

VILLAGE OF GLENCOE
675 Village Court
Glencoe, Illinois 60022



Village Manager's Office
Phone: (847) 835-4114
Fax: (847) 835-1785

SPECIAL EVENTS APPLICATION

1. Name of Event: _____
2. Event Date(s): _____
3. Estimated Number of Participants: _____
4. Estimated Number of Vehicles: _____
5. Sponsoring Organization: _____
6. Contact Person or Event Organizer: _____
7. Home Phone Number: _____ Work Phone Number: _____
Address: _____
Email Address: _____ Driver's License Number: _____
Emergency Contact Telephone Number: _____
8. Billing Contact: _____
Phone: _____
Address: _____
9. Approximate Time of Event:
Set-Up Start Time: _____ Start: _____ End: _____
10. Will a fee or charge be required for participation in or attendance at the Event?
__ Yes __ No
11. Is the event intended for the purpose of raising funds? __ Yes __ No
12. Location of Event and Route (Enclose detailed route map and directions): _____

13. MARKINGS (if necessary) IN THE PUBLIC RIGHT-OF-WAY TO IDENTIFY EVENT:
(Note: The use of marking paint on Village streets, sidewalks or curbs is expressly prohibited. Applicants are encouraged to use signs and other temporary marking materials and to remove all marking materials within 24 hours after the event.)

14. Brief Description of the Event:

15. Benefit to the Community:

16. The sponsoring agency must provide the Village of Glencoe with a Certificate of Insurance in the amount of at least \$2,000,000. Is the document attached?

Yes _____ No _____

17. Is the Special Events Hold Harmless Agreement attached? Yes _____ No _____

18. I have read and understand the Special Events Policy and I agree that all anticipated Village expenses in connection with this event will be paid.

SIGNATURE OF APPLICANT: _____

DATE: _____

Village Manager Approval: _____ Date: _____
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Class III Special Events Hold Harmless Agreement

To the fullest extent permitted by law, the Organization/Group that is requesting the Special Events Permit hereby agrees to defend, indemnify, and hold harmless the Village of Glencoe, its officials, agents, and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost, and expenses, which may in anyway accrue against the Village of Glencoe, its officials, agents, and employees, arising in whole or in part out of, in consequence of the Special Event by the Organization/Group, its employees, volunteers, contractors, or subcontractors, or which may in anyway result therefrom, except for claims that are directly caused by the sole negligence of the Village of Glencoe, its agents, or employees. The Organization/ Group shall, at its own expense, appear, defend, and pay all charges of attorneys and all cost and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Glencoe, its officials, agents, and employees, in any such action, the Organization/Group shall, at its own expense, satisfy and discharge the same.

The Organization/Group expressly understands and agrees that any bond or insurance policies required by this application and policy, or otherwise provided by the Organization/Group, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the Village of Glencoe, its officials, agents, and employees as herein provided.

IN WITNESS THEREOF, this agreement is executed on this _____ day of _____, 20_____.

NAME: (Print): _____

ORGANIZATION/GROUP: _____

ADDRESS: _____

PHONE NUMBER: _____

SIGNATURE: _____

WITNESS: _____

VILLAGE OF GLENCOE
DEPARTMENT OF PUBLIC SAFETY AND PUBLIC WORKS
REQUEST FOR SERVICES FOR COMMUNITY SPECIAL EVENTS

The Department of Public Safety and/or Public Works can provide support services to make your community special event run smoothly. Please fill out this form if you anticipate the need for Village services.

Requested by: _____

Phone #: _____

Type of Event: _____

Date of Event: _____

Address of Event: _____

Services needed for Event:

Approved by:

Mike Volling, Director of Public Safety

David Mau, Director of Public Works

Date