



CARNIVAL / CIRCUS APPLICATION

A completed application must be submitted 30 days in advance of the event.

COMPANY INFORMATION:

Applicant Name: _____ Title: _____
 Company Name: _____ Phone: _____
 Company Address: _____ Email: _____
 Site Supervisor Name: _____ Phone: _____

EVENT INFORMATION:

Event Name: _____ Estimated Attendance/Day _____
 Event Location: _____
 Date(s): _____ Start Time: _____ End Time: _____
 _____ Start Time: _____ End Time: _____
 _____ Start Time: _____ End Time: _____
 Set-up Date: _____ Set-up Time: _____
 Breakdown Date: _____ Breakdown Completion Time: _____

SPONSOR ORGANIZATION INFORMATION:

Applicant Name: _____ Title: _____
 Organization Name: _____ Phone: _____
 Organization Address: _____ City/St/Zip: _____

ADDITIONAL DOCUMENTS REQUIRED:

- Certificate of Insurance listing Village of Niles as a co-insured
- Copy of current license obtained by the Illinois Department of Labor
- List of any and all employees, operators and subcontractors working and/or volunteering during the event with full name, address, sex and date of birth

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.

The applicant understands and agrees that all electrical and wiring equipment, rides and structures must pass Village inspection before opening. All food vendors must complete a Temporary Food Permit application (3 weeks in advance) and pass inspection before opening. Permit and inspection fees may apply. All organizers and contracted vendors may be subject to the Village Amusement Tax, pursuant to Ord. No. 2016-28, Chapter 94 Taxation, Article XIII ([Link](#)).

The Niles Police Department has the right to require security guards or special police. The Niles Fire Department has the right to require adequate fire lanes and emergency exits. The Police Chief or Fire Chief can shut down the event at any time if necessary to ensure public safety.

Signature of Authorized Agent

Print Name

Date