

Special Event Permit Guide for Community Events

Last Revised January 2024

The Community Events Staff Committee is an inter-departmental team of Village staff that meet as needed to discuss events proposed to be held in the Village that utilize Village property and/or may require Village services, permits, insurance, and indemnifications. Typically, these are events such as runs/walks, carnivals, parades, music festivals, and any event that involves blocking streets (excluding Block Parties, see the “Neighborhood Block Party Request” in the Citizen Self Service Portal for more information).

Each proposed community event will be discussed among the Community Events Staff Committee to determine what, if anything, you will need from the Village and express any concerns or suggestions to help you have a successful, safe event. The information below are the primary items Village staff will review (as applicable).

Costs Related for any Village Services Provided

If Police, Fire, and/or Public Works services are needed to ensure your public event is safe and runs well, your organization will be billed for those services rendered by each participating Department.

The Village will work with you to help keep costs as reasonable as possible. Please keep in mind those events requiring Village services on a weekend will incur a higher hourly rate. You should anticipate that charges for services on Sunday could be approximately 50% higher than charges for events occurring on any other day.

Timing of Final Approval

The Village has a busy construction program where various work is done to streets, curbs & gutters, sidewalks, and various other infrastructure work. The Village has a better idea of the construction schedule once construction bids are received and work is approved by the Village Board in the Spring of each year.

If you are hosting a run/walk, the Village can give you a better idea of streets along your race/event route that may be impacted after project work schedules are finalized. If work is going to be done on event routes, the Village reserves the right to make adjustments or changes to the event route as necessary.

Please contact Jack Cascone, Management Analyst II, in the Village Manager’s Office at 847-368-5100 60 days before your event to confirm construction schedules and any impact to your Community Event.

Insurance and Indemnification Requirements

If your event will require the use of Village property, including parking lots, sidewalks, and/or Village streets, your organization must provide a Certificate of Liability Insurance in the amount of \$2 million which also names the Village as an additional insured. The insurance certificate must be provided to the Village prior to the event. If applicable, the contact person for the sponsoring organization will receive an Indemnification Form from the Village that must be signed and returned prior to the event.

Certificate of Insurance Requirements

The certificate must be valid through the date of the event.

Under the Certificate Holder it should read:

"Village of Arlington Heights
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005"

Under Description of Operations it should read:

"The Village of Arlington Heights, its officials, employees, agents, and volunteers are named as additional insured on a primary/non-contributory basis. Waiver of subrogation on General Liability applies in favor of the Additional Insured."

Additionally, you must provide the date, event location, and description of event under *Description of Operations*. For example: April 30, 2024, ABC Organization 5k run/walk, on various village streets as identified in the submitted event/course map."

Notices to Residents and Businesses

When an event takes place in a residential neighborhood, as a courtesy to the affected individuals, the Village requires the event organizer to deliver a notice regarding the event date, time, and duration to residents and businesses in and around that neighborhood in advance of the date of the event. You should also include a contact person and information in case a resident or business has a special need during your event. If you are hosting a run/walk, please include a map of the route with your notice. Please send a copy of your notice to Jack Cascone, Management Analyst II in the Village Manager's Office, at jcascone@vah.com. For more information, please contact the Village Manager's Office, 847-368-5100.

Parking

Arrangements for participant and attendee parking must be discussed with the Community Events Staff Committee prior to an event taking place.

If you are hosting an event in the Downtown area and plan to use either the Vail Garage or North Garage for participants to park, attendees must be directed to park on the top floor of the North Garage, and/or the 4th and 5th floor of the Vail Garage.

Also, event parking sites outside of the garages must be arranged in advance – especially if anticipated attendance is high – and you must include the parking information with your event form. It is your obligation to ensure that all parking information is provided to those who are participating in or attending your event – whether it is sent directly to registrants or publicized with the event. Upon request, Village staff will email you a parking map that can be used in information sent to participants and attendees.

Sale of Food or Alcohol

If you are selling food to the public, you must obtain a temporary event food permit. You will apply for this permit as you're completing the Special Event Permit application process. For more information, please contact the Health & Human Services Department at least seven days prior to the event at 847-368-5760.

If you are serving or selling alcoholic beverages, a liquor temporary event license application must be submitted separately from the Special Event Permit. Liquor temporary event license applications are also found in the Citizen Self Service portal under the "Apply" button and must be submitted at least 30 days prior to the event. After the local license is issued, a special event liquor license from the State of Illinois is also required. The State charges a \$25 late fee if the license application submitted less than 14 days before the event.

All liquor sales must be concluded no less than 30 minutes prior to the end of the event for the day. For more information, please contact the Village Manager's Office at 847-368-5100.

Raffle Tickets

If your event includes a raffle where people purchase tickets for a chance to win a prize, a raffle temporary event license must be submitted separately from the Special Event Permit. Raffle temporary event license applications are also found in the Citizen Self Service portal under the "Apply" button and must be submitted at least 30 days prior to the event. For more information, please contact the Building & Life Safety Department at 847-368-5560.

Use of Police Department's Safety Vests

The Police Department has Traffic Assistance Safety Vests available for loan. If your organization borrows the vests from the Police Department, all vests must be returned to the Police Department following your event. If all vests are not returned, the Police Department will charge a \$40 replacement fee for each vest not returned. For more information and to request vests, contact the Police Department at 847-368-5300 at ask to speak to the Supervisor of the Community Services Bureau.

Tents & Tent Setup

Any tent larger than 10' x 12', or 120 square feet, requires a permit. You will apply for a tent permit as you're completing the Special Event Permit application process. For more information, please contact the Building & Life Safety Department at 847-368-5560.

- All tents, regardless of size, must be properly secured to prevent collapse or uplift.
- When setting up tents, do not block the fire connections on the adjacent buildings.
- There must be an unimpeded 18-foot-wide fire lane with acceptable turning radius at intersections maintained at all times, subject to Fire Department approval.

Outdoor Cooking for Events

- No open flame cooking or deep frying is permitted in any tent.
- Each cooking area must have at least one fire extinguisher which is no less than a 10-pound Type ABC extinguisher. Any cooking area where there will be deep frying must also have a Type K fire extinguisher.
- All propane tanks must be secured in order to prevent the tanks from tipping over.

Electrical Needs

- The use of generators must be assessed for safety purposes. You will apply for a generator permit as you're completing the Special Event Permit application process. For more information, please contact the Building & Life Safety Department at 847-368-5560.
- All 125-volt receptacles must be GFI protected.

Please note: the Village reserves the right to set additional requirements or modify those listed above as it deems appropriate in order to ensure public safety.