



Special Event Application 2021-C

For Covid-19 Testing, Vaccination and Related

All Applicants Must Complete this Form
Applications MUST be submitted at least 14 days in advance

A Special Event permit is required for any public or private event that is outside normal operations within the Village of Niles. This application is specific to Covid-19 related events. Special Event Permits are valid for duration of requested dates up to 14 days. Permits are non-renewable.

EVENT INFORMATION:

Type of Event: **Check all that apply**

Drive-thru Walk-in Testing site Vaccination Other _____

Event Name: _____

Event Location/Address: _____

Responsible Business/Org Name: _____

Estimated # Attending (per day): _____ Estimated Cumulative Attendance: _____

List Any/All Fees for Participants: _____

Is the event open to the public? Yes No

EVENT DETAILS:

Please check village calendars including park district, schools and churches for conflicting events. Having multiple events (or back-to-back events) can affect your event participation and attendance, and strain village resources. The more time allowed for planning the better.

Date(s): _____ Start Time: _____ End Time: _____

_____ Start Time: _____ End Time: _____

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Set-up Date: _____ Set-up Time: _____

Breakdown Date: _____ Breakdown Completion Time: _____

Has this event taken place in Niles before: Yes No When: _____

Has this event been conducted in other towns/cities? Yes No Which town(s) and when: _____

HOST INFORMATION:

For Profit Non-Profit (Proof of tax-exempt status may be requested) Other: _____

Business/Org Name: _____

Address: _____ City, Zip: _____

Main Contact: _____ Title: _____

Phone/Cell: _____ E-Mail: _____

EQUIPMENT / SET-UP/ PARKING:

A site map is required and should indicate any and all items used below:

Will Food/Beverages be served? Yes No

Will you require road closures? Yes No Which Street(s): _____

Requested Time of Street Closures: _____ Re-open Time: _____

Where will the event attendees/participants park?

On Street On Site Other: _____

Will you be erecting any of the following?	<u>How Many</u>	<u>Size / Dimension</u>
Tent <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Stage <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Fencing <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

Will you require temporary electric? Yes No

Will you be using a generator? Yes No

Will temporary signage be used? Yes No *A Temporary Signage Permit must be obtained.*

Stages, tents, sound systems and other structures must pass inspection before the event opens. Electrical, generators and amusement rides are also subject to inspection. All inspections conducted on a weekend or holiday will be billed an overtime rate (\$150/hour) to the Festival Organizer.

GARBAGE / RESTROOMS:

Please note: *The Village of Niles has an exclusive contract with Groot Industries for solid waste removal within the corporate boundaries. If your event will require additional waste services beyond the capabilities of the facility or location where you are hosting the event, the organizer must make arrangements through Groot Industries (1-800-244-1977) to handle these needs.*

How will waste/recycling be handled: _____

How will restroom facilities be handled: _____

NEIGHBORS NOTIFICATION:

As a courtesy to residents who may be impacted by the event, the Village of Niles may require written notification to be in advance of the event indicating dates, times and street closures.

ADDITIONAL DOCUMENTATION:

The following may be required in writing:

- A **Copy of Certifications** including State licensing and partnering medical licensing
- Site Map** with a layout of the event including any street closures, first aid station, emergency exits/gates, restrooms, etc.
- Special Event Sales Tax Vendor Form** completed with all food and non-food vendors information and Illinois Business Number (Sales Tax Number) and Temporary Food Permit applications for any food vendors.

- Emergency Medical Plan** including first aid station, emergency response and evacuation plan, copy of certifications provided by a private company. If you wish to contract with the Niles Fire Department call Chief Feld (847) 588-6801 or mcf@vniles.com.
- A Security Plan** including any private security company you may use. Private security companies must be licensed and bonded. If you wish to contract with the Niles Police Department call Deputy Chief Zakula (847) 588-6505 or email niz@vniles.com.
- A copy of any event flyer or marketing promotions (digital files or paper)

INDEMNIFICATION & HOLD HARMLESS AGREEMENT:

The applicant agrees to indemnify, hold harmless, and defend the Village of Niles and its officers, agents and employees, from any claims for all damages for which the Village of Niles or its officers, agents or employees may be held liable in a civil proceeding in law or equity as a result of any claim, including but not limited to negligence or resulting from the acts or omissions of any officer, agent or employee of the Village of Niles during the duration of the special event applied for in the Village of Niles.

Signature: _____

Date: _____

Print Name: _____

Title: _____