



Date (s) of Event: _____

Name of Event: _____

**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 Deputy Clerk at the Ganek Municipal Center, 2200 Harnish Drive, Algonquin, IL 60102.

- All public event requests require the approval of the Algonquin Village Board.
- 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.

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

- They are limited in duration to 10 days.
- They must be operated or sponsored by a not-for-profit group based in Algonquin.
- The carnival/circus may 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 which may be next to a residential area.
- A location may not host more than one carnival/circus per year.
- No employee, agent, or other representative of the carnival/circus may live, sleep, or otherwise remain overnight on the premises of the carnival. Persons providing security on the site may receive an exemption from this requirement.
- All carnival workers must keep government issued photo identification (such as a state issued id or drivers license) on their person at all times during the public event. The government issued identification must be presented at any time to an officer of the Village upon request.
- 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 child sex offender; 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; or
 - has been convicted of any offense under Article 9 (Homicide) of the Illinois Criminal Code.
- The carnival operator has in place a substance abuse policy for its employees which includes random drug testing of carnival/amusement workers.

The Application Packet must include the following (Check the box if the requirement has been met and/or the appropriate paperwork is attached.):

- Complete application form.
- Fee, in the amount of \$50 for each day the public event will run, either:
 1. Fee (Amount: _____) OR
 2. Submitted proof of not-for-profit status.
- Site Approval, either:
 1. Letter of consent from the owner to use the private property OR
 2. Letter to the Village Board requesting the use of public property.
- Site plan showing the layout of the event.
- Certificate of insurance for a minimum \$2,000,000 general liability, including bodily injury, property damage, and motor vehicle liability, naming the Village as additional insured; and a letter from the insurer stating there are no outstanding claims against the policy.
- Sign/Temporary Use Application, issued by the Village of Algonquin's Community Development Department.
- Electrical permit issued by the Community Development Department with a copy of the contractor's electrical license and a detailed drawing that includes the power source and circuitry.
- Approval letter from the Police Department.
- Copy of the county temporary food service permit, if applicable.
- Receipt from Finance Department for connection to the Village's potable water system, if applicable.
- Approval letter from the applicable fire protection district.

In addition to the above, carnivals and circuses are subject to the following requirements (Check the box if the requirement has been met and/or the appropriate paperwork is attached.):

- The location of the event has been approved by the Village.
- 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 a not-for-profit organization based in the Village.
- 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 registered employees shall submit their fingerprints along with a completed police background authorization form. All investigations by the Algonquin Police Department must be complete. Date(s) of check: _____
- Fee paid for background check. (\$500, plus \$50 per employee)
- Signed waivers of liability (as provided by the Village of Algonquin) for all employees who will work on the premises of the public event.
- Copy of Illinois Department of Labor amusement ride permit.
- Completed Village carnival operator questionnaire (see attached).



Village of Algonquin
PUBLIC EVENT APPLICATION

A. Application Information (Groups, Organizations, etc.)

B. Sponsoring Organization: _____

Address: _____

City, State, Zip: _____ Phone: _____

2. Name of Contact Person: _____

Address: _____

City, State, Zip: _____ Daytime Ph: _____ Evening Ph: _____

C. Application Information (Individual Applicant)

1. Full Name: _____

2. Home Address: _____

City, State, Zip: _____

3. Home Ph: _____ Daytime Ph.: _____

D. Special Event Information:

1. Date(s) of Event: _____

2. Time(s) of Event: _____

3. Duration of Event: _____

4. Location of Event: _____

5. Name of Event: _____

6. Maximum Number of Attendees/Participants at a Given Time: _____

7. Describe the Nature of the Public Event:

8. Describe Provided Security, including who is providing the security, hours, and a detailed security plan:

9. Describe Parking or Traffic Control, including the location of extra parking and the # of spaces allocated, and how overflow parking will be handled:

D. 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 Municipal 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 430 ILCS 85/2-20, no child sex offenders or persons convicted of a felony in the past five years or convicted of any offense under Article 9 (Homicide) of the Illinois Criminal Code 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

FOR INTERNAL USE ONLY:

Copy of Application Sent to: Village Manager, Police Department, Public Works, Fire District



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

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

Date completed: _____ Name of Event: _____ Dates of Event: _____