



VILLAGE OF HOMER GLEN

Special Event Application

This application must be completed in its entirety and submitted at least 30 days in advance of the date of the event. A permit will not be issued without a completed application and required submittals. Please review Ordinance 09-054, located on our website www.homerglen.org, referencing the specifics of special events within the Village of Homer Glen.

Phone: 708-301-1301

Fax: 708-301-0417

(Please print legibly)

Applicant Name: _____ Phone #: _____

Address: _____

Contact Name: _____ Contact #: _____

Event Information

Event Name: _____ Event Location: _____

Dates of Event: _____ Hours of Event: _____

Estimated Number of Attendees: _____ Type of Event: _____

Event Description *Please describe the nature of the special event:* _____

Yes No.....Will liquor be served and/or sold at event?

****If yes a liquor license may be required**

Required Submittals*:

- A site plan which indicates all signage, including banners and all temporary signs.
- A Parking and Circulation Plan which must show stalls, circulation paths, access locations and traffic control devices, provided such Plan shall not be required for Special Events located in residential districts on lots without on-site parking.
- A Sanitary Facilities Report from Will County Health Department confirming compliance with all applicable Health and Sanitation Codes, provided such requirement may be waived by the Village.
- A Traffic Control and Security Contract and Emergency Management Plan (if required) to provide for off-duty police officers, trained security personnel or trained emergency management personnel to provide traffic control, security and emergency management provided such requirement may be waived by the Village.
- When the applicant for a Special Event is not the owner of the lot on which the event will occur, the applicant shall submit proof of the owner's authorization which shall be in writing, dated, signed by owner and contain sufficient information so as to identify the property and the proposed Special Event.

* Such other information as the Village Manager reasonably deems necessary to properly prepare for and/or evaluate the potential impact on the public health, safety, and welfare

If event is held on public property, the following is required:

- A Certificate of Liability Insurance and Indemnification Agreement shall be required and shall name the Village of Homer Glen as a co-insured, if the event is held on public property. An Indemnification Agreement shall also be executed separately or be part of the insurance policy.
- A Bond or Letter of Credit shall be placed with the Village to guarantee removal of all temporary structures, tents, junk, debris, and other personal property from the lot upon.

Hold Harmless Statement

The applicant hereby agrees to indemnify and hold harmless the Village of Homer Glen, its Corporate Authorities, officers, agents, and employees from and against any and all claims, suits, damages, causes of action, judgments, loss, costs, expenses, and attorney's fees arising out of personal injury, including death, property loss or theft sustained by any person on the premises during or as a result of the applicant's permission to hold an activity/event or use of municipal property.

I hereby further certify that the information provided in this application is true and correct to the best of my knowledge and that I have not provided false or misleading information. I understand that the failure to supply adequate or correct information will be subject to revocation of permission to hold such an activity/event or use of municipal property.

Applicant Signature

Date

****Incomplete applications will be returned.****

For Village Use Only:

Date Received: _____	For profit _____	Non-profit _____
Approved By:		
_____ Village Manager	_____ Clerk's Office	_____ Village Planner
_____ Chief Building Official	_____ EMA Director	_____ Sheriff's Dept.
_____ Fire District	_____ Highway Dept.	
Permits Required: ___ Event ___ Tent ___ Health ___ Electric ___ Police Hired ___ Sign(s)		
___ Liquor		