

VILLAGE OF HOMEWOOD SPECIAL EVENT REGISTRATION

Thank you for your interest in holding a special event in the Village of Homewood. This packet contains the information needed to register a special event and obtain any required permits. The first three pages should be removed from the completed application packet and kept by the event organizer for reference.

On page four of this packet, you will find a special event checklist, which is designed to help you determine permits that are required for your special event. Some of the information will not apply to your special event. However, all event organizers are required to fill out the Special Event Registration form in full and submit it with the requested documentation to the Events Manager (c/o Manager's Office).

The purpose of the Special Event Registration is to ensure that the responsibilities of all parties are agreed to and understood and that all special events occurring on roads or Village parking lots within the Village of Homewood are processed in a uniform fashion and that guidelines are followed in order to ensure that all special events operate in a safe and orderly fashion.

Minimum Requirements/Criteria

The following criteria will be used to determine if your event is a special event:

1. All outdoor events held on Village property, i.e. street, sidewalk, etc., and/or deemed to significantly impact the Village are considered special events, such as events with an anticipated attendance of greater than 250.
2. An event that requests any of the following actions, which must be approved by the Village Manager, will be considered a special event:
 - Events requiring street closures (with the exception of block parties).
 - Events that require the closure of parking facilities and/or the use of Village-owned property.
 - Events that require the posting of "No Parking, Tow Zones."

Requirements and Conditions

1. **Alcoholic Beverages:** Approval from the Village Liquor Commissioner is required for the sale of alcoholic beverages. There is a fee associated with the issuance of this license. A background check is required for all those serving alcohol. The background check process takes six to eight (6-8) weeks. The Community Information Coordinator must be notified of any plans involving the sale of alcoholic beverages.
2. **Block Parties:** Special event registration is not necessary for block parties; however the Village of Homewood requires that a permit be obtained for this type of gathering. Block party permit applications are available online at www.homesweethomewood.com/blockparties, or at Village Hall.
3. **Circuses and Carnivals:** A license is required to conduct or operate a circus or carnival in the Village. Approval must be granted by the Village Board of Trustees and Village President. There is a fee associated with the issuance of this license. A background check is required. The Community Information Coordinator must be notified of any plans to conduct or operate a circus or carnival.

4. **Loud Speakers:** A loud speaker permit must be obtained through the Homewood Police Department for use of any speakers or sound system. The Village of Homewood reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the Homewood Police Department.
5. **Certificate of Insurance:** A Certificate of Insurance naming the Village of Homewood, elected officials, and Village employees as additionally insured in the general aggregate minimum amount of \$1,000,000 is required for events, as deemed necessary by the Village of Homewood. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of your event registration, a copy of the certificate of insurance will be due at least 30 days prior to event date. The Village of Homewood reserves the right to request additional insurance for the event.
6. **Compliance with Village Ordinances:** The applicant shall comply with all applicable Village ordinances, codes, conditions and requirements.
7. **Compensation for Village Staffing:** While the Village provides a variety of services to the general public, there are times when an individual group, organization or business will request services (typically police protection, traffic control, ambulance staging) for a non-Village activity or event. The Village may also determine that Village personnel is required in order to ensure the safety of event participants, minimize the inconvenience to residents and reduce the public liability exposure to the sponsoring agency, as well as the Village. The Village shall determine the number of personnel necessary and will notify the sponsoring agency of the estimated charges. Charges are calculated according to the Village's "Salary and Overhead Cost Recovery" policy. The bill will be transmitted to the sponsoring agency within sixty (60) working days after the completion of the event.
8. **EMS Support:** Certain events may require medical support on-site to supplement the Village of Homewood's EMS team. In these instances, the event organizer will be notified in writing of the required medical personal for which they will be responsible. If requested by the event organizer, EMS support may be available, but the event organizer will be responsible for all costs.
9. **Food and Beverage Health Inspections:** Food and beverages may be inspected by the Cook County Department of Public Health Department. Event organizers are responsible for arranging health inspections for their events. Please call the Cook County Department of Public Health at (708) 492-2035. To review the Food Service Sanitation Code visit the Cook County Department of Public Health online at <http://www.ilga.gov/commission/jcar/admincode/077/07700750sections.html>
10. **Hold Harmless Agreement:** The event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the Village of Homewood against any and all actions arising from, during, or as a result of the event.

- 11. Raffles:** Approval is required to conduct a raffle. Licenses shall be issued only to bona fide, religious, charitable, business, labor, fraternal, educational or veterans organizations that operate without profit to their members and which have been in existence continually for a period of five years immediately before making application for a license. There is a fee associated with the issuance of this license. A fidelity bond is required to hold a raffle. A background check is required for the raffle manager designated by the licensed organization. The Community Information Coordinator must be notified of any plans of any plans to conduct or operate a raffle.
- 12. Resident and/or Business Notification:** For those events that require street closures, or may cause disruption for Village of Homewood residences or businesses, mailed or hand delivered notification must be provided to the affected parties two (2) weeks prior to the event. The Village of Homewood will determine which parties are to be notified and the Community Information Coordinator will provide the event organizer with a mailing list for the affected areas.
- 13. Signs and Banners:** Signs, pennants, or banners are often used to promote an upcoming event. Signs, pennants, or banners placed on Village property require approval according to Section 86-10 of the Homewood Municipal Code. An application may be obtained through the Homewood Building Division.

The Village of Homewood is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, codes and requirements.

Registration Process and Checklist

Submitting an Event Registration and/or Permit Application

- A. **Event Registration Due Date:** The special event registration is due to the Village of Homewood's Community Information Coordinator at a minimum of ninety (90) days prior to your event. This allows the Village staff sufficient time to evaluate your request and provide a recommendation to the Village Manager for consideration, if necessary.
- B. **Permit Applications:** All required permit applications must be submitted to the Community Information Coordinator, at a minimum, sixty (60) days prior to your event. It is the applicant's responsibility to obtain the necessary permits and/or applications from the respective department.
- C. **Required Documentation:** The following documentation is required by the Village of Homewood for special events:
- **Hold Harmless Agreement:** A Hold Harmless Agreement must be submitted with each application (see page 7 of the application).
 - **Certificate of Insurance:** An original Certificate of Insurance naming the Village as an additional insured in the general aggregate amount of \$1,000,000. (Due 30 days prior to event)
 - **Loud Speaker Permit:** Permit available through the Homewood Police Department. Permit must be submitted with application.
 - **Class 6 Special License:** Required for the sale of alcohol. Contact the Finance Director.
 - **Raffle Permit:** Permit available through the Homewood Finance Department
 - **Circuses and Carnivals:** Permit available through the Homewood Finance Department
- D. **Submission Process:** Please return the special event registration, all required permit applications and supporting documentation, to:

**Village of Homewood
Attn: Allisa Opyd
Events Manager
2020 Chestnut Road
Homewood, IL 60430
Phone: 708-206-3393
Fax: 708-206-3496**

SPECIAL EVENT REGISTRATION

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

GENERAL EVENT INFORMATION

Name of Event:

Type of Event: Parade Walk/Run Festival Other

Location of Event:

Date (s) of Event: Hours of Event: to Estimated attendance:

Event Web site:

Purpose of the event:

Name of sponsoring organization:

Contact person from sponsoring organization:
Note: Please list the organization's legal status, i.e. NFP, Partnership, Corporation, etc.

Organizers address:

City: State: Zip:

Home Phone: Cell Phone: E-mail:

Is this an annual event?
If yes, please provide the event date for next year too:

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)?



Does your event include the use of a tent over 10 ft. x 10 ft.?

Will you be using speakers and/or sound equipment at your event?

Are you holding a raffle at your event?

Will you serve alcohol at your event?

Will there be amusement rides and/or inflatable devices at the event?

Will you serve food at your event?
If yes, please indicate the number of vendors

Does your event require the use of Village sidewalks?

Are you requesting the use of any other village-owned property, i.e. parking lots, etc.?
If yes, please indicate the property that you are requesting to use

Would you like to request the closing of Village streets?
If yes, please fill in the following information or submit a route map along with this application:

STREET	FROM	TO	DATES	TIMES
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SITE PLAN AND/OR ROUTE MAP

If applicable, 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 fire lane (FL)

Location of beverage vendors (BV)

Location of fire extinguishers (FE)

Location of toilets (T)

Public entrances and exits (PE)

Location of hand washing sinks (HWS)

Location of retail merchants (RM)

Location of First Aid (FA)

Location of residential streets surrounding events (RS)

Location of garbage receptacles (G)

Location and number of barricades (B)

Location of sound stages and amplified sound (S)

HOLD HARMLESS AGREEMENT

The applicant agrees that it will indemnify, hold harmless and defend the Village of Homewood, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of Homewood of any changes in the application at least 30 days prior to the event. I agree to the terms and conditions listed above.

Signature of Organizer

Date

Signed and sworn before me on this _____ day of _____, _____

Notary Public

All applications must be signed and notarized.

After submitting all forms, your application will be reviewed by the Community Information Coordinator. All departments that will be involved in providing services or permits for the event will be notified. The Community Information Coordinator will notify you if the event has been approved. **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 Village of Homewood reserves the right to cancel any event at any time for reasons deemed necessary by the Community Information Coordinator, and/or the Village Manager.

Mail, Fax or Hand Deliver All Completed Applications to:

Village of Homewood

Attn: Allisa Opyd

Events Manager

2020 Chestnut Road

Homewood, IL 60430

Phone: 708-206-3393 Fax: 708-206-3496

