



VILLAGE OF HOFFMAN ESTATES

Special Event Application Policy and Instructions

Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169
Phone: (847) 882-9100

Thank you for your interest in holding a special event in the Village of Hoffman Estates. This packet contains the information needed to register a special event and obtain any required permits/licenses. Pages A and B of this booklet should be removed from the completed application and kept by the event organizer for reference.

Minimum Requirements/Criteria

The following criteria will be used to determine if your event is a special event, requiring completion of this application:

1. All outdoor events held on Village property, i.e., streets, sidewalks, the Village Green, and/or deemed to significantly impact normal Village operations (such as Police patrol, Fire/EMS service, etc.) are considered special events.
2. An event that requests any of the following actions is considered a special event:
 - Events requiring street closures (except block parties, which are not considered special events).
 - Events that require closure of Village parking lots and/or the use of Village-owned property.
 - An outdoor event held by a licensed business that will be open to the general public requires a special event license (\$50). Examples of such events include tent sales, promotions held in parking lots, etc.

Requirements and Conditions

1. **Alcoholic Beverages:** A temporary liquor license is required for the sale or distribution of alcoholic beverages for organizations which do not already hold a Hoffman Estates liquor license. Temporary liquor licenses are available through the Village Clerk's Office. Class C Liquor Licenses are issued to non-profit organizations and Class H Liquor Licenses are issued to owners or lessees for a period of 24 hours. Please contact the Village Clerk's Office at least four (4) weeks prior to your event for details on obtaining a license and pricing.
2. **Block Parties:** Block Parties are not considered special events and do not require completion of this application. For information on block parties, please visit www.hoffmanestates.org or call (847) 781-2600.
3. **Certificate of Insurance and Policy Endorsement:** A certificate of insurance with policy endorsement listing the Village of Hoffman Estates as an additional insured and certificate holder for general liability and worker's compensation with waiver of subrogation in favor of the Village of Hoffman Estates is required. The Village reserves the right to demand a copy of the insurance policy to confirm the coverage extension. Insurance requirements and scope of coverage are listed on page 6.
4. **Compliance with Village ordinances:** The event organizer shall comply with all applicable Village ordinances, codes, conditions and requirements.
5. **Compensation for Village staff time:** Depending on the anticipated event attendance and type of event, Village personnel, including Police, Fire, Code Enforcement and/or Public Works, may be required at the event. Charges for all Village personnel involved in the event will be billed to the event sponsor at the applicable hourly rate. The Village shall determine the number of personnel necessary to ensure the safety of participants and to minimize the impact of the event on normal

Village operations and resources.

6. **Fireworks:** A permit and inspection is required for the use of fireworks at a special event. For information on fireworks requirements, please contact the Fire Prevention Bureau at (847) 843-4825.
7. **Road Closures:** If there are road closures involved with the event, it is the responsibility of the applicant to notify the residents and businesses along the race route that is approved by the Village Police Department about these road closures at least 30 days in advance of the event.
8. **Food and Beverage Health Inspection:** Food and beverages may require an inspection by the Village's health inspector. Inspections may be required for food that is cooked/prepared on-site or catered to the event. Please call the health inspector at (847) 781-2639 for more information. **Fees for after-hours inspections will be applied.**
9. **Hold Harmless Agreement:** The event organizer must sign a hold harmless agreement agreeing to indemnify the Village of Hoffman Estates against any and all actions arising from, during or as a result of the event. Hold harmless agreements are required for all events in the Village.
10. **Permission for Use of Property:** Events taking place on property not owned by the Village of Hoffman Estates **requires a letter from the property owner granting use of the property for the event.** This requirement applies to any event taking place on private property or property owned by a governmental entity, other than the Village of Hoffman Estates (i.e., school district, park district, library district, township, county, etc.). This requirement does not apply to businesses holding events on property owned by that business.
11. **Raffles:** All raffles require a license, in accordance with Illinois state law and Village ordinance. Please contact the Village Clerk's Office at (847) 781-2625 for information on obtaining a raffle license. **Raffle license fee: \$1**
12. **Resident/Business Notification:** For events requiring street closures or that may cause disruption to Village of Hoffman Estates residents or businesses, mailed or hand-delivered notification may be required to provide the affected parties at least two (2) weeks prior to the event. The Village of Hoffman Estates shall determine if notification is necessary and the scope of notification required.
13. **Review by the Village of Hoffman Estates:** After submitting all required forms, the application will be reviewed by the Village of Hoffman Estates. All departments that will be involved in providing services or permits/licenses for the event will assist in reviewing the application.
14. **Right to Modify/Cancel Event:** Applicants should not assume that all aspects of the event will be approved; the event organizer may be asked to change details of the event plan based on the availability of services, scheduling of other events, public health and safety concerns, and applicable Village ordinances. The Village of Hoffman Estates reserves the right to cancel any event at any time for reasons deemed necessary by the Village of Hoffman Estates, including (but not limited to) severe/dangerous weather; failure to submit required forms, insurance documentation, hold harmless agreements and/or permission from property owner granting permission for use of private property or permission from other governmental entities granting permission for use of that governmental entity's property.
15. **Banners and Signs:** A permit shall be required for the display of signs/banners for a special event. Please contact the Planning Division at (847) 781-2660 for requirements.
16. **Tents:** All tents over 400 square feet require issuance of a tent permit. Contact information for the company supplying the tents and each tent's flame spread certificate must be provided to Code Enforcement at least two (2) weeks prior to the event. **Tent permit fee: \$45 per tent. Fees for after-hours inspections will be applied.**
17. **Waste Removal:** The Village of Hoffman Estates will not provide waste removal services for special events. Removal of all waste and debris is the responsibility of the event organizer.
18. **Fee Waivers:** If the organization hosting the event has IRS 501 (c) 3 status, the event may be eligible for fee waivers. In order to obtain a fee waiver, a letter addressed to the Village Manager requesting the waiving of all applicable fees, accompanied with a copy of the organization's 501(c)3 status should be provided with the completed application.

Permit/License Fees

The following permits and/or licenses may be required for a special event:

Tent Permit*	(\$45.00 per tent)	Temporary Food Vendor License*	(\$50.00)
Electric Permit*	(\$40.00)	Temporary Business License	(\$50.00)
Sign/Banner Permit	(\$30.00 per sign/banner)	Special Event License	(\$50.00)
Raffle License	(\$1.00)		

*Inspections required; fee charged for after-hours inspections.

EVENT DATE(S): _____



VILLAGE OF HOFFMAN ESTATES

Special Event Application

Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169
Phone: (847) 882-9100

This application is required for any event or activity taking place on public property (including street closures), public areas of private property (such as parking lots) that are open to the public, or for any event which will require Village services, including annual special events such as carnivals, festivals, shows, run/walks, etc.

Completed applications are due at least eight (8) weeks prior to the event date and should be submitted to the Village Manager’s Office in person, by mail, e-mail, or fax (847-781-2624).

Section 1: Organization & Contact Information

Name of event:

Sponsoring organization:

Address:

Phone:

Fax:

Is this organization a certified non-profit organization?
If yes, please provide verification of non-profit status.

Contact Person:

Address:

Daytime phone:

Evening phone:

E-mail address:

On-site Contact:

Address:

Daytime phone:

Evening phone:

E-mail address:

Section 2: General Information

Event date(s):

Event time (please list for each date):

Set up date and time:

Dismantling/clean up date and time:

Clean up includes removal of all waste, dumpsters, equipment, dismantling of tents, filling tent holes, removal of port-o-johns, etc.

Estimated number of attendees (including participants and staff):

Section 3: Event Location

Please check all that apply

Public parking lot — *Address:*

Private parking lot — *Address:*

Please attach letter of approval from property owner

Virginia Mary Hayter Village Green in Prairie Stone — *Please attach Village Green use application*

Park — *Please list park:*

Please attach a letter of approval from the appropriate Park District.

Public streets — *Please list street(s):*

Section 4: Type of Special Event

Please check all that apply

Arts & crafts sale

Corporate function/gathering

Outdoor business event

Bicycle ride

Fundraising event

Run/Walk (Distance: _____)

Car show

Parade

Test Drive

Carnival/Circus

Petting zoo

Other:

Purpose and general description of the event:

Admission fee for event: \$_____

List organizations receiving proceeds from admissions:

Section 5: Services for Special Event

Please check all that apply. *Services requiring permits/inspections are noted with an asterisk.

-
- Amplifier
-
- Car show
-
- Carnival* — General Amusement License is required. Contact Village Clerk's Office (847-781-2625)
-
- Circus* — General Amusement License is required. Contact Village Clerk's Office (847-781-2625)
-
- Electrical wiring/generator* — Electrical permit and inspection is required; contact Code Enforcement (847-781-2631)
-
- Fireworks* — Contact Fire Department Administration (847-843-4825)
-
- Food service/vendor(s)* — Health inspections may be required; contact the Health Inspector (847-781-2639).
— Vendors not holding a Hoffman Estates license must obtain a Temporary Food Service License; contact Village Clerk's Office (847-781-2625)
-
- Inflatable equipment* (e.g. "bounce house," etc.) -Permit and inspection required.
-Contact Code Enforcement (847-781-2631)
-
- Liquor* — Liquor license required. Only non-profit organizations may apply for a Temporary Liquor License; contact Village Clerk's Office (847-781-2625).
-
- Merchandise vendor(s)* — Vendors must have a Hoffman Estates business license; contact Village Clerk's Office (847-781-2625).
-
- Petting zoo* — Contact Code Enforcement (847-781-2631)
-
- Raffle* — Raffle license required; contact Village Clerk's Office (847-781-2625)
-
- Signs/banners* — Permit may be required; contact Planning Division (847-781-2660).
-
- Tent* — Permit and inspection may be required; contact Code Enforcement (847-781-2631)
-
- Water (hydrant) usage* — Permit required; contact Public Works (847-490-6800)

Other services not listed above:

Section 6: Event Operation

Please check all that apply:

-
- Portable Restroom Facilities — Required if no restroom facilities or inadequate number of restroom facilities available on-site. The Village recommends two port-o-johns per 100 people, one handicapped stall per 200 people, and two hand-washing stations per 100 people.
-
- Type(s) of publicity used to promote event:
-
- Notification to residents (if disruption to roadways, noise, parking, etc.):
-
- WASTE REMOVAL IS THE RESPONSIBILITY OF THE EVENT ORGANIZER.**
- Waste removal will be provided by the host site.
- Waste will be removed by the event organizer OR by the contracted waste hauler named below:

Waste Hauler:

Hauler Address:

Hauler Phone Number:

Section 6: Traffic, Security, Medical Services & Fees

Please check services that will be required for traffic, security and medical needs:

POLICE	FIRE
<input type="checkbox"/> Traffic control	<input type="checkbox"/> Ambulance
<input type="checkbox"/> Crowd control	<input type="checkbox"/> Fire suppression
<input type="checkbox"/> Event security	<input type="checkbox"/> Fire inspections
<input type="checkbox"/> Money escorts	<input type="checkbox"/> ESDA

The number of Police officers required for adequate traffic control and/or security shall be determined by the Police Department.

FEES: It is the responsibility of the applicant to pay all out-of-pocket expenses related to the special event. This includes, but is not limited to: all permit fees; inspection fees; Police, Fire and Public Works personnel hireback fees; equipment rentals and water usage.

For some fees, non-profit organization applicants may request a waiver from the Village Manager. Fees associated with personnel costs (Police, Fire and Public Works hireback, after-hours inspections, etc.) are not eligible for waiver.

Please indicate if any fee waivers are requested:

TRAFFIC CONTROL: Please indicate on the table below all streets requiring road closure and/or removal of on-street parking restrictions.

If your event utilizes the Prairie Stone business park, the Sears Centre Arena management must be contacted to ensure that events are not conflicting. Please contact Pamela Lintern at Pamela.lintern@searscentre.com.

		STREET NAME	CLOSE TIME	OPEN TIME
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			
<input type="checkbox"/> Closure	<input type="checkbox"/> Parking			

Sears Centre event occurring the same date? Yes _____ No _____ Not in Prairie Stone (DNA) _____

Section 7: Required Documents, Insurance & Hold Harmless Agreement

CERTIFICATE OF INSURANCE:

All events require a certificate of insurance and a policy endorsement listing the Village of Hoffman Estates as an additional insured. The minimum coverage is \$1,000,000 per occurrence and \$3,000,000 aggregate. **All insurance requirements listed on page 6 of this application must be included on the certificate of insurance. The Village reserves the right to demand a copy of the insurance policy confirming the coverage extension.**

AUTOMOBILE INSURANCE:

Does this event include use of vehicles?

YES — *Number of vehicles:* _____

NO

Proof of auto insurance is required for all vehicles/drivers used in the event.

SITE PLAN:

A detailed site plan depicting event set up and equipment is required for all events.

HOLD HARMLESS:

For and in consideration of the Village granting a special event license, the sponsoring organization hereby agrees to indemnify and hold harmless the Village of Hoffman Estates, its corporate authorities, officers, agents and employees from and against any and all claims for injury or damage to persons or property sustained from the event of _____ (date), sponsored by _____ (organization) and further agrees to indemnify and hold said Village of Hoffman Estates from any such claims and all expenses arising therefrom.

Signature

Date

Print name and title

Organization

INSURANCE REQUIREMENTS

A certificate of insurance and policy endorsement listing the Village of Hoffman Estates as an additional insured and the certificate holder is required for all events. The Village reserves the right to demand a copy of the insurance policy confirming the coverage extension. Please note that requirements related to auto insurance are only applicable to events utilizing vehicles as part of event operation.

For events using Village property *other than the Village Green*, please follow the guidelines specified in Section 1. For events held at the Village Green, please follow the guidelines specified in Sections 1 and 2.

SECTION 1: REQUIRED FOR ALL EVENTS

Coverage:

- **Commercial General Liability:** Minimum \$1,000,000 per occurrence; \$3,000,000 aggregate
- **Motor Vehicle Insurance:*** Combined single limit** per occurrence minimum \$1,000,000
- **Worker's Compensation:** Waiver of subrogation in favor of the Village of Hoffman Estates; statutory requirements

Additional Insured:

Village of Hoffman Estates

Certificate Holder:

Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

Please fax this certificate of insurance and policy endorsement to 847-781-2669 or submit with completed special event application.

SECTION 2: REQUIRED FOR VILLAGE GREEN EVENTS

Coverage:

- **Commercial General Liability:** with Waiver of Subrogation; Per Occurrence with the Prairie Stone Property Owner's Association as additional Insured* - **Minimum \$1,000,000**
- **Motor Vehicle Insurance:**** Combined Single Limit Per occurrence* - **Minimum \$1,000,000**
- **Workers Compensation:** with Waiver of Subrogation in favor of the Prairie Stone Property Owners Association - **Statutory Requirements**
- **Employer's Liability:** Per Accident & Per Disease* - **Minimum of \$100,000**

*Total Per Occurrence/Accident Limits may be satisfied with any combination of primary and excess or umbrella liability policies.

**Motor vehicle insurance may be obtained through Non-Owned and Hired coverage on Contractor's Commercial General Liability Policy if Contractor has no owned vehicles.

Additional Insured (must appear on certificate as listed below):

- Prairie Stone Property Owners Association
- Prairie Stone Commons Property Owners Association
- Pratum Partners, LLC, its affiliates, subsidiaries, agents and mortgagees
- Sears Holdings Management Corporation, on behalf of itself, its affiliates and subsidiaries
- ConopCo Project Management.
- JF McKinney & Associates Ltd.
- YP Trillium, LLC.
- The Village of Hoffman Estates

Certificate Holder:

ConopCo Realty & Development, Inc.
Attn: Aris Hantgos
5448 Prairie Stone Parkway
Hoffman Estates, IL 60192

Please fax this certificate to ConopCo Project Management, Attn: Aris Hantagos (fax: 847-645-5050).