



# Greenwood Festival Grounds Event Application 2019

**GOLF MILL PARK:**

Golf Mill Park is property of the Niles Park District; you must receive written permission from the Niles Park District Board of Commissioners for use of the park.

Are you requesting permission from the Niles Park District to use Golf Mill Park?  Yes  No

**EVENT INFORMATION:**

Event Name: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Estimated Cumulative Attendance: \_\_\_\_\_

Is the event open to the public?  Yes  No

Are there fees to attend:  Yes  No

List all general fees and discounts (Seniors, Kids, All Day Pass, etc.) \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

*All fees for the event must be posted at least 3 days in advance of the event and are NOT subject to change.*

**HOST (BUSINESS or ORGANIZATION) INFORMATION:**

For Profit  Non-Profit  Other: \_\_\_\_\_

Business/Org Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2nd Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**EVENT DATES:**

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 also strain village resources. The more time allowed for planning the better.

**EVENT DATES / TIMES:**

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Set-up Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Breakdown Date: \_\_\_\_\_ Breakdown Completion Time: \_\_\_\_\_

*All materials, property, equipment, rented/leased equipment MUST be removed and the premise broom swept within 48 hours from the end of the event. A fine of \$250 a day will be issued each day thereafter.*

**STREET CLOSURES:**

Public Works will be responsible for closing Church Street and Davis Street for the duration of the event. This includes vehicles, barricades and parking signage; there is a minimum fee of \$1,150 for this required service.

Street closures impact PACE Bus routes. All equipment and debris MUST be removed from Church and Davis streets by the agreed upon date and time. If Public Works needs to remove debris, a fee will be assessed.

Requested Date/Time of Street Closures: \_\_\_\_\_ Reopen Street Date/Time: \_\_\_\_\_

**EQUIPMENT / ELECTRICAL:**

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

Will you require temporary electric?  Yes  No

Will you be using your own a generator?  Yes  No

Will you have fireworks or laser show?  Yes  No *A Pyrotechnics Permit must be obtained.*

Will you have mechanical / amusement rides?  Yes  No *A Carnival Permit must be obtained.*

Will you need water access?  Yes  No

*There is a \$250 set-up fee; water usage will be billed after the event. Electrical, generators and amusement rides are subject to inspection. All inspections conducted on a weekend or holiday will be billed an overtime rate (\$150/hour) to the Festival Organizer.*

**REQUEST FOR OPERATIONS / SPECIAL SERVICES:**

Additional equipment can be supplied (some charges may apply, not all events are eligible):

Light towers (up to 7 can be requested)  Yes  No Quantity: \_\_\_\_\_

*Only a Public Works Employee can operate the light towers, there will be a fee for delivery, fuel and operation.*

Barricades  Yes  No (In addition to barricades used for street closures)

Sweeping lot before the event  Yes  No *There is a fee for this service.*

Sweeping lot after the event  Yes  No *There is a fee for this service.*

Electronic message boards  Yes  No

**STAGE / TENTS / SOUND SYSTEMS:**

Stage/Tent Rental Company Name: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Set-up Date/Time: \_\_\_\_\_ Breakdown/Removal Date/time: \_\_\_\_\_

An inspection must be passed before event begins. All inspections conducted on a weekend or holiday will be billed an overtime rate (\$150/hour) to the Festival Organizer. All organizers must adhere to our noise ordinance, no loud music is allowed after 11:00 p.m. and before 11:00 a.m. This includes any sound checks or rehearsals. A \$500 fee will be assessed for every 30 minutes past the end time.

**GARBAGE / RESTROOMS:**

The Village of Niles has an exclusive contract with Groot Industries for solid waste removal. The organizer must make arrangements through Groot Industries (1-800-244-1977) to handle these needs.

Have you contracted with a portable restroom company?  Yes  No

Company Name: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_ Date of Pick Up: \_\_\_\_\_

**FOOD / ALCOHOL / VENDORS:**Will alcohol be served:  Yes  No

*If yes, a Liquor License must be obtained from the Village Liquor Commissioner. Contact Patrick Byrne at 847-588-8081 or [pbb@vniles.com](mailto:pbb@vniles.com).*

Will non-food vendors be part of the event:  Yes  NoWill food be sold:  Yes  No

*All food vendors are required to complete a Temporary Food Permit and submit at least 4 weeks in advance of the event date.*

**EMERGENCY RESPONSE:**

In the threat of severe weather, a designated representative from the following Departments or organizations shall meet immediately: Niles Police Department, Niles Fire Department and Festival Staff.

Assigned Festival Staff: \_\_\_\_\_ Phone: \_\_\_\_\_

Assigned Contact to Monitor the Weather: \_\_\_\_\_ Phone: \_\_\_\_\_

**MEDICAL RESPONSE / FIRST AID:**

A designated first aid area with AED and certified first aid personnel is required on site at all times of the event. First aid personnel contact information and copy of credentials must be provided at least 3 weeks in advance in of the event. First aid area and AED must be easily identifiable on the site map.

First Aid Personnel: \_\_\_\_\_ Phone: \_\_\_\_\_

Private Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

If you wish to contract with the Niles Fire Department call Chief Feld (847) 588-6801 or [mcf@vniles.com](mailto:mcf@vniles.com)

**SECURITY / TRAFFIC CONTROL PLAN:**

All events at the Greenwood Festival Grounds require a Niles Police Department Commander and one sworn officer on site at all times. The Organizer will be billed at a rate of \$70/hour for (1) Supervisor and \$65/hour for (1) sworn officer (overtime rates may apply for Sundays and holidays). Additional sworn officers may be required depending on festival size and activity.

In addition to the Niles Police Department personnel requirement, the event must be properly staffed with security for crowd control, traffic, and monitoring general activity as a means to ensure safety for everyone. All private security companies operating in the State of Illinois must have a license issued by the Department of Financial and Professional Regulation. All employees of the security company are required to have a Permanent Employee Registration Card (PERC). A copy of licensing, registrations, valid credentials and contact information must be submitted to the Niles Police Department at least 30 days in advance of the event.

Approved security personnel must be identifiable at the event either in uniform or shirts/jackets with "SECURITY" clearly visible. *Only approved security can be identified as "SECURITY" all other festival volunteers, crew or staff may say "STAFF" or "CREW."*

One hour prior to the event end time each day, traffic control should be provided to assist in all the vehicles exiting area parking lots.

**Traffic Control:** The Niles Police Department utilizes Community Service Officers to conduct traffic and pedestrian control around the event location. They are billed at a rate of \$22 per hour, per Community Service Officer. The Niles Police Department determines the number of personnel needed for traffic control, based upon estimated crowd size, road closures and specialty requirements of the event. (i.e. fireworks, re-enactments).

Will private security be used?  Yes  No

Will there be overnight security? Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Will radio or walkie-talkies be used by festival staff?  Yes  No

Will private security be armed?  Yes  No

**SECURITY DEPOSIT AND FEES:**

All fees incurred in the planning and executing of the event will be agreed upon in writing by the Village of Niles and Festival Organizer. A deposit of 50% owed is required 30 days before the event and the remaining balance is due 1 week before the event begins. A final bill will be sent after the event to be paid within 30 days.

I have read and understand the Policy and Procedures of the Greenwood Festival Grounds and the terms of the application.

Signature: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

**Greenwood Festival Grounds Application Checklist:**

- Completed application with signature
- An event timeline including set-up, clean-up, entertainment schedules, activities and special announcements
- Event flyer and marketing promotions (digital files or paper) to help promote the event and to provide information to resident and visitor inquiries
- A site map with a layout of the event including (but not limited to):
  - Entrances/exits, gates, ticket booths, fencing
  - Designated first aid area, AED and onsite command unit
  - Restrooms
  - Garbage/ dumpsters
  - Stage, sound systems, entertainment, back stage, audience with exit rows and center aisles
  - Beer gardens, food/non-food vendors, staging areas
  - All equipment
  - Other activities should be properly listed and labeled
  - Designated handicapped parking should be considered and properly identifiable
  - A pyrotechnics display (lasers or fireworks) launch area with noted safety distances from spectators and structures.
- Certificate of insurance
- Post notice according to the Human Trafficking Resource Center Notice Act
- Security plan including copies of certificates and licensing from private companies or organizations
- First aid personnel contact information and copy of credentials
- A written emergency plan for evacuation with safe haven location sites
- Temporary Food Permit Application for all food vendors
- Signed Fees and Permit Schedule Agreement
- If Applicable:
  - Carnival / Circus Application
  - Pyrotechnics Application
  - Raffle License Application

**Please return completed application and all additional documentation to:**

Village of Niles  
 Attention: Katie Schneider  
 1000 Civic Center Drive | Niles, IL 60714  
 Or Email: [kds@vniles.com](mailto:kds@vniles.com)

**For questions contact:**

Katie Schneider | (847) 588-8005 | [kds@vniles.com](mailto:kds@vniles.com)