)				
Address			Apt./Unit	
City		State		Zip Code
Home Phone		Cell Phone		
E-mail Address				
Name of Sponsoring Organization(s) (If applicable/different)				
Organization's Legal Status		<input type="checkbox"/> Governmental Entity <input type="checkbox"/> Non-profit Entity <input type="checkbox"/> Commercial Business		
Sponsoring Organization Main Contact (If applicable/different)				
Address			Apt./Unit	
City		State		Zip Code
Daytime Phone		E-Mail		

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

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



# Village of Glen Ellyn Special Event Permit Application Guidelines

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## I.

### Overview and Purpose

Thank you for your interest in holding a special event in the Village of Glen Ellyn. This packet contains information to assist you in organizing your special event or in obtaining the required permits. Special event permit applications must be submitted at least sixty (60) days in advance of the event.

**Some of the information in this packet will not apply to your event; however, all event organizers are required to complete a Special Event Permit Application in full and submit it to the Village in order to be processed.** All first-time events must receive approval by the Village Board of Trustees.

Submission of an application does not guarantee approval of the event request. The Village reserves the right to approve, deny or modify requested events. If you have questions regarding the Special Event Permit Application process, please contact the Administration Department at 630-469-5000.

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## II.

### Special Event Criteria and Process

#### Special Event Eligibility

Please consult with the Administration Department at (630) 469-5000 prior to submitting a special event permit application to discuss whether your event falls under this policy. Generally, commercial or non-residential outdoor events that will take place on public or private property or which will take place in public right-of-ways (i.e. street, sidewalk, parking lot), or that will be held on public property where liquor is to be served fall under the scope of this policy. **Generally, indoor private events (i.e. invitation only) are exempt from the application process unless live entertainment is involved, but are required to apply for all applicable liquor licenses.**

The Village will provide limited support to public events on a case-by-case basis and pending staff availability. This includes the availability of additional police services (if required) and public works services (i.e. road closures, street sweeping, barricade set up and rental, clean up, etc.). An organization that elects to hold an event **will** be required to reimburse the Village 100% for the fees and costs associated with providing police related services, and any Village staff overtime costs. An invoice will be sent to the sponsoring organization after the event has concluded indicating these costs.

#### Process

- 1. Special Event Permit Application and Fee:** The Special Event Application is available online at [www.glenellyn.org](http://www.glenellyn.org) and is due to the Village of Glen Ellyn, at a minimum, **sixty (60) days** prior to the

event. A \$50.00 administrative fee must be paid at the time of application submission. Please make checks payable to the **Village of Glen Ellyn** and note the name of the event on the check.

A detailed event map/route or site plan must be submitted with the application.

A completed event application along with an event map/site plan (if required) may be mailed, dropped off or emailed to:

Village of Glen Ellyn  
ATTN: Special Events Coordinator  
535 Duane Street  
Glen Ellyn, Illinois 60137

Email: [events@glenellyninfo.org](mailto:events@glenellyninfo.org)

## 2. **Special Event Permit Application Review**

The Village shall review the Special Event Permit Application and evaluate its impact on the Village and proposed use of Village-owned property, and note any changes that may be needed in order to approve the special event. Submittal of an application does not guarantee approval.

## 3. **Village Board Consideration and Event Approval**

First-time Event: The staff evaluation will be presented to the Village Board for their consideration and approval during a Regular Village Board Meeting which is typically held on the second and fourth Monday of each month at 8:00 p.m. The Village Board will review the permit application, staff's evaluation, and recommendation regarding the special event. The Village Board has the final approval regarding all special events described under this policy.

Second and/or Recurring Events: A special event that has previously received Village Board approval via the process outlined above within the last three years of the original event, and that has been re-submitted for approval in substantial conformance to the previous event approved by the Village Board, may be able to receive administrative approval via the Village Manager if all conditions have been met under this policy. However, the Village Manager reserves the right to send the event request to the Village Board if she/he desires.

## 4. **Special Event Approval**

If a Special Event Permit Application is approved by the Village Board and/or via Administrative approval, the application permit will be signed by the Village and will also outline any additional requirements or submittals that may be needed prior to the event.

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# III.

## **Event Activities**

The following event activities may require additional information or consideration prior to submitting a Special Event Permit Application. These activities will be further identified and outlined in the Event Approval letter. Please note that not all event activities listed in the application contain additional information below. Please contact the Administration Department at 630-469-5000 if you have further questions.

### **Alcoholic Beverages**

Functions that will offer alcoholic beverages for sale or tasting will need to submit an application for a Class E (Temporary) Liquor License. The Class E Liquor License costs \$20 and must be submitted separately to the Village of Glen Ellyn Liquor Commission. In addition, a copy of your Certificate of Liquor Liability (Dram Shop), and proof of alcohol awareness training must be submitted. Please visit [www.glenellyn.org](http://www.glenellyn.org) or contact the Administration Department at 630-469-5000 for more information.

### **Animals**

Events that will house or provide access to barnyard (i.e. horses, ponies, goats, cattle, sheep, chickens, etc.), exotic, or otherwise dangerous animals will require formal approval by the Police Chief or his/her designee. Event organizers must indicate the type and number of animals that they will have at their event on the Special Event Permit Application. The event organizer is also required to properly dispose of any excrement which may be deposited by such animals.

### **Carnival Rides**

A carnival license must be obtained prior to operating a carnival in the Village of Glen Ellyn. The license fee must be paid at the time of the special event application submission equal to thirty-seven dollars and fifty cents (\$37.50) per day the carnival is scheduled to be open to the public. The license fee should be payable to the Village of Glen Ellyn and included with the event application. Please visit [www.glenellyn.org](http://www.glenellyn.org) or contact the Administration Department at 630-469-5000 for more information.

### **Food and Beverage Health Inspections**

Food and beverages cannot be sold at an event or offered at no cost, unless approved and/or licensed, if necessary, by the DuPage County Health Department. Event organizers are responsible for arranging health approvals and inspections for their events. Please contact the DuPage County Health Department at 630-682-7046 x7046 for more information.

### **Parade/Race Route**

Prior approval by the Police Chief or his/her designee is required for parade and/or race events requiring the use of public right-of-ways. The Police Department and Public Works Department have created a series of potential routes that may be utilized for these types of events in the Village. Please contact the Police Chief or his designee at 630-469-1187 to inquire about appropriate routes that may be used. The detailed parade and/or race route must be submitted with the Special Event Permit Application.

### **Promotional Signs and/or Banners**

Signs or banners are often used to promote upcoming events. For events that have been approved, event organizers who wish to utilize such promotional materials must submit a *separate* application no less than thirty (30) days prior to the event. Please contact the Planning and Development Department at 630-547-5250 or visit [www.glenellyn.org](http://www.glenellyn.org) to obtain a banner permit application. The cost of the banner permit application is \$30. Please note that the following signage and attention getting devices are prohibited: searchlights, beacon lights, inflatable devices, etc. Pennants, flags and streamers are prohibited by code, but may be permitted through this special event permit process. Please list all such attention getting devices on the application form.

In addition, if balloons, signage or other attention getting devices are utilized to direct guests to the event, it must be in accordance with the Glen Ellyn Sign Code. Please contact the Planning and Development Department for more information or visit the Planning and Development Department's Forms and Applications section at [www.glenellyn.org](http://www.glenellyn.org) to download the *Regulations for Business Promotional Activities* brochure.

### **Restrooms and Handwashing Stations**

For public events, event organizers must provide patrons access to restrooms and/or portable restrooms with handwashing stations. The general rule is to provide access to one (1) restroom and handwashing station for every fifty (50) patrons anticipated during the peak hours of the event.

### **Sound Equipment**

Functions that require sound amplification (Live music, PA system, etc.) for any loudspeaker or amplifier connected with any radio, microphone similar equipment must receive a special code waiver from the Village Code. The Village of Glen Ellyn reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the Village of Glen Ellyn Police Department.

### **Street, Sidewalk and/or Parking Lot Closures**

Events that require Village streets, sidewalks or Village-owned parking lots to be closed must be coordinated with the Public Works and Police Departments, and properly identified in the application and labeled on a detailed event map/route or site plan. In order to provide access for emergency vehicles, a designated traffic lane fifteen (15) feet in width must remain unobstructed on either side of the street.

The Village of Glen Ellyn will assess all public right-of-ways prior to the event. Any damage that occurs during the event will be repaired by the Village. The Village will make any necessary repairs and bill the event organizers for the repair work and any future event requests by the organization will be denied.

The event organizer must contact the Police Department and Public Works Department for events that will require parking reconfiguration and/or temporary signage to redirect parking or traffic as a result of street and/or parking lot closures. All traffic or parking reconfiguration needs must be communicated to the Department **no less** than thirty (30) days prior to the event.

### **Deposit Fee**

Dependent on the size, scope, and past history of an event, a deposit fee may be required from event organizers. Village staff will review each special event request, and determine a reasonable deposit fee, if deemed necessary. The Village Manager has the discretion to waive the deposit fee upon review.

### **Tents**

The use of free-standing tents are allowed under the following conditions: they are a minimum of 20 feet from any building, have protective covers on tent anchors (Note: tent anchors are not permitted on Village-owned streets, sidewalks or parking lots), have no cooking equipment within them and comply with all applicable building regulations. In addition, tents that are larger than 400 square feet in size must be inspected by a Planning and Development Department Building Inspector prior to the event. Please contact the Planning and Development Department at 630-547-5250 to arrange for an inspection prior to the event. The cost for the inspection will be \$50.00.

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## **IV. Additional Event Considerations**

The following items may also be required and/or requested by Village staff as identified in the permit process.

### **Beverage Alcohol Sellers and Servers Education and Training (BASSET)**

Functions that will offer alcoholic beverages for sale or tasting are required to send every individual that will be involved in the service of alcohol (including sale of wristbands) during the event to a Beverage Alcohol Sellers and Servers Education and Training (BASSET). Organizers must contact the Police Department at 630-469-1187 to register for a training program. More information is also available on the Police Department's webpage at [www.glenellyn.org](http://www.glenellyn.org).

### **Certificate of Insurance**

Upon approval of a Special Event Permit, an original Certificate of Insurance naming the Village of Glen Ellyn as an additional insured must be submitted. The Certificate of Insurance will be due at least twenty-one (21) days prior to the event date and shall be issued by a company licensed in the State of Illinois, approved by the Village, and covering any and all liability. In addition, the special event must be named on the Certificate of Insurance. The minimum coverage limit for an event is \$2,000,000 in the aggregate.

The Village of Glen Ellyn reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by the Village.

### **Compensation for Police Department Staffing**

Depending on the scope and attendance of the event, the Police Department may require police personnel to be present at the function pending staff availability. The costs for police services will be charged directly to the event organization and/or agency. The number of personnel necessary to staff the event will be based on the size and scope of the event. For questions regarding police support, personnel cost, or availability, please contact the Police Chief or his representative at 630-469-1187.

### **Electrical Power**

The Village of Glen Ellyn can provide electrical power for events that are planned to take place on **public property (i.e. streets, parking lots) only**. The Village has different options for power with varying capabilities depending on the location of your event and the amount of power needed. Event organizers may indicate these needs on the Special Event Permit Application and must contact the Public Works Department after a permit has been issued. Electrical power should be coordinated at least fourteen (14) days prior to the event start date. Please contact the Public Works Department at 630-469-6756 for more information.

### **Event Barricades**

Events that take place on public streets, parking lots, or sidewalks such as parades and races, or events on public or private property which will offer the sale or tasting of alcoholic beverages will be required to barricade portions of the event area for safety and security. In addition to barricades, the Village may require that snow fencing be installed if the event provides liquor. Event organizers will be required to contact the Police and Public Works Departments after event approval to determine the quantity and location of event barricades/snow fencing.

### **Parade Route/Site Plan**

Outdoor events or those which will include a parade or race, must submit a detailed route/site plan. This route/site plan must describe the event location, including the names of all streets, intersections, or parking lots which will be utilized during the event. In addition, the location of event activities (i.e. vendor tents, staging, music, alcohol tent, etc.) should be properly labeled. Event organizers are encouraged to submit a preliminary route/site plan with the application which may be reviewed by the Police and Public Works Departments prior to the event approval.

### **Refuse and Recycling Collection**

For events that are to take place on public right-of-ways, the event organizer must monitor and be responsible for disposal of garbage and recycling accumulation in the Village street containers. Plastic bags should be used to line the containers, and the event organizer should empty the containers as necessary. After permit approval, additional receptacles may be required by the Public Works Department. Details regarding whether additional receptacles will be needed must be worked out **no less** than seven (7) days prior to the event. All additionally placed trash receptacles provided by the Village must be turned upside down once the event has ended so that the containers are not used prior to pickup by the Public Works Department. For events that take place on public property (i.e. streets, parking lots) the event organizer must schedule an additional pick-up by the Village's refuse and recycling contractor which will be expensed to the event organizer. Failure to remove trash may result in a denial of requests made by the host organization.

### **Resident and/or Business Notification**

For those events that require street closures, or that may cause an unintended impact to Village businesses or residents, mailed or hand delivered notification must be provided to residences and businesses within three-hundred (300) feet of the event location **no less** than seven (7) days prior to the event date. Event organizers are responsible for communicating with the Village of Glen Ellyn to determine which parties are to be notified.

### **Volunteers/Event Staff Support**

Event organizers must plan to provide enough on-site volunteers or staff to adequately support the event. Please contact the Administration Department at 630-469-5000 if you have questions about adequately staffing your event.

If you have questions regarding the Special Event Permit Application or any of the event guidelines, please contact the Village of Glen Ellyn's Administration Department at 630-469-5000.