



CITY of HIGHWOOD

Incorporated 1887

This application is to be submitted for any event which requires street and/or parking lot closures, city staff assistance, vendors, or 50 or more attendees.

Applicant Information

Sponsoring Organization: _____

Event Organizer/Contact Person: _____

Organizer Address: _____

City, State, Zip Code: _____

Email Address: _____

Phone: _____ Cell: _____ Fax: _____

Event Day On-Site Person in Charge: _____

(If different from event organizer)

Phone: _____ Cell: _____ Fax: _____

Event Information

Event Name: _____

Description and Purpose of Event: _____

Location: _____

Date of Event: _____ Time: _____ to _____

(If multiple dates and/or times are requested, please attached a detailed list)

Set-Up Date: _____ Time: _____ to _____

Teardown Date: _____ Time: _____ to _____

Estimated Attendance: _____ Is the event open to the general public? _____ Yes _____ No

Event Website: _____ Facebook page: _____

The undersigned hereby agrees to defend, indemnify and hold harmless the City of Highwood, its officials, agents, and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney fees), which may in anywise accrue against the City of Highwood, its officials, agents and employees arising in whole or in part or in consequence of the organizer's event or which may in anywise result therefore, except that arising out of the sole legal cause of the City of Highwood, its agents or employees. The arising therefore or incurred in connections therewith, and if any judgment shall be rendered against the City of Highwood, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same. **I have the authority from my organization to sign and submit this application on their behalf. I understand that any changes made to this application after approvals are subject to City approval.**

Signature of Organizer

Date



Additional Licenses & Permits

Please check the following items that will be included in the event. Each of these items requires an additional license or permit. Please go to www.cityofhighwood.org to obtain the appropriate application(s).

- Alcoholic Beverages
- Food Preparation/Sales
- Fireworks
- Raffle
- Use of public streets, sidewalks or other public property

Supporting Documents

The following items must be submitted with every special events permit application.

- An original letter of authorization from the owner(s) of the property where the special event is to occur, authorizing the use of the property for the event. *(If entire event is to be held on City property, approval of this application shall serve as authorization)*
- A 8 ½" x 11" site layout plan for the event and/or map of the route to be traveled. (The size may be increased up to 1" x 17" as necessary to accommodate the proposed information.)
- A written description of the planned role and responsibilities of volunteers, if any.
- A written description and map of the traffic control and parking plan.
- An emergency response plan for weather, medical and other emergencies, which shall include but not be limited to an early warning system, a communications plan, an evacuation plan, shelter locations, first aid center, and provision for emergency medical staff.
- An event security and safety plan for both during the event and overnight as appropriate.
- A Certificate of Insurance (General Public Liability Insurance \$1,000,000.00 naming the City of Highwood, its officials, officers, directors, employees, attorneys, and agents as additional insured hereunder). Please include Name of Event, Location and times of the event on the Certificate.
- A clean-up plan for during the event and a post-event clean-up plan.
- A resident/business notification plan. The applicant shall provide written notification to adjacent residents and businesses at least two (2) weeks in advance of any proposed street and/or parking lot closures.
- A description of any proposed tents, including size, location and need for electrical hook-ups.
- A description of any amusement rides, amusement attractions, carnival or fair.
- A sound control plan including the hours during which music will be played, the location and direction of any proposed speakers, and measures to be taken to minimize the impact on adjacent properties.
- A description any proposed food, drive or alcoholic beverage preparation or sales.
- A written explanation of requested Village services, if any (traffic control, installation of crowd control fencing, setting up street barriers, etc)
- Completed applications for other applicable permits and/or licenses including but not limited to electrical hook-ups, raffles, and liquor licenses, whether required by the City, County, or any other regulatory agency.
- Evidence of public liability insurance in an amount determined appropriate by the City Manager or designee.
- Description of restroom facilities. Restroom facilities ad deemed appropriate by the Building Official shall be provided for events longer than two (2) hours in duration.
- An original signed reimbursement of fees agreement in a form provided by the Assistant to the City Manager.
- Any additional information which the City Manager or designee shall find reasonably necessary to a fair determination as to whether a special event permit should be issued.

Questions: Please contact Adrian Marquez, Assistant to the City Manager at 847-432-1924 ext 1103.



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Special Event Application

OFFICIAL USE ONLY

Date Received: _____ Received By: _____

Fee Paid: \$ _____ Date Paid: _____

Subject to City Manager's Comments/Conditions: _____

Approved for Issuance: _____ Date: _____
City Manager

• **Police Department Comments:** _____

Approved: _____ Date: _____
Chief of Police

• **Fire Department Comments:** _____

Approved: _____ Date: _____
Fire Chief

• **Public Works Department Comments:** _____

Approved _____ Date: _____
Public Works Superintendent

• **Building Department Comments:** _____

Approved: _____ Date: _____
Building Official