



Village of Lemont

Community Development Department

418 Main Street · Lemont, Illinois 60439
phone 630-257-1595 · fax 630-257-1598

Special Event Information & Application Packet

Introduction

Thank you for your interest in holding a Special Event in the Village of Lemont. This information packet was created to assist anyone who is considering applying for a special event permit. The packet presents an overview of the procedures and requirements for special event permit requests. It also includes all forms and information necessary to compile a complete special event permit application. However, this packet does not have any statutory standing and should not be considered a substitute for the actual law, ordinances, codes, or policies of the Village of Lemont. After reviewing this packet, if you have any questions about the permit process, or whether your proposed event requires a permit, contact Community Development Department Special Event Coordinator at (630) 243-2700 prior to submitting an application.

What is a Special Event?

A Special Event is any temporary occurrence conducted or sponsored by a person, organization, entity, or business that is open to the public. Examples of special events include, but are not limited to: festivals, concerts, carnivals, arts and craft shows, fireworks displays, sporting events, and parades.

Special Events requiring permits are 1) held on public property, or 2) held outside on private property or 3) held inside a building on private property and involves a third party event organizer or vendor, or 4) any event requiring police traffic control.

Regularly scheduled sporting events on property where such events are regularly held in support of the property's principal use do not constitute special events (e.g. regularly scheduled sports activities at public parks, regularly scheduled tournaments at golf courses, etc.). Indoor events on private property that are intended primarily for members of an organization do not require a special event permit, unless such event is expected to be so large in size as to necessitate traffic control (e.g. church potlucks, parties, etc.). Indoor events that are held at banquet halls, conference centers, and similar businesses do not require a special event permit, unless such event is expected to be so large in size as to necessitate traffic control.

Any event involving alcohol service must apply for and receive a special event liquor license, even if the event does not require a special event permit.

Please contact the Community Development Department Special Event Coordinator at (630) 243-2700 with any questions about the kinds of events requiring a permit.

Application, Review, and Approval Process

To apply for a special event permit, an applicant must submit a complete *Special Event Permit Application Form* along with all of the applicable items listed on the attached *Special Event Permit Application Checklist of Required Materials* to the Community Development Department. Special events vary widely in nature; some items on the *Special Event Permit Application Checklist of Required Materials* may not apply to a particular event. It is the event organizer's responsibility to determine which apply to the particular event in question and submit a complete application. If an event organizer has any questions regarding the applicability of any item on the *Special Event Permit Application Checklist of Required Materials*, contact Community Development Department staff at (630) 243-2700 prior to submitting an application.

The application may be submitted by mail or e-mail. The Department staff will review the application for completeness. If the application is incomplete, the applicant will be notified and no further action will be taken by the Community Development Department staff until the application has been completed. If the application is not completed within 14 days, the application may be considered withdrawn.

An adequate amount of lead time is required to allow for review by staff, accommodate for possible plan revisions, and allow time for other applicable approvals as necessary. It is recommended that Special Event Permit Applications be submitted sixty (60) days prior to the event but no later than thirty (30) days in advance of the event. Any application submitted less than thirty (30) days from the scheduled event must pay a \$250 expedited review fee in addition to other applicable fees. This fee shall apply regardless of tax exempt or not for profit status.

Submission of an application does not guarantee approval of the permit 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 Community Development Department at (630) 243-2700.

Once the permit application is received and is determined to be complete, it is forwarded to each applicable Village Department and to the Lemont Fire Protection District for their review and approval. Village staff will evaluate whether the proposed event adequately addresses issues of public health and safety for event attendees, the event's potential impact to surrounding properties, and any proposed use of or impact to Village owned property. Within 10 days of submitting a complete application, the applicant will receive staff comments regarding any changes needed in order to approve the special event permit.

Once a Special Event Permit Application is approved by all applicable departments, a Special Event Permit will be issued by the Village. At that time, any conditions of the permit approval will be noted.

Police & Public Works Support for Special Events

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 (i.e. traffic control, officer presence at event, etc.) and public works services (i.e. road closures, street sweeping, provision of barricades, etc.). An event organizer should note on the special event application if any police and/or public works services are requested as part of the event. However, the Village shall ultimately determine if such services are required.

The event organizer for any event using Village services shall be required to reimburse the Village 100% for the fees and costs associated with providing these services. An invoice will be sent to the sponsoring organization after the event has concluded indicating these costs. Failure to pay the invoice within 30 days shall result in a \$50 late fee.

A pre-event meeting is required for any event that includes road closures or Village traffic control. At a minimum, the permit applicant's point of contact must be present. Vendors may need to be present, based on type of event and type of vendors. This meeting shall occur at least two weeks prior to the event.

Attachments:

1. Special Event Permit Application Form
2. Special Event Permit Application Checklist of Required Materials

Special Event Permit Application Form

APPLICANT INFORMATION

Applicant Contact Name

Event Organizer Name (if different than applicant)

Company/Organization

Applicant Address

Telephone & Fax

E-mail

EVENT INFORMATION

Name of Event

Address/Location of Event

Date(s) and Time of Event

Estimated Event Attendance

Is Event Open to the Public? Yes _____

No _____

Event Type (check all that apply)

Indoor

Walk/Run/Bike

Outdoor

Outdoor Concert

Event will include (check all that apply)

Alcohol

Portable Toilets

Carnival Rides and/or Inflatables

Fireworks

Use of Public Streets, Sidewalks or Other Public Property

EVENT DAY CONTACT INFORMATION

Event Day On-site Person In Charge (must be available for the duration of the event)

Cell Phone Number

Address

E-mail

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APPLICATION FEES

Application Fee = \$25

Additional Fees, as applicable:

Liquor = \$25

Tent = \$80 (for tents is in excess of 120 sf)

Saturday Inspection Fee = \$35

Temporary Signs = \$70 (if displayed in advance of event)

Expedited Review Fee = \$50 (required if complete event application is not received at least 30 days prior to the event date, regardless of not for profit status)

Fees are non-refundable.

REQUIRED DOCUMENTS

See attached *Special Event Permit Application Checklist of Required Materials*, for items that must accompany this application.

REQUESTED INSPECTIONS

Please indicate the requested date and time for each inspection, as applicable. The Building Department will confirm the time and date of each required inspection at least three days prior to the event.

Amusement/Carnival Rides: _____
Date / Time

Tents: _____
Date / Time

Electrical/Generators: _____
Date / Time

Food & Beverage: _____
Date / Time

AFFIRMATION

I hereby certify that I have the requisite power and authority to bind the Applicant and to execute and file this application on Applicant's behalf, that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, and that I have read, understand and agree to abide by the policies, rules and regulations governing the proposed special event under the Lemont, Illinois Municipal Code and other Village Ordinances and all applicable county, state and federal laws. By signing below I acknowledge and understand that the special event permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village.

I further acknowledge and understand that by signing this application I hereby authorize Village representatives to make all reasonable inspections and investigations of the subject property during the period of processing of this application, that the Applicant is responsible for any damage that occurs to public property during the special event, that if damage occurs and is not repaired to the Village's standard, the Village will make any necessary repairs and bill Applicant for the repair work, and that any damage to public property may factor into the Village's consideration of any future special event applications submitted by Applicant.

Applicant assumes all responsibility for and hereby agrees to indemnify and hold harmless the Village of Lemont, its elected and appointed officers, officials, agents and employees (the "Indemnitees") against any losses, damages, liabilities, actions suits, proceedings, costs or expenses, including reasonable attorneys' fees that the Indemnitees may incur or sustain or for which they may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the special event, or the negligence or intentional misconduct by the Applicant or its officers, employees, or any person under its control in connection with this permit. The obligation to indemnify and hold harmless the Indemnitees shall survive the termination or expiration of the permit.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Application received on: _____

By: _____

Fee Amount Due: _____

Fee Amount Enclosed: _____

Special Event Permit Application Form

revised 02/19/14