



# Special Event Application 2023

All Applicants Must Complete this Form

Applications submitted less than 4 weeks in advance of the event date may not be accepted.

## **COVID-19 INFORMATION:**

All events must comply with CDC and State of Illinois mandates and guidelines regarding Covid-19 that are in affect at the time of the event. The Village of Niles can cancel or limit an event at any time if the health of the public is at risk.

## **EVENT INFORMATION:**

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

- Festival       Sporting Event       Carnival/Circus       Farmers/Outdoor Market  
 Parade       Race / Walk       Sale / Expo       Concert / Performance  
 Other \_\_\_\_\_

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

Event Location/Address: \_\_\_\_\_

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

Estimated Daily # Attending: \_\_\_\_\_ Estimated Cumulative Attendance: \_\_\_\_\_

Fee to Attend:  Yes  No \$ \_\_\_\_\_ Is the event open to the public?  Yes  No

## **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.*

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: \_\_\_\_\_

Number of times this event has taken place in the Village of Niles: \_\_\_\_\_ When: \_\_\_\_\_

Has this event been conducted in other towns/cities?  Yes  No Which town(s): \_\_\_\_\_

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

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

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

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

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

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

\* Tax-exempt status must be provided at the time of application

**EQUIPMENT / SET-UP/ PARKING:**

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

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 your event feature live music/DJ or use a PA system:  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 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.*

Public Works can supply the following equipment (some charges may apply, not all events are eligible):

Barricades  Yes  No

Sweeping (before and/or after)  Yes  No

Electronic message boards  Yes  No

**RAFFLE LICENSE:**

To conduct a raffle in the Village of Niles, you need a license from the Village Clerk’s Office. Please complete the Application for Raffle License. To view the Village of Niles Raffle Ordinance visit [www.vniles.com](http://www.vniles.com).

**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.*

Is there garbage pick-up in the event area during the event days?  Yes  No

\*If yes, Groot will need to be notified at least two weeks ahead of time.

Have you contracted with a portable restroom company?  Yes  No

**FOOD / ALCOHOL / VENDORS:**

Will alcohol be served:  Yes  No

*If yes, a Liquor License must be obtained from the Village Liquor Commissioner Pat Byrne at (847) 588-8081 or [pbb@vniles.com](mailto:pbb@vniles.com). By Village ordinance, liquor must be served in a restricted area (i.e. fenced, tented) with monitored entrance and exits.*

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

Will food be served:  Yes  No

Will food be sold:  Yes  No

*If yes, all food vendors are required to complete a Temporary Food Permit and submit at least 3 weeks in advance of the event date.*

***A Special Event Sales Tax Vendor form must be submitted with a one-time \$25 fee for processing.***

**MUNICIPAL TAXES IMPOSED:**

All businesses, organizers and contracted vendors shall be subject to taxes imposed by the Village of Niles. This may include but is not limited to:

- Amusement Tax, Sec. 94-281 requires businesses that provide amusement/entertainment must collect and remit directly to the Village of Niles the additional 3% amusement tax, pursuant to Ord. No. 2016-28, Chapter 94 Taxation, Article XIII ([Ordinance Link](#))
- Municipal Service Occupation Tax (sales tax), Sec. 94-112 requires all businesses that sell tangible property at retail must collect and remit directly to the Village of Niles the additional 1% retailer occupation tax ([Ordinance Link](#))
- Municipal Prepared Food and Beverage Tax, Sec. 94-250 requires businesses that sell prepared food and/or beverage must collect and remit directly to the Village of Niles the additional 1% food and beverage tax ([Ordinance Link](#))

**NEIGHBORS NOTIFICATION:**

As a courtesy to residents who may be impacted by the event, a written notification should be sent 2 weeks in advance of the event indicating dates, times and street closures. The Village of Niles will supply mailing labels and requires a copy of the notification.

**HUMAN TRAFFICKING RESOURCE CENTER NOTICE ACT**

Effective January 1, 2019, revisions to the law (P.A. 100-0671) now require the organizer of a public gathering conducted on property open to the public to post a notice that complies with the requirements of the Act in a conspicuous and accessible place on the premises in clear view of the public where similar notices are customarily posted. The notice is intended to inform the public and victims of human trafficking of telephone hotline numbers to seek help or report unlawful activity. The Act requires specific posting mandates, language requirements, and penalties of up to \$500 per violation for failure to post. For helpful model notices, you can find State of Illinois resources [www.dhs.state.il.us](http://www.dhs.state.il.us)

**ADDITIONAL DOCUMENTATION:**

**The following may be required in writing:**

- 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.
- Event program and timeline including all days and times, set-up, clean-up, entertainment, special announcements, activities etc.
- 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](mailto: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 [njz@vniles.com](mailto:njz@vniles.com).
- A copy of the event flyer or marketing promotions (digital files or paper) to help promote the event and to provide information to residents and visitors inquiries.

**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: \_\_\_\_\_