Thank you for your interest in holding a special event in the City of Evanston. Enclosed are the materials needed to obtain a Special Event Permit for your upcoming event. Please follow the application directions very carefully. These first three pages should be removed from the completed application and kept by the event coordinator for reference. Also, an application checklist is included on page three of the instructions for further assistance. Some of the information will not apply to your specific event. However, no Special Event Permit will be issued without submittal of a signed application (See the bottom of Page 4 of the application) and requested documentation. Your event must have final approval of the City of Evanston Special Events Committee and in some cases the City Council.

Your event will be assigned to a staff person who will assist you throughout this process and will be your primary contact. You will be notified by your primary contact person if your event requires additional permits such as a: tent permit, temporary food permit, electrical permit, or liquor license, which must be obtained before you can receive a Special Event Permit.

**Minimum Requirements/Criteria**

1. All outdoor events requested on City property, i.e. street, sidewalk, park, etc., and/or deemed to significantly impact the City are considered Special Events.
2. An event that requires City Council approval is a Special Event. Special events that require City Council approval include:
   - Lakefront Events of 100 participants or more require Human Services Committee and City Council approval. Special Event Permits are required for events over 100 participants due to the high usage of the lakefront parks, which generates associated environmental, health and life safety issues.
   - Events requiring Street Closure of 250 participants or more (with the exception of block parties) require Administrative & Public Works Committee and City Council approval.
   - Non-Lakefront Park Events of 250 participants or more require Human Services Committee and City Council approval.

**Requirements and Conditions**

1. **Compliance with City ordinances.** The applicant shall comply with all applicable City ordinances, codes, conditions, and requirements.
2. **Compensation for City Staffing.** Depending on attendance, the City may require city personnel including Police and/or Fire, at the function. All City personnel involved in advance of, during and after, the day(s) of the event may be charged back to the sponsoring agency. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents, ensure the success of the event, and reduce the public liability exposure to the sponsoring agency as well as the City. The bill will be transmitted to the sponsoring agency within thirty (30) days after the completion of the event.
3. **Food and Beverage Service.** No food or beverages shall be sold or given away at the outdoor event, unless approved by the City’s Health Department.
4. **Liquor Consumption and Service.** No alcohol shall be sold or given away at the outdoor event, unless approved by the Mayor. Applications are received by the Legal Department and submitted to the Mayor for approval.
5. **Electrical Power.** All applicants should provide their own source of power for their specific needs; the City generally will not provide electrical services of any sort.
6. **Misc.**
   a. Street closures are generally not permitted other than on Sunday mornings to minimize inconvenience to Evanston residents (with the exception of block parties).
   b. The City of Evanston is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.
   c. The Special Event Permit is non-transferable and can only be used on the designated dates and times as printed and is required to be posted on site during the event.
   d. The City of Evanston reserves the right to suspend, cancel and/or reschedule events.

The event coordinator is responsible for ensuring that the organization and all participants and spectators abide by all the above conditions, ordinances, codes, and requirements.
Application Process

1. Application Submittal.
   A. **Due Date.** Your full application must be submitted to the Parks, Recreation and Community Services Department by January 30, 2015 to allow sufficient time for City staff to evaluate your request and provide a recommendation to City Council for consideration, if necessary.
   B. **Full Special Event Permit Application.**
      - **Application Form.** The attached special event permit application form must be completely filled out, signed and submitted with all required attachments.
      - **Required Attachments.**
         - **Hold Harmless Agreement.** A Hold Harmless Release Agreement must be submitted with each application (see page 5 of application.)
         - **Certificate of Insurance.** The City of Evanston requires a Certificate of Insurance naming the City as an additional insured in the amount of $1,000,000 unless a greater amount is warranted.
         - **Security Deposit/Bond.** A security bond or safety deposit may be required, depending on the size and nature of the event.

Fees

1. **Application Fee.** A non-refundable “Application fee” of $150 must be submitted along with the application for all non-City sponsored events.

2. **Permit Fees.** Permit fees (electrical, tent, alcohol, raffle, food, park, etc.) can not be waived and are separate from the application fee. No Special Event Permit will be issued until the permit fees have been paid and a copy of the permit submitted to the city staff contact person assigned to oversee the event. (fees are listed below)
   - Tent Permit: $30.00
   - Electrical Permit: Varies
   - Liquor License: Varies
   - Food Permit: $111.00
   - Raffle Permit: $50.00
   - Park Permit: Varies
   - Security Bond or Maximum Security Deposit: Varies

All City permit applications can be found online at http://www.cityofevanston.org/business/permits-licenses/

3. **Event Fees (Cost for City Services):**
   a. **City Events and City-Sponsored Events-** Cost for City Services will be waived.
   b. **Outside Agency Events -** The City requires 100% reimbursement from the event coordinator for all costs to provide City services for such events.

4. **Payment.**
   a. Make all checks payable to the “City of Evanston/Special Events” and note your business name and event name.
   b. All fees are non-refundable.
Application Checklist

Use this list to ensure that you have included supporting documentation to accompany the information on your Special Event Application.

Documents that must be submitted:
- Complete the full Special Events Application and sign on page 4 by January 30, 2015.
- Complete and sign the Hold Harmless Release Agreement on page 5.
- A copy of your Certificate of Insurance listing the City of Evanston as an additional insured in the amount required.

Documents that may need to be submitted:

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<thead>
<tr>
<th>Submitted</th>
<th>Does Not Apply</th>
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<tbody>
<tr>
<td></td>
<td>Tent Permit Application</td>
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<td>Electrical Permit Application</td>
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<td>Liquor License Application</td>
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<td>Temporary Food Event Permit Application</td>
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<td>Loudspeaker Permit Application</td>
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<td>Sidewalk Sale Permit Application</td>
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<td>Raffle Permit Application</td>
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<td>Park Permit Application</td>
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<td>Security Bond or Maximum Security Deposit</td>
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<td></td>
<td>Map of proposed route for Race/Walk</td>
</tr>
<tr>
<td></td>
<td>Copy of written permission to utilize non-Evanston property</td>
</tr>
</tbody>
</table>

Should you have any questions or need assistance with completing this application, please call the Parks, Recreation and Community Services Department at 847-866-2914 or email specialevents@cityofevanston.org.

*(Please detach these first three pages and keep for your records)*
Submit this application, along with a description of your proposed event, and $150 application fee, to the City of Evanston, Parks, Recreation and Community Services Department, c/o Special Events Committee, 2100 Ridge Ave. Evanston, IL 60201 by Friday, January 30, 2015.
Email: specialevents@cityofevanston.org   Fax: (847) 448-8051    Phone: 847-866-2914.

Please refer to the Special Event Permit Instructions on the preceding pages while completing this application.

Event Information

Name of Event: ____________________________ Estimated # of participants: ________

Event Location(s): ____________________________ Estimated Attendance: ____________

Type of Event:

☐ Festival/Fair
☐ Race/Walk/Bike Ride
☐ Parade/March
☐ Concert
☐ Other ____________________________

Date(s): ________ Rain Date(s): ________ Time(s): Start: ________ a.m./p.m. Finish: ________ a.m./p.m.

Yes ☐ No ☐ Is the Event a Fundraiser? Beneficiary: ____________________________

Yes ☐ No ☐ Registration/Entrance Fee: Amount: $ ____________________________

Organization Information

Yes ☐ No ☐ Is this organization registered with the State of Illinois as a non-profit organization?

Organization: ____________________________

Address: ____________________________

Business Phone: ________ Fax: ________ E-mail: ____________________________

Contact Person

Name: ____________________________ Are you 18 yrs or older: ________

Address: ____________________________

Telephone: ________ Cellular: ________ Fax: ________

E-mail: ____________________________

Relation to above organization: ____________________________
General Service Questions

Section A: Public Works Department: Traffic/Parking/Sanitation:
Yes □ No □ Are street closures requested?
If yes, what streets?
________________________________________________________

Justification for street closure:
________________________________________________________

Yes □ No □ Are covering parking meters requested?
If yes, provide locations &/or meter numbers
________________________________________________________

Does your event require any other parking related requests or considerations? If so, please list them below:
________________________________________________________

What is your plan for cleaning, recycling and disposing of all refuse from this event?
________________________________________________________

You must provide a plan for accommodating recyclables.

Section B: Community and Economic Development Department: Tent/Electrical Permit

Yes □ No □ Will tents be utilized for your event?  Yes □ No □ Will a stage be utilized for your event?
Yes □ No □ Will you be utilizing electrical equipment?
➢ If yes, please contact the Building Inspection Services Division on the third floor of the Civic Center at 2100 Ridge Avenue to complete a separate tent and/or electrical permit application. All applicants should provide their own source of power for their specific needs; the City generally will not provide electrical services of any sort. Tent Permit fee is $30 / Electrical Permit fee varies.

Section C: Police Department

Yes □ No □ Is traffic control or crowd control necessary for your event?
➢ If so, please describe your needs:
________________________________________________________

Section D: Fire & Life-Safety Service Department

Yes □ No □ Will the Fire Department have access to all sites in the event of an emergency?
➢ If not, please provide a contingency plan in the event of an emergency.
Yes □ No □ Will any fire hydrants be obstructed?  Yes □ No □ Will you be supplying your own First-Aid station?
• Depending on attendance, the City may require Police and/or Fire personnel at the function. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, and reduce the public liability exposure to the sponsoring agency as well as the City. City personnel involved in advance of, during and after, the day(s) of the event may be charged back to the sponsoring agency.

Section E: Parks, Recreation and Community Services Department: Park Permit

Yes □ No □ Will this event be held in a City Park?
➢ If so, which Park (s) (be specific):
Please contact the Parks, Recreation and Community Services Department on the first floor of the Civic Center at 2100 Ridge Avenue to complete a separate park permit application. Park Permit fee varies for special events.

Section F: Legal Department: Liquor License

Yes □ No □ Will alcoholic beverages be served?  Yes □ No □ Will alcoholic beverages be sold?
➢ If yes, please contact Liquor Licensing in room 2700 of the Civic Center at 2100 Ridge Avenue to complete a separate liquor license application and answer the following questions:
State hours in which liquor will be served/sold:
Complete address where liquor will be served/sold:
Will the sale of liquor take place:  □ Indoors  □ Outdoors
Are the sale premises located on:  □ Private property  □ Public Property
Liquor License fee varies.
Section G: Parks, Recreation and Community Services Department: Loudspeaker Permit

Yes ☐ No ☐ Will a PA system or loudspeaker be used?

➢ If yes, please contact the Parks, Recreation and Community Services Department on the first floor of the Civic Center at 2100 Ridge Avenue to complete a separate permit application and answer the following questions:

Date(s): ___________________________ Hours of Operation: ______ a.m./p.m. Finish: _____ a.m./p.m.

Please check the type of sound to be emitted:
☐ Speech ☐ Recorded Music ☐ Live Music ☐ Other: ___________________________

- Loudspeaker Permits are not issued for events to be held within one hundred fifty feet (150') of residential property.

- No operation of loudspeakers will be permitted between the hours of 10:00 P.M. and 7:00 A.M. from Sunday evening through Friday morning, and between 11:00 P.M. and 7:00 A.M. from Friday evening through Sunday morning and on those evenings preceding national holidays and legal school holidays.

- Provision for Northwestern University permits: A completed Outdoor Event Request Form from Norris Center Campus Reservations Office must be submitted along with your Special Event Application.

Section H: Public Works Department: Sidewalk Sale Permit

Yes ☐ No ☐ Does the event include a sidewalk sale?

➢ If yes, please contact the Public Works Office on the third floor of the Civic Center at 2100 Ridge Avenue to complete a separate permit application and answer the following questions:

Is the sale to take place on: ________ Private Property ________ Public Property ________

Nature of Sale items:

- The event coordinator must agree that any structures, which are to be placed on the public right of way, shall not be situated or constructed so as to present any physical threat to pedestrians traveling the public way in the vicinity of said structures.

- No sales will be conducted before 9:00 a.m. or after 9:00 p.m.

Section I: City Collector’s Office: Raffle Permit

Yes ☐ No ☐ Is a raffle part of your event?

If yes, please contact the City Collector’s Office on the first floor of the Civic Center at 2100 Ridge Avenue to complete a separate permit application. Raffle Permit fee is $50.00.

Section J: Health Department: Temporary Food Permit

Yes ☐ No ☐ Is food or drink being served at this event?

➢ If yes, please contact the Food Program Division of the Health and Human Services Department on the lower level of the Civic Center at 2100 Ridge Avenue to complete a separate Temporary Food Event Permit Application. Temporary Food Event Permit is $111.

- No food or beverage shall be sold or given away at events open to the public, unless authorized by the City. It is your responsibility to have all food vendors/providers submit the fee and completed application to you. It is then your responsibility to submit those applications and fees to the Health Department no later than 10 business days before the event. No permits will be issued for applications received after that date. Call 847-866-2947 for more information.

Section K: Publicity

The City of Evanston lists most major special events that are open to the public on its Web site calendar because neighborhoods and business districts may be affected by traffic, noise, etc. The calendar listing also provides additional promotion of your event to residents and visitors. However, some events are not open to the public and should not be listed. Should your event be included on the City of Evanston’s calendar of events (www.cityofevanston.org)? Yes ☐ No ☐

If yes, at least one month before the event, please email text that you would like us to list to webmaster@cityofevanston.org or use the space below on this page. Be sure to include the event title, description, day, date, time, location, and admission fee, if any. If you would like us to link to your web site, so visitors can access the most up-to-date details, please print the URL link below:

Recruit volunteers for your event at www.volunteerevanston.com or contact the volunteer coordinator at 847-859-7833.
Site-Plan Sketch of Event (Completed by Organizer)

In the space below, please provide the following information (if applicable). Attach a sheet if additional space is needed.

- General Map of Location
- Street Closures/Parking Information
- Garbage Cans
- Tents, Stages, Electrical Equipment
- Loud Speakers
- Food Vendor Booths
- Electricity Sources
- Water Sources
- Toilet Sites

Applicant’s Statement of Agreement:
Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations included in this application including the instruction section of this application. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Evanston. I hereby affirm that the above information is true and correct in describing the intent of this application. I understand that the issuance of the special event permit is contingent upon compliance of all conditions and requirements.

I, ________________________________ the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

______________________________   _________________
(Signature of Applicant)       (Date)
Hold Harmless/Indemnification Agreement

Applicant has requested permission to ______________________________________________ in the City of Evanston. For consideration of such permission, Applicant hereby fully releases and discharges the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages, and/or loss, which may arise or which may be alleged to have arisen out of, or in connection with said event.

Applicant further agrees to indemnify, hold harmless, and defend the City of Evanston, its officers, agents and employees, from any and all claims resulting from injuries, including death, damages, and/or losses, including, but not limited to, the general public, which may arise or which may be alleged to have arisen out of, or in connection with said event.

In addition, Applicant has furnished and attached two (2) certificates of General Liability insurance with the City of Evanston named as an additional insured in an amount to be determined by the City’s Special Events Committee, but in no case less than $1,000,000.

________________________________________________________________________
Applicant

________________________________________________________________________
Name

________________________________________________________________________
Title

________________________________________________________________________
Signature Date