

Village of Skokie

Special Event Permit Policy and Instructions

Thank you for your interest in holding a special event in the Village of Skokie. Enclosed are the materials needed to obtain a Special Event Permit for your upcoming event. Please follow the application directions very carefully and be sure to sign the application on the bottom of page five.

NOTE: Your event must have final approval from the Special Events Coordinator, the Village Manager's Office and in some cases, the Village Board. The Special Events Coordinator will assist you throughout the Special Event Permit process and will be your primary contact. You will be notified by the Special Events Coordinator if your event requires additional permits. Any questions regarding your Special Events Permit or application should be directed to the Special Events Coordinator by calling 847/933-8257.

Minimum requirements/criteria

The following criteria will be used to determine if the event is considered a Special Event:

- All outdoor events requested on Village property, i.e. street, sidewalk, park, etc. and/or deemed to significantly impact the Village are considered Special Events.
- Any parade, public assembly or similar activity on any street or area of the Village where the number of participants and/or spectators is expected to exceed 50 will require Special Event permitting.
- All festivals, amusements, fairs, carnivals and circuses, including those on private property, require Special Event permitting.

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

Requirements and Conditions

- **Food and beverage service.** No food or beverages shall be sold or given away at an outdoor event unless approved by the Village's Health Department.
- **Liquor license.** The State of Illinois does require applicants to obtain a Special Event Retailer's License (not-for-profit) if alcohol will be served at an event. In addition, the Village assesses a cost of \$40 for one or two days, \$60 for three days and \$80 for four days for a temporary liquor license. All Liquor License applications and licensing are handled through the Liquor Commissioner/Mayor's Office. Please contact 847/933-8269 for details.
- **Raffles, tents and amplifiers.** Specific applications must be fulfilled for any raffle, tent, amplifier or coin-operated device. These applications may be found within the Special Events Permit Application (*attached*).
- **Electrical Power.** All applicants should provide their own source of power for their specific needs; the Village generally will not provide electrical services of any sort.
- **Miscellaneous.**
 - Street closures must be approved by the Special Events Coordinator.
 - The Village of Skokie is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.
 - The Special Event Permit is non-transferable and can only be used on the designated dates and times as printed and is required to be posted on site during the event.
 - The Village of Skokie reserves the right to suspend, cancel and/or reschedule events.

Application Process

- **Due date.** *All applications for special events must be submitted not more than 90 days and not less than 21 days before the date for which the parade, public assembly or similar activity is proposed.* Applications for permits shall be made to the Village Manager’s Office, ATTN: Special Events Coordinator.
- **Filing of application.** An application will not be considered filed until all required information is submitted as set forth in the application. In order for the application to be reviewed by the Special Events Coordinator, it must contain any and all information and requested materials listed on the application checklist (*page three*).
- **Required additional documents:**
 - **Certificate of insurance.** The Village of Skokie requires a Certificate of Insurance naming the Village as an additional insured in the amount of \$1,000,000 unless a greater amount is warranted.
 - **Security Bond/Safety Deposit.** A security bond or safety deposit *may* be required, depending on the size and nature of the event. You will be informed by the Special Events Coordinator if such materials are required.

Permit Fees

There is no fee to apply for a special event, unless the special event is a carnival, circus, fair or amusement. Some events may require permit fees. Permit fees cannot be waived and no Special Event Permit will be issued until the permit fees have been paid. These fees are as follows:

<u>ITEM</u>	<u>FEE</u>
Amplifier Permit.....	\$5 per amplifier per day
Food Permit.....	No fee charged
Liquor License.....	\$40 one or two days \$60 three days \$80 four days
Raffle Permit.....	\$20
Tent Permit.....	\$50 per tent \$75 per tent utilizing electricity
Carnivals, circuses, fairs and other amusements.....	\$75 processing fee (plus the cost of any inspections)

Cost for Village Services

- **Compensation for Village staffing and services.** Depending on attendance, the Village may require Village personnel including Police, Fire or Public Works at the function. Additionally, there may be a need for street sweeping services, road blockades, etc. All Village personnel and services involved in advance of, during and after, the day(s) of the event may be charged back to the sponsoring agency.
 - Prior to the issuance of any permit, the Village shall determine the number of personnel and services necessary to ensure the safety of the participants and the general public.
 - Such estimated costs shall be specifically set out in writing and ***must be paid to the Village prior to the issuance*** of a Special Event Permit. If actual costs are greater than the estimate, the sponsoring agency will be billed after the completion of the event. If costs are less than the estimated amount, the sponsoring agency will be refunded.

APPLICATION CHECKLIST

Use this list to ensure that you have included supporting documentation to accompany the information on your Special Event Application.

Documents that must be submitted:

- Complete the full Special Event Application and sign on page five.
- A copy of your Certificate of Insurance naming the Village as an additional insured.

Documents that may need to be submitted:

<u>Submitted</u>	<u>Does not apply</u>	<u>Item and required documents</u>
<input type="checkbox"/>	<input type="checkbox"/>	*Amplifier: permit application.
<input type="checkbox"/>	<input type="checkbox"/>	Food: permit application.
<input type="checkbox"/>	<input type="checkbox"/>	*Liquor License: obtained through the Mayor's Office, 847/933-8269.
<input type="checkbox"/>	<input type="checkbox"/>	Parade, Walk/Run/Bike-a-thon: permit application, copy of route.
<input type="checkbox"/>	<input type="checkbox"/>	Race/Walk: copy of route.
<input type="checkbox"/>	<input type="checkbox"/>	*Raffle: permit application.
<input type="checkbox"/>	<input type="checkbox"/>	*Tent: permit application, site plan (2 copies) and certificate of flame-resistant material.

**Denotes a permit which requires a fee. For fee schedule please see page two.*

Please retain the first three pages of this packet for your reference and submit all Special Event Applications to:

**The Village of Skokie
 ATTN: Special Events Coordinator
 5127 Oakton Street
 Skokie, Illinois 60077**



SPECIAL EVENT PERMIT APPLICATION

Please complete the following application and applicable permit applications and submit to the Village Manager's Office, attention: Special Events Coordinator, 5127 Oakton Street, Skokie, Illinois 60077.

All applications for special events must be submitted not more than 90 days and not less than 21 days before the date for which the parade, public assembly or similar activity is proposed.

Organization Information:

Sponsoring Organization: _____

Name of Organization Contact: _____

Name of Organization President/Executive: _____

Organization's Address: _____

City: _____ State: _____ Zip: _____

Organization Phone Number: _____ Organization Fax: _____

Application Information (individual applicant, must be staff or member of sponsoring organization):

Full Name: _____

Position Title: _____

Phone Number: _____ Cell Phone Number: _____

E-mail Address: _____

Event Information:

Is this a carnival, circus, fair or other amusement? Yes No

Event Name: _____

Event Date(s): _____

Event Time(s): _____

Location of Event (please include exact address): _____

City: _____ State: _____ Zip: _____

Will the event occur on private property? yes no

Proposed number of attendance: _____

Please include a description of the event in the space provided below:

Are street closures requested? yes no

If yes, will Village staff be setting and removing barricades on the day of the event? yes no

Are you requesting police officer services? yes no

Are you requesting street cleaning at the end of your event? yes no

Will you set up portable toilets and/or wash stations? yes no

Please carefully read the following statement and sign at the bottom of the page.

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Skokie to issue the permit(s) herein applied for, that I am qualified and eligible to obtain permit(s) applied for and agree to pay all fees associated with my special event and any additional regulations, conditions or restrictions set forth with the Skokie Village Code, the State of Illinois and the United States of America in the conduct of the Special Event described herein. I understand that failure to supply accurate information will result in denial or revocation of applicable permit(s).

Applicant Signature

Date Signed

Organization President/Executive Signature

Date Signed



AMPLIFIER USE APPLICATION

A permit fee of \$5 per day is associated with the amplifier permit.

Village of Skokie Code Reference:

Section 26-1321. (a) No licensee under this article shall use, operate or employ any such device within the Village between the hours of 10 p.m. and 8 a.m. No licensee shall use or operate or employ any such device within a radius of two blocks from any hospital or church or synagogue while services are being held there. (b) No licensee shall use any device licensed under this article to make any false representations about any matter, product or project for which the sale of is prohibited by any code, statute, or ordinance. No licensee shall cause or permit to be emanated or emitted from any device licensed under this article any lewd, obscene, profane, or indecent language or sounds.

Please provide the following information:

Event: _____ **Date of Event:** _____

Address of Event: _____

City: _____ **State:** _____ **Zip:** _____

Requestor name: _____

Phone number: _____ **E-mail:** _____

Address of requestor: _____

City: _____ **State:** _____ **Zip:** _____

Name of owner of amplifier: _____ **Phone Number:** _____

Address of owner: _____

City: _____ **State:** _____ **Zip:** _____



TEMPORARY FOOD PERMIT APPLICATION

There is no fee associated with the temporary food permit application.

- Temporary food service establishment means any food service establishment which operates for a temporary period of time, not to exceed 14 days, in connection with a fair, carnival, circus, public exhibition, or similar transitory gatherings.
- If your event will require multiple food service establishments, please fill out one of these permits **for each** food service establishment.
- If you are a non-Skokie business, please attach a copy of your most recent routine food inspection report.
- All temporary food service establishments must review a copy of the Skokie Health Department Requirements for Temporary Food Handling Events (see next page).

Please provide the following information:

Name of business: _____

Type of ownership: Individual Corporation Partnership

Address of business: _____

City: _____ **State:** _____ **Zip:** _____

Name of business owner and title: _____

Business owner's address: _____

City: _____ **State:** _____ **Zip:** _____

Owner's phone number: _____ **Owner's fax number:** _____

Food to be served (attach menu if available):

Prior similar experience:

SKOKIE HEALTH DEPARTMENT REQUIREMENTS FOR TEMPORARY FOOD HANDLING

- 1) All workers are to be free from illness (i.e. colds, diarrhea, boils and infected wounds).
- 2) Hands must be washed before handling food and without fail after using washroom, smoking, eating, touching something other than food or between handling different types of food.
- 3) All food preparation areas are to be provided with hand washing facilities, including dispensed soap and paper towels (i.e. portable camp sinks or a water holding device with spigot).
- 4) All potentially hazardous foods (e.g. meats, dairy products, poultry, fish, etc.) must be handled carefully and kept at 41° and below or at 135° and above. Potentially hazardous foods that are precooked must be reheated to a temperature of 165°.
- 5) Sufficient mechanical refrigeration/freezer must be provided to maintain all potentially hazardous foods at 41° and below or frozen.
- 6) All food products must be obtained from an approved source and all food preparation must be done on site. Food products prepared at private homes are not approved.
- 7) All food preparation areas must be provided with a three step washing station for washing utensils on site. The proper procedure is soapy wash water, clear rinse water, sanitizing rinse water 50 to 100-ppm bleach, and air dry. Provide separate sanitizing bucket for storage of wiping cloths.
- 8) Food product on display must be stored protected (e.g. covered or wrapped). Condiments must be served prepackaged or with squeeze or pump bottles
- 9) All workers must wear aprons and hair restraints.
- 10) No smoking is allowed in food preparation and food service areas.
- 11) Crock pot units are not allowed for heating food products but may be used to hold foods hot. All foods must be heated to proper temperature of 145°, hamburger/ground meat and pork to 155°, poultry to 165°) then held at 135°.
- 12) All food preparation (or prepared foods) must be done in small quantities so as to maintain product temperature.
- 13) Provide plywood as flooring in stand and all food products must be stored off the ground 6 inches.
- 14) All operators must provide a metal stem probe type thermometer for monitoring food product temperature.
- 15) If ice water is used to cool canned soda, one of the following practices must be followed:
 - A) Maintain a 50-ppm concentration of bleach solution in ice water.
 - B) The container must be provided with a drained.
- 16) Provide scoops (dispensing utensils) for handling food products (e.g. ice, popcorn, pizza, etc.). Plastic gloves may be used but must be changed whenever handling non-food items.
- 17) All water supplies must be properly protected to prevent back siphonage into the potable water supply. Food grade hose must be utilized to supply water.
- 18) All wastewater must drain to an approved sewage disposal system. Directing discharge onto the ground is unapproved.
- 19) Provide a sufficient number of lined garbage containers for disposal of all refuse.

Please provide the Skokie Health Department with information on menu items and preparation as soon as possible. Additional requirements may be needed depending on the food product being prepared and served. For more information please call the Skokie Health Department at 847/933-8484.



PARADE & WALK/RUN/BIKE-A-THON **PERMIT APPLICATION**

There is no permit fee associated with the temporary parade permit application; however, there may be costs for Village staff time or services.

- If the parade is to be held by, on behalf of, or for any other person or organization than the applicant, attach a copy of written authorization to apply for the permit on behalf of such person or organization.
- Samples of any advertisement or brochures to be used in advertising the proposed assembly shall be submitted with the application.

Please provide the following information:

Type of assembly: Parade Walk Run Bike

Assembly route: *Please attach a map specifying the streets and route.*

Dispersion area: _____ **Dispersion completed by:** _____

Number of units:

Individuals: _____ **Motor driven:** _____ **Animals:** _____

Marching bands: _____ **Other:** _____

Floats: _____ **Float construction location:** _____

What portion of the streets traversed will be occupied by the assembly?

What interval of space will be maintained between units of the assembly?

How long will it take the assembly to clear the broadest intersection?



RAFFLE PERMIT APPLICATION

A permit fee of \$20 is associated with the raffle permit.

- **If the drawing location is not owned by the sponsoring organization, the property owner *will also* be required to obtain a raffle license.**
- It is the responsibility of the raffle licensee to notify the Community Development Department – Building Division at 847/933-8223, of any changes in the following information as they occur.
- Upon completion of the raffle drawing, you must present to the Village of Skokie a statement which itemizes your gross receipt, expenses and net proceeds from the raffle. All financial records for the raffle are to be kept separate and only the person authorized to conduct the raffle is to prepare and maintain the records. The Village may require that the Raffle Manager post a fidelity bond in a sum to be determined by the Finance Director in favor of your organization within one week after the license application is approved. This bond will be released when the Village receives and reviews the financial statement.
- Time period chances may not be sold for more than 180 days.
- NOTE: This license application, if granted, will only be valid within the Village of Skokie limits.

Please provide the following information:

Name of property owner where raffle will be held: _____

Address of property owner: _____

City: _____ **State:** _____ **Zip:** _____

Type of organization: Religious Charitable Labor Fraternal
 Educational Veterans Other: _____

Name of organization: _____

How long has organization been in existence: _____

Name of raffle manager (must be a member of organization): _____

Address of organization: _____

City: _____ **State:** _____ **Zip:** _____

Phone number of organization: _____ **Fax number of organization:** _____

Date of Drawing: _____ **Amount of each raffle chance (not to exceed \$200 each):** _____

Time period chances will be sold: From: ___/___/___ **To:** ___/___/___ **Total # of days:** _____

List of prizes with retail value (if listed on a separate sheet, please attach): _____

Aggregate retail value of all prizes: _____

How will raffle proceeds be used?: _____

Has anyone from your organization been convicted of a felony, been a professional gambler or gambling promoter? If yes, please explain.



TENT APPLICATION

There is a permit fee of \$50 per tent (\$75 if tent has electricity).

- Submittal of this application does not entitle application to begin work.
- Please include with this application:
 1. A copy of the flame certificate of flame resistant material.
 2. **Two copies** of the site plan showing the location of the tent.
- The Village of Skokie Fire Department will inspect the tent on the day of its installation. Direct questions regarding tent installation may be directed to the Community Development – Building Division at 847/933-8223.

Please provide the following information:

Property address (*tent location*): _____

Owner of property: _____

Address of property owner: _____

City: _____ **State:** _____ **Zip:** _____

How many tents: _____ **Size of tents:** _____

Will tent have electricity? __ yes __ no **If yes, name and address of electrical contractor**

Name: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone number of owner: _____ **Fax number of owner:** _____

General contractor: _____

Address of contractor: _____

City: _____ **State:** _____ **Zip:** _____

Phone number of contractor: _____ **Fax number of contractor:** _____

Work description: _____

Property owner name (*print*): _____

Property owner signature (*sign*): _____

FOR OFFICE USE ONLY

I have reviewed this Special Event Application including all the applicable forms and find the information acceptable to my department, subject to any conditions or restrictions as stated below.

Upon review, please sign and check the appropriate box and pass application to the next department/division in route or if you are the last person to sign, please send application to the Special Events Coordinator in the Village Manager's Office.

		Approved	Denied	N/A
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police Department	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Department	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Works Department	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Division	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Department	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Development Department	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Village Manager	Date			

Please note any special conditions or restrictions or if a staff meeting with the applicant is required:
