



SPECIAL EVENT PERMIT APPLICATION

Village of Lisle

GUIDANCE ON SPECIAL EVENTS

Thank you for your interest in planning an event in Lisle. Special events are a great way to provide attractions and activities that foster a sense of community. Depending on the details of your event, you may need to obtain additional permits and approvals to ensure that the appropriate measures are in place to host a successful event. The following guidance applies to the need for additional permitting to be obtained:

Alcohol Consumption and Service

The Village of Lisle Code requires the issuance of licenses for the sale or dispensing of alcoholic liquor during special events. Approval from the Local Liquor Commissioner or a Village of Lisle Class 7 Temporary Liquor License, as well as a license from the Illinois Liquor Control Commission are required.

Block Parties

Special event registration is not necessary for block parties; however, the Village of Lisle requires that a permit be obtained. Block Party permit applications are available on the Village's website.

Food and Beverage Service

Food and beverage may not be sold or given away at any event unless approved and licensed by the DuPage County Health Department. The sponsoring agency or applicant is responsible for coordinating these approvals and inspections. A copy of the DuPage County Health Department application and a proof of payment will be required before a special event permit can be issued.

Temporary Use Permit

For all other events that do not meet the criteria of a special event, a temporary use permit may be required by the Village's Development Services Department.

Temporary Structures and Signage

If the event will have temporary structures including tents, canopies, stages, generators, lighting, amusement rides, attractions, or signage, a permit must be obtained from the Village's Development Services Department.

Raffle

If your event will have a raffle, a Village of Lisle Raffle License is required.

SPECIAL EVENT PERMIT APPLICATION

A special event permit application is required when a community event is located in whole or in part on public property (or on private property within the Village) when it may have a direct effect upon public property, traffic flow or public health or safety, and which may require the use of special Village services. For all other events do not meet the criteria of a special event, a temporary use permit may be required by the Village’s Development Services Department. The best way to determine if your event requires a special event permit is to contact the Village of Lisle at (630) 271-4100.

Special Event Permit Applications must be submitted at least 60 days prior to the event date in order to ensure sufficient time for processing. The Special Event Permit processing fee is \$75.00 (check or money order made payable to the Village of Lisle). Completed applications may be submitted to the Village Manager’s Office at mhavlik@villageoflisle.org or delivered/mailed to Lisle Village Hall, 925 Burlington Avenue, Lisle, IL 60532.

Applicants for a special event permit must fill out the primary application and any required supplemental applications specified in the table below.

Planned Event Activities

Please respond to each box below as it relates to the activities that are planned as part of the special event. Activities that are planned as part of the special event will require the additional submission of the specified supplemental application. Required supplemental applications shall be submitted along with the primary application as one, complete, package.

Activity	Yes	No	If Yes, Submit Supplemental Application Materials
Alcohol Consumption & Service: <input type="checkbox"/> Free Alcohol <input type="checkbox"/> Alcohol Sales <input type="checkbox"/> Beer/Wine <input type="checkbox"/> Distilled Spirits	<input type="checkbox"/>	<input type="checkbox"/>	Appendix A • Class 7 Temporary Liquor License or Approval from the Local Liquor Commissioner • Illinois Liquor Commission License
Food & Beverage Service	<input type="checkbox"/>	<input type="checkbox"/>	Appendix B • Food Service Details • DuPage County Temp. Food Service Permit
Temporary Structures & Signage	<input type="checkbox"/>	<input type="checkbox"/>	Appendix C • Temporary Structures & Signage Details • Development Services Permit Application
Raffle	<input type="checkbox"/>	<input type="checkbox"/>	Appendix D • Raffle License Application
Additional Activities: <input type="checkbox"/> Animals <input type="checkbox"/> Automobiles <input type="checkbox"/> Bands/Live Music <input type="checkbox"/> Carnival/Rides <input type="checkbox"/> Parade/Race <input type="checkbox"/> Parking Lots <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Stage/Bandshell <input type="checkbox"/> Streets/Sidewalks <input type="checkbox"/> Vendors <input type="checkbox"/> Other: _____			

Special Event Permit Checklist Coversheet

Village of Lisle

The following checklist is to be completed by the event applicant to ensure that a complete application packet is submitted.

- Yes** **No** Completed Special Event Primary Permit Application.
- Yes** **No** Completed Event Site Plan.
- Yes** **No** Completed Event Emergency Plan.
- Yes** **No** Certificate of Insurance. If serving alcohol, liquor liability coverage is indicated on the certificate.
- Yes** **No** Village Indemnification and Hold Harmless Agreement has been signed.

Additional Licenses & Permits

- Yes** **No** **N/A** Village and State liquor licenses that are required have been obtained (Appendix A)
- Yes** **No** **N/A** DuPage County Health Department permits for food and beverage service that are required have been obtained (Appendix B)
- Yes** **No** **N/A** Village of Lisle Permit application has been completed for temporary structures or signage (Appendix C)
- Yes** **No** **N/A** Village of Lisle Raffle License application has been completed for raffles (Appendix D)

SPECIAL EVENT PRIMARY APPLICATION

Event Organizer Information			
Applicant Name		Today's Date	
Organization		Event Date(s)	
Event Title			
Event Type	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade/March <input type="checkbox"/> Race/Walk/Bike <input type="checkbox"/> Carnival/Ride <input type="checkbox"/> Other:		
Event Website/Social Media Address			
Mailing Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
	<i>Phone:</i>	<i>Email:</i>	
Day-of-Event Contact	<i>Name:</i>	<i>Phone:</i>	
Organization's Legal Status	<input type="checkbox"/> Government Entity <input type="checkbox"/> Non-Profit Entity <input type="checkbox"/> Commercial Business		
Event Information			
Description of Event			
Location(s) of Event			
Setup/Preparation	<i>Date:</i>	<i>Time:</i>	
Event Start	<i>Date:</i>	<i>Time:</i>	
Event End	<i>Date:</i>	<i>Time:</i>	
Take Down/Finish	<i>Date:</i>	<i>Time:</i>	
Anticipated Attendance	<i>Total:</i>	<i>Per Day:</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this event open to the public?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you reserved the property?		

Traffic & Parking	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are street closures required?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will parts of the event take place in a Village building or on Village property?
If a parade, anticipated number of vehicles:	
Describe where event participants are expected to park their vehicles, including details of any off-site shuttle services:	

Amplified Sound			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will a public address (PA) system or amplified sound be used?		
Type	<input type="checkbox"/> Recorded Music <input type="checkbox"/> Live Music <input type="checkbox"/> Speech <input type="checkbox"/> Other: _____		
Hours of Operation	Date(s): _____	Start: _____ a.m./p.m.	Finish: _____ a.m./p.m.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will this event utilize a generator(s) or other electrical equipment?		
If yes, please describe:			

Event Site Map

Please provide a site plan/route map for your event. Attach additional sheets as necessary. The map/site plan should include:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Outline of the event site that includes street names or areas that are part of the venue and the surrounding area. If the event involves a moving route (parade), indicated the site circulation and crowd flow, including starting locations and ending destination. |
| <input type="checkbox"/> | Traffic plan, with streets and intersections to be closed before, during and after the event. |
| <input type="checkbox"/> | Locations of fencing, barriers, or barricades (include any removable fencing for emergency access with entrance and exit locations). |
| <input type="checkbox"/> | Locations of stages, platforms, tents, booths, electrical and sound amplification equipment. |
| <input type="checkbox"/> | Locations off all temporary structures, including tents, canopies, stages, generators, lighting, amusement rides and attractions, and signage |
| <input type="checkbox"/> | Locations of first-aid stations and portable restroom facilities. |
| <input type="checkbox"/> | Locations of all other event related activities. |

Emergency/Severe Weather Plan

In the event of poor weather, please briefly describe your emergency/severe weather plan, including communication procedures. Below are items that should be considered when developing an emergency/severe weather plan. This may be added in the box on the next page or attached as a separate sheet. The Lisle Police Department will review and work with the event organizers on the submitted plan to ensure requirements are met. **A sample plan is attached.** For more information about developing a plan, call the Lisle Police Department at 630-271-4200.

1. Who is monitoring the weather? *This should be assigned to more than 1 individual and should be started at least 3-days before the event?*
2. What method will be used to monitor current and future weather conditions? *The Village recommends following the National Weather Service (NWS) at one or both of the following websites:*
 - www.weather.gov/lot/
 - www.weather.gov/lot/weatherstory
3. Who makes the final decision to cancel event due to threatening weather? *The Village recommends one individual as having the final decision power to cancel the event if needed.*
4. How will staff be notified of severe weather during the event? *(Radios, cell phones, etc.)*
5. How will participants be notified of severe weather during the event? *(Loud speaker, bullhorn, volunteers/staff)*
6. What provisions will be in place to provide first aid to staff and attendees? *(First aid kit, etc.)*
7. Where will first aid be located within the site? *(Signage is recommended and a location that an ambulance can easily get to).*
8. What method will be used to notify Lisle PD/Lisle-Woodridge FD of an emergency? Who from the event staff will do this? *It is important that the person calling is able to identify the exact location of the injured/sick person in order for EMS to arrive quickly.*
9. How will staff and volunteers communicate information with each other? *(Radios, cell phones, etc.)*
10. What are your shelter plans if needed? What routes will you direct staff and participants to take to get to shelter?
11. If the event is a race (i.e. 5k), who will lead and follow the participants to ensure all participants are accounted for?

Emergency/Severe Weather Plan:

Sample Emergency/Severe Weather Plan

Emergency/Severe Weather Plan:

The on-site event contact, Jon Doe, can be contacted by cell phone at 555-555-1233. The event will also have the Lisle Police and Lisle/Woodridge Fire District on site. The emergency plan will be implemented by Jon Doe upon notification by the Lisle PD or LWFD. In the event of an emergency or severe weather, participants will be notified via the public announcement system on site.

If timing requires evacuation of the site, we will cancel the event and evacuate in an emergency or severe weather incident. If participants need to take shelter on site, they will have access to the Park District Building for emergency shelter. Jon Doe, the site supervisor, will act as incident command until he is relieved by the Lisle Police or Lisle Woodridge Fire District.

Sample

Event Clean-Up Plan

Please describe your plan for cleanup and removal of garbage during and after your event:

SPECIAL EVENT PERMIT TERMS & CONDITIONS

Certificate of Insurance

A Certificate of Insurance showing evidence of a commercial liability policy and additional insured endorsement naming the Village of Lisle, its officials, employees, agents, and volunteers as an additional insured, with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, covering any such claims for bodily injury and property damage is required for special events. Coverage to the additional insured shall be provided on a primary and non-contributory basis. In addition, the special event that is covered by the insurance must be named on the certificate. As part of the application packet, an original copy of the Certificate of Insurance, and additional insured endorsement is required. The Village of Lisle reserves the right to request additional insurance for the event if deemed necessary by the Village staff or the Village Board.

Indemnification and Hold Harmless Agreement

A signed agreement in which the applicant and or sponsor of the special event agrees to defend, hold harmless and indemnify the Village of Lisle, its officials, employees, agents, and volunteers from any loss, injury, damage, expense, claim, and cost of every nature and kind whatsoever, including attorney fees, arising out of or in conjunction with applicant's use of the public property, public right of way, public equipment or public personnel at, during, or in conjunction with the special event described within the permit. The Indemnification and Hold Harmless Agreement must be submitted as part of the completed special event application.

Village Staffing at Special Events

During the special event application review, the Village may require Police or Public Works personnel at the event. The cost for any Village personnel involved during the day(s) of the event and in preparation for the event will be charged back to the sponsoring agency or applicant. The Village will determine the number of personnel necessary to ensure the safety of the participants and spectators, to minimize inconvenience to the residents and to reduce public liability exposure to the sponsoring agency or applicant, as well as to the Village of Lisle. An invoice for Village personnel and services will be transmitted to the sponsoring agency or coordinator within 60 days of the conclusion of the event. Below are common fees for Village personnel and services.

Common Fees

Fee Item	Estimated Cost
Police Staffing	Rates for special details shall be referenced in the current collective bargaining agreements. <ul style="list-style-type: none">• Police Officer - \$69.95/hr• Community Service Officer - \$33.95/hr
Barricades	Number of Barricades: <ul style="list-style-type: none">• 1-10: \$30 (\$25 labor: 1 manhour + \$5 barricade replacement fee)

	<ul style="list-style-type: none"> • 11-20: \$60 (\$50 labor: 2 manhours + \$10 barricade replacement fee) • > 20 or Type III barricades needed: \$225 (\$200: 8 manhours labor + \$25 barricade replacement fee)
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Parade or Race Route

Prior approval by the Village 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) 271-4224 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.

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.

Amplification and Sound

The Village of Lisle reserves the right to discontinue the use of any amplified sound/loudspeakers if deemed unreasonable by the Lisle Police Department.

Compliance with Village Ordinances

The applicant shall comply with all applicable Village ordinances, codes, conditions and requirements

Indemnification and Hold Harmless Agreement

In consideration of the undersigned ('Applicant') requesting to hold the following special event in the Village of Lisle, _____, the undersigned hereby recognizes, acknowledges, and assumes any and all risk pertaining to said special event.

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify, and hold harmless the Village of Lisle, Illinois, its officials, agents, employees, and volunteers against all injuries, deaths, loss, damages, claims, suits, liabilities, judgements, costs and expenses (including attorney fees), which may in anywise accrue against the Village of Lisle, its officials, agents, employees, and volunteers arising in whole or in part or in consequence of said special event by the undersigned, its employees, agents or vendors, or which in anywise result therefore, except that arising out of the sole legal cause of the Village of Lisle, its agents or employees.

Agreed this _____ day of _____, 20 _____

Name of Applicant

Signature of Applicant

Organization

Applicant Statement of Agreement:

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations included in this application. I have the authority from my organization to sign and submit this application on their behalf.

Signature of Applicant

Date

Organization

Supplemental Application Materials

Appendix A – Alcohol Consumption & Service

For all alcohol consumption, approval from the Village of Lisle and the Illinois Liquor Control Commission is required

A “**Special Event License**” is issued by the Illinois Liquor Control Commission to an educational, fraternal, political, civic, religious, or non-profit organization to allow for the sale of beer and/or wine at a special event.

A “**Special Use Permit License**” is issued by the Illinois Liquor Control Commission to the holder of a regular liquor license to allow for the sale of alcohol at a location other than the licensed premises.

The first step in applying for either state license is to obtain local approval from the Village of Lisle. In the case of a Special Event retailer, or a retailer whose regular liquor license has been issued by another licensing authority other than the Village of Lisle, this approval would be in the form of a **Village of Lisle Class 7 Special Event Liquor License** (next page). In the case of a retailer who currently holds a regular Village of Lisle Liquor License, approval would be given in the form of a letter.

[Illinois Liquor Control Commission License Application](#)



Dear Special Event Coordinator:

As a reminder, a State of Illinois "Special Event License" or "Special Use Permit License" must be obtained in order to sell liquor at festivals and other special events. **The applicable application must be received by the Illinois Liquor Control Commission a minimum of fourteen days prior to the event.** It is suggested that during the busy months of June through August, the application be submitted to the Illinois Liquor Control Commission at least three to four weeks prior to the event.

A "Special Event License" is issued by the Illinois Liquor Control Commission to an educational, fraternal, political, civic, religious, or non-profit organization to allow for the sale of beer and/or wine at a special event.

A "Special Use Permit License" is issued by the Illinois Liquor Control Commission to the holder of a regular liquor license to allow for the sale of alcohol at a location other than the licensed premises.

The first step in applying for either of the above state licenses is to obtain local approval from the Village of Lisle. In the case of a Special Event retailer, or a retailer whose regular liquor license has been issued by another licensing authority other than the Village of Lisle, this approval would be in the form of a Village of Lisle Special Event Liquor License (Class 7). In the case of a retailer who currently holds a regular Village of Lisle Liquor License, this approval would be given in the form of a letter.

Please remind your vendors that in order to apply for either state license in a timely manner, the process of obtaining Village of Lisle approval should start at least five weeks prior to the event.

As an added note, the State Liquor Commission provides a free DVD tutorial for Special Events on their website at <http://www.state.il.us/lcc>. This DVD provides information on applying for the proper license, and also gives information on other regulations pertaining to the sale of liquor.

Should you have any questions, please contact Deputy Village Clerk Karen Arnold at (630)271-4162.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Pecak", written over a light blue horizontal line.

Christopher R. Pecak
Village of Lisle, Local Liquor Control Commissioner



VILLAGE OF LISLE
APPLICATION FOR TEMPORARY
LIQUOR LICENSE – CLASS 7

The undersigned hereby makes application for a temporary license for the sale at retail of alcoholic liquors under the provision of an Act entitled "An Act Relating to Alcoholic Liquor," and Village Code 3-2-6 for consumption on the premises only for a period not to exceed 6 consecutive days, and no more than 12 days in a 12-month period.

Organization: _____

Event: _____

Dates: _____ Times: _____

Address and description of premises or place of business which is to be operated under such license:

Description of alcoholic liquors to be sold: [] Beer and Wine [] All Alcoholic Liquor

Contact Information (MANDATORY – Must be an agent of applicant organization):

Name: _____ Title: _____

Home Address: _____

Home Phone No.: _____ Cell Phone No.: _____

COPY OF LIQUOR LIABILITY INSURANCE AND FEE (\$50.00/DAY) MUST ACCOMPANY APPLICATION

The application must be signed and dated by the applicant or an authorized agent of the applicant along with the title/position of the person signing.

I, the undersigned applicant or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct, the applicant is qualified and eligible to obtain the license applied for, and the applicant will not violate any of the laws of the United States of America, or the State of Illinois, in particular the Illinois Liquor Control Act and the Village of Lisle Code 3-2-6.

Signature: _____ Title: _____

Date: _____

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

Signed and sworn to before me on the _____ day of _____, 20____.

SEAL:

Notary Public

Appendix B – Food & Beverage Service

For all food and beverage, a Temporary Food Service Permit is required by DuPage County Health Department. A copy of the DuPage County Health Department application and a proof of payment are required before a special event permit can be issued.

[DuPage County Temporary Food Service Permit Application](#)

Food Service Details:

Cooking Method	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal <input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be food warming using an open flame (e.g. Sterno?)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will potable water be used?
If yes, please describe the method of food warming and specify booths using an open flame:	

Appendix C – Temporary Structures & Signage

Tents 200 sq. ft. or smaller are exempt from permitting. For all other temporary structures, (tents, canopies, stages, generators, lighting, amusement rides, attractions, signage, etc.) a permit must be obtained from the Village’s Development Services Department.

[General Village Permit Application](http://www.villageofisle.org/permit)
(www.villageofisle.org/permit)

Temporary Structures:

Structure #1	Type: Size (sq. ft.): Location:
Structure #2	Type: Size (sq. ft.): Location:
Structure #3	Type: Size (sq. ft.): Location:

Signage:

Signage #1	Type: Size: Location:
Signage #2	Type: Size: Location:
Signage #3	Type: Size: Location:

Appendix D – Raffle License Application

A raffle license is required for all raffles conducted within the Village of Lisle. Raffle licenses will only be issued to bona fide religious, charitable, labor, fraternal, educational or veterans' organizations that operate without profit to their members and which have been in existence continuously for a period of 5 years immediately before applying for such license.

VILLAGE OF LISLE APPLICATION FOR RAFFLE LICENSE

1) Applicant Organization: _____
Name

Address

City State Zip

Telephone Number Email or Fax

2) Tax-Exempt Status: 501(c) () ← **Insert Number, or N/A** if tax-exempt status not applied for.

3) Illinois Charitable Org. Reg. No. (N/A if exempt from filing): _____

4) If both 2 and 3 above are N/A, please attach copy of by-laws or detailed statement of organization's purposes.

5) Designated Raffle Manager: _____
Name

Address

City State Zip

Telephone Number Email or Fax

6) Specific location(s) in the Village of Lisle where raffle chances will be sold or issued:

7) Chances will be sold beginning on: ____ / ____ /20 8) Date of Drawing: ____ / ____ /20

(NOTE: Raffle, including drawing, cannot exceed 183 days unless a single raffle chance costs \$50 or more. Selling of chances may not start prior to license approval. For multiple split-the-pot raffles, list specific dates and locations for each on a separate sheet. One application & license may cover up to 15 split-the-pot raffles within a 183 day period).

8) Location of drawing: _____

9) The cost of a single raffle chance (Cannot exceed \$200): _____

10) The total retail value of all prizes awarded (Cannot exceed \$250,000): _____

11) List all prizes (Attach separate sheet if necessary):

For items 12 through 15 below, please initial yes or no. All three signatures are required and must be notarized. If one individual is both an officer and raffle manager, please sign in both places.

- 12) Has applicant organization been in existence for at least five years?
 Yes
 No (If no, raffle license will only be issued to a non-profit fundraising organization that is organized for the sole purpose of providing financial assistance to a specified individual suffering financial hardship due to illness, disability, accident or disaster.)

- 13) Applicant organization agrees to submit to the Village of Lisle a complete accounting of each raffle's gross proceeds, expenses and net proceeds, and the distribution of net proceeds within 15 days of drawing. Applicant organization also agrees to retain raffle records for 3 years after drawing.
 Yes, applicant has read Item 13 and agrees to comply.

- 14) Raffle Manager's Fidelity Bond as required by Village Code section 3-14-6 is attached.
 Yes, bond is attached.
 No, the bond requirement has been waived by unanimous vote of applicant organization's membership.

- 15) \$10.00 License fee is attached.

The undersigned swear or affirm that _____ is a bona fide religious, (Organization) charitable, labor, business, fraternal, educational or veteran's organization that operates without profit to its members. The undersigned certify that they have read the Village Code of the Village of Lisle regarding raffles and are in compliance with all provisions. The undersigned certify that no officer or manager of the organization has been convicted of a felony or has been a professional gambler or gambling promoter. The undersigned also certify that the information provided herein is true and correct.

Signature of Designated Raffle Manager Date

Signature of Presiding Officer Date

Signature of Secretary Date

SUBSCRIBED and SWORN to before Seal:

me this _____ day of _____, _____

Notary Public