VILLAGE OF ALGONQUIN
PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION CHECKLIST

A license is required for all public events. This applies to both for profit and not-for-profit organizations, and includes but is not limited to outdoor exhibitions, shows, carnivals, circuses, concerts, and musical performances. The application packet must be completed in its entirety and submitted at least forty-five (45) calendar days before the Public Event to the Village of Algonquin, Community Development Department, 2200 Harnish Drive, Algonquin, IL 60102.

- All public event requests require a permit from the Village of Algonquin.
- The Village may place conditions on the public event as deemed appropriate to protect the health, safety, and welfare of the public.
- The Village Manager or his/her designee may revoke a public event/entertainment license or a carnival worker permit at any time and demand immediate cessation of the event based upon violations of this code, on-premise criminal acts by the event employees or when the event presents an endangerment to public safety.
- Police officers and all other Village officials shall have free access to the grounds and all booths, shows, and concessions on such grounds at all times to ensure that the event is in compliance with this code.

The Public Event Permit Application must include the following:

☐ Completed Public Event/Entertainment License Permit Application Form

☐ Application fee made payable to the Village of Algonquin in the amount of $50 for each day the public event will run

or: ☐ Submit proof of not-for-profit status

☐ Site approval if needed:

1. ☐ Letter of consent from the property owner or;
2. ☐ Letter to the Village Board requesting the use of public property

☐ Site plan showing the layout of the event

☐ Minimum Insurance Requirements - **See pages 4 and 5 for requirements**. (Proof of insurance shall be filed no less than 30 days prior to the event or the event shall be subject to cancellation.)

☐ Electrical Building Permit Application with a copy of the contractor's electrical license and a detailed drawing that includes the source of power and circuitry

☐ McHenry and/or Kane County Temporary Food Service permit, if applicable (Copy of approval to be provided to Village within 5 days after event.)

☐ Will liquor be served at this event? ☐ Yes ☐ No

If yes, then the appropriate liquor permit from the Liquor Commissioner must be applied for.

☐ Will a raffle be conducted as part of this event? ☐ Yes ☐ No

If yes, then the appropriate raffle permit from the Village Clerk must be applied for to the start of the event. (Such permit is limited to Algonquin-based, non-profit organizations only.)

In addition to the above, carnivals and circuses are subject to the following requirements:

- The event shall not exceed 10 days.
- The event shall not be located in or directly adjacent to any developed residential area, with the exception that it may be on church, school, or public park property even if located next to residential property.
- The event must be operated or sponsored by an Algonquin-based, non-profit organization.
- No location may host more than one carnival/circus per year.
- List of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number.
- All carnival/circus employees must complete a background check with the Algonquin Police Department. The carnival operator must provide a list of employees to the Police Department upon application. Each employee must visit the Algonquin Police Department to undergo the background check at least two weeks prior to the event. Employees may stop by the Department, located at 2200 Harnish Drive, any time between 8:00 a.m. and 7:00 p.m., any day of the week. No person will be allowed to work on the public event site if he/she:

  -is a registered sex offender, as defined in the Sex Offender Registration Act (730 ILCS 150/1.1 et seq); or

  -has been convicted of any offense set forth in Article 9 or 11 of the Criminal Code of 1961; or

  -has been convicted of a felony in the past five years; or

  -has been convicted of any other crime involving moral turpitude or violence; or

  -is identified as a known gang member in the Illinois State Police LEADS system.
- Fee paid for background check. ($500, plus $50 per employee)
- Copy of Illinois Department of Labor amusement ride permit.
- Completed Village of Algonquin Carnival Operator Questionnaire (see attached page 3).
- Approval received from Police Chief for employees to maintain on the premises overnight, if applicable.

Village of Algonquin

CARNIVAL OPERATOR QUESTIONNAIRE

Please complete all questions and describe or add additional information if appropriate.

1. Does the carnival operator conduct pre-employment or random drug screening of carnival employees?
   ☐yes ☐no

2. Does the carnival operator check the US Department of Justice Sex Offender Registry website prior to hiring an employee?
   ☐yes ☐no

3. Does the carnival operator maintain maintenance and repair records for the past eighteen (18) months?
   ☐yes ☐no

   May we inspect these records on site?
   ☐yes ☐no

4. Does each ride have (at the ride location) the appropriate maintenance and operational manual and user's guides as specified by the manufacturer?
   ☐yes ☐no

5. Will you have State inspector and/or third party inspector's reports and records on site and available for inspection?
   ☐yes ☐no

6. Are your procedures in compliance with ASTM F-24 rules, regulations, and standards?
   ☐yes ☐no

7. Are you in compliance with the Illinois Carnival and Amusement Rides Safety Act?
   ☐yes ☐no

8. Are you requesting to have carnival/circus employees live, sleep, or otherwise remain on the event premises overnight?
   ☐yes ☐no

The Village of Algonquin will evaluate the answers to the above questions to determine whether or not a public event license will be issued.

Village of Algonquin

Public Event Insurance Requirements

An indemnification and hold harmless agreement signed by the public event licensee in favor of the Village and proof of the following insurance:

1. All public events permits shall be supported by evidence of insurance coverage for the terms of the permit. Prior to commencing any of the activities approved by the public event permit, the applicant, at no expense to the Village, shall obtain and file with the Village, no less than 30 days prior to the event, evidence that its insurance meets the minimum requirements of this Section. All policies of insurance are (1) subject to Village approval of the insurance company, form, and coverage; (2) must be primary to and non-contributory with all other insurance and self-insurance maintained by the Village; and (3) must protect the Village from any and all claims and risks in connection with the permitted activity.

2. Minimum Insurance Requirements:

A. Commercial General Liability: One million dollars ($1,000,000) per occurrence for bodily injury, and property damage, and two million dollars ($2,000,000) in the aggregate. Coverage shall be written on an industry standard form no more restrictive than the ISO CG 00 01 1001. This requirement applies to every permit application submitted for approval.

b. Liquor Liability (Dram Shop): One million dollars ($1,000,000) per occurrence for bodily injury, and property damage, and two million dollars ($2,000,000) aggregate.
This requirement applies when alcohol is being sold or consumed on private or public property.

c. Business Automobile Liability: One million dollars ($1,000,000) combined single-limit per accident for bodily injury and property damage. Coverage shall be written on an industry standard form no more restrictive than the ISO CA 00 01. This requirement applies when a sponsor, organizer, or vendor is using vehicles as part of the event set-up, take down or being operated in relation to the event.

d. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and employers' liability limits of five hundred thousand dollars ($500,000) per accident. This requirement only applies when a sponsor is using employees (not subcontractors or vendors) as part of the event set-up, take down or working in relation to the event.

3. Additional Insured Coverage: All insurance policies of event sponsors, coordinators, organizers, and vendors must be endorsed to name the Village as an "Additional Insured" on an industry form no more restrictive than the ISO forms CG 20 26 (CGL) and CA 20 48 (business auto liability) and shall provide for primary and non-contributory coverage limits. A copy of all additional insured endorsements must be supplied with the permit application.

Village of Algonquin

Public Event Insurance Requirements

(Continued)

4. Certificate of Insurance: Certificates of insurance evidencing the insurance coverage required for sponsors, organizers, coordinators, and vendors must be supplied with the permit application.

Insurance certificates must be on Acord 25 form, and must include the following language: "The Village of Algonquin is, and has been, endorsed as an additional insured under the above reference policy number on a primary and non-contributory basis for general liability coverage of the [EVENT NAME] on [DATE OF EVENT] taking place at [EVENT LOCATION]."

5. With reasonable notice to the sponsors and event organizers, the Village reserves the right to require insurance of the event sponsors, organizers, and vendors other than that specifically provided herein, and to change the minimum acceptable limits of liability based on the Village's determination, in its sole discretion, that the risk presented by the public event warrants such changes. The Village does not warrant or represent that the specified insurance is adequate to protect the interests or liabilities of the sponsor, organizer, or vendors.

6. All insurance documents must be submitted not less than 30 days prior to the event. A public event permit cannot be issued without approved insurance.

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Village of Algonquin

PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION

In order for the Village of Algonquin to assist you with your Public Event, please fill out the information below and return to Diane LaCalamita at the Ganek Municipal Center (2200 Harnish Drive or dlacalamita@algonquin.org) at least 45 days prior to the event.

Please type or print legibly.

Official Name of the Event: _____

Sponsoring Organization:

Name:_____Contact Name:_____
Address: _____
City, State, ZIP: _____
Phone: _____Email: _____

Event Coordinator:

Name:_____
Home Address:_____
City, State, ZIP:_____
Phone: _____ Email: _____

Event Information:

Describe the Nature of the Event: _____

_____

_____

New Event _____Repeat Event _____ If repeat, will anything be different this year?_____

_____

_____

Event Address: _____

Date(s) and Time(s) of the Event:_____

Rain Date(s), if applicable: _____

Set-Up Date/Time:_____

Maximum Number of Attendees/Participants Expected:_____

Admission Fee: Yes _____ No _____ If Yes, list fee(s) to be charged: _____

How will the revenue be used (include donations to non-profit or charitable organizations):_____

_____

_____

Event Website: _____

Event Details:
Describe provided security, including who will be providing the security (name and contact information), hours, and a security plan: _____

_____

_____

Describe parking or traffic control, including the location of extra parking and the number of spaces allocated, and how overflow parking will be handled: _____

_____

_____

Will there be a need for road closures? Yes _____ No _____ If Yes, please explain: _____

_____

_____

Are you requesting Algonquin Police Officer(s) presence? Yes _____ No_____ If Yes, to perform what function?

_____

Do you want a fire truck or ambulance present? Yes _____ No_____ If Yes, for what hours and to perform what function? _____

_____

Are you wishing to post temporary sign(s) announcing the event? Yes _____ No ____ If Yes, please describe desired size, location and date(s) that the signage will be displayed: _____

_____

_____

Do you wish to serve alcoholic beverages? Yes _____ No _____

If Yes, do you have DRAM Shop Insurance for the sale/consumption of alcohol? Yes _____ No _____
If Yes, attach a copy of the policy.

Will you have live entertainment? (e.g. bands, D.J., amplified sound, etc.) Yes _____ No _____
If Yes, please describe type, band name(s), and hours of performance and if there will be a stage: _____

_____

_____

_____

Do you foresee any other special needs for this event? (Physical set-up assistance, waste removal, portable toilets and hand washing stations, electricity, generator, running water, tent(s), etc.): _____

_____

_____

Do you plan on holding a raffle during this event? Yes_____ No_____
(Must be an Algonquin-based, non-profit organization)

Name of on-site contact during the event (please print): _____
On-site contact's cell number: _____
On-site contact's work number: _____
On-site contact's home number: _____

Affidavit of Applicant:
I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Village Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.

_____ _____
Signature of Applicant Date

_____
Printed Name of Applicant

(1/2016)