

# Village of Winnetka

## Special Event Permit Application & Guidelines

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This packet contains:

- ❑ **Policy Statement**
- ❑ **Permit Checklist**
- ❑ **Application Form**
- ❑ **Hold Harmless Agreement**

It is the policy of the Village of Winnetka that Village streets, sidewalks, rights-of-way, services, personnel, equipment and property not be used for political purposes or for purely private benefit, and that any person who holds or sponsors an event that affects the ordinary use or availability of such Village resources at a greater level than such resources are allocated for the general public, shall pay the Village's costs of providing such services, personnel, equipment or property. (Section 5.66.010 of Chapter 5.66 of the Winnetka Village Code)

In certain instances, the Village Manager is authorized to modify the procedures or waive the requirements for obtaining a Special Event Permit. A waiver of the requirements of Chapter 5.66 of the Winnetka Village Code must be requested in writing at least 5 days prior to the event.

If the event planned does not require a permit it may still be advisable to notify the Police Department of the event and provide a contact point so that traffic, parking or other problems may be cleared up should they arise. This may be done by phone, in writing or person:

**Winnetka Police Department**  
**410 Green Bay Road**  
**Winnetka IL 60093**  
**847-501-6034**  
**847-501-6042 (Fax)**  
**police@winnetka.org**

To determine if a special event permit is required, please answer the following questions:

*Please circle the appropriate answer to each of the questions below:*

1. Is the event an annual, Community-wide activity? (Yes) (No)
2. Is the event sponsored by one of the following: the Village of Winnetka, Winnetka Park District, Winnetka Public Schools, New Trier High School or Winnetka-Northfield Public Library? (Yes) (No)
3. Is the event open to the general public without charge? (Yes) (No)

***If the answers to all of Questions 1 – 3 is YES, a special event permit is not required.***

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4. Is the event on public or private property with more than 50 people in attendance and where off-street parking is not available? (Yes) (No)
5. Will the event require exclusive use of public streets or property? (Yes) (No)
6. Does the event require the use of Village of Winnetka personnel (Police, Fire, etc.), equipment or property? (Yes) (No)
7. Does the event require traffic or crowd control? (Yes) (No)

***If any of the answers to Questions 4 – 7 is YES, a special event permit MAY be required. Please contact the Police Department at 847-716-3429 for further assistance.***

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8. Will alcoholic beverages be served on the premises? (Yes) (No)
9. Will any food or beverages be served at the event? (Yes) (No)

***If the answer to Question 8 is YES and the, a Class C Special Event liquor license may be required.***

***Please contact the Police Department at 847-716-3429 for further assistance.***

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***If the answer to Question 9 is YES and a Special Event Permit is required a temporary Food Service Application may be required.***

***Please contact the Village Sanitarian at 847-853-7508 for further assistance.***

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**FOR OFFICE USE ONLY:**

Permit No. \_\_\_\_\_ Date of Application: \_\_\_\_\_

**Description of Application and License:** This Application is made pursuant to the provisions of Chapter 5.66 of the Winnetka Village Code, Special Event Permits and Fees, which regulates Special Events within the Village of Winnetka.

A Special Event Permit is required for any event held on public or private property that is not open to the general public, affects the ordinary use of public streets, rights-of-way or sidewalks and requires the extraordinary use of Village personnel, equipment or property as defined in Section 5.66.020 of the Winnetka Village Code.

**Instructions:** This application must be completed in its entirety and submitted at least 15 days prior to the event to the Chief of Police, Winnetka Police Department, 410 Green Bay Road, Winnetka, IL 60093.

**Required Attachments:** A permit will not be issued without the following required attachments:

- ❑ **Application Fee:** All Special Event Permit Applications must be accompanied by a \$35.00 Application Fee. Checks or Money Orders must be made payable to the “Village of Winnetka”. This Application Fee is in addition to any Special Event Permit Fee that may be assessed and is not returnable should the application be denied or withdrawn.
- ❑ **Permit Fee:** If applicable, the rates for the use of Village personnel, equipment and public property shall be established by the Village Manager, based upon the fee formulas established in Section 5.66.050 of the Winnetka Village Code, plus a non-refundable administrative charge equal to ten (10) percent of such costs.
- ❑ **Certificate of Insurance:** The certificate of insurance shall be written by an insurance company with a minimum BEST rating of A-, VIII in an amount of not less than five million dollars (\$5,000,000.00) general liability, including bodily injury, property damage and automobile liability, naming the Village of Winnetka as an additional insured, as follows: **“The Village of Winnetka, its corporate authorities, officers, boards, commissions, employees, attorneys, agents and representatives are made additional insured with respect to any and all claims which arise out of, or are in any way related to, the operations of described special event while present in the Village of Winnetka.”**
- ❑ **Indemnification and Hold Harmless Agreement:** A **Notarized** agreement in which the applicant and/or sponsor of the special event agrees to defend and hold the Village, its officers, employees and agents, harmless from any loss, damage, expense, claim and cost of every nature and kind whatsoever, including attorney’s fees, arising out of or in connection 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 in the permit.

**I. APPLICANT INFORMATION (GROUPS, ORGANIZATIONS, ETC.)**

- 1. Sponsoring Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Web Address: \_\_\_\_\_ Phone: \_\_\_\_\_
- 2. Name of contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**II. APPLICANT INFORMATION (INDIVIDUAL APPLICANT)**

- 1. Full Name: \_\_\_\_\_
- 2. Home Address: \_\_\_\_\_
- 3. Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**III. SPECIAL EVENT INFORMATION**

- 1. Date(s) of Event: \_\_\_\_\_
- 2. Time: \_\_\_\_\_ Duration of Event: \_\_\_\_\_
- 3. Location of Event: \_\_\_\_\_
- 4. Name of Special Event: \_\_\_\_\_
- 5. Describe Nature of Special Event: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 6. Describe Village Services, Equipment or Personnel Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 7. Describe Parking or Traffic Control Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**III. AFFIDAVIT OF APPLICANT**

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 Winnetka to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of Chapter 5.66 of the Winnetka Village Code and any additional regulations, conditions or restrictions set forth in the permit and to comply with the laws of the Village of Winnetka, the State of Illinois and the United States of America in the conduct of the Special Event described herein.

It is agreed this application constitutes a written contract upon the Village’s issuance of a permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

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

**Approval recommended.**

\_\_\_\_\_  
Finance Director / Insurance Broker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Water and Electric

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date

Special Conditions or Restrictions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL EVENT  
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_, an individual, or as the authorized agent of the sponsor of the Special Event, do hereby agree to defend and hold the Village of Winnetka, its officers, employees and agents, harmless from any loss, damage, expense, claim and cost of every nature and kind whatsoever, including attorney's fees, arising out of or in connection with applicant's or applicant's vendors and subcontractors use of the public property, public right-of-way, public equipment or public personnel at, during or in conjunction with the special event described in the application for Special Event Permit submitted \_\_\_\_\_, 20\_\_\_\_.

Special Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

Date: \_\_\_\_\_

State Of Illinois        )  
                                  )        SS  
County Of Cook        )

Subscribed and sworn to by me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

[SEAL]