



Village of Mokena Special Event Permit Instructions & Application

Thank you for your interest in holding a Special Event in the Village of Mokena. This packet contains the information needed to apply for a Special Event Permit, as well as any other required permits related to your event. The first three pages should be removed from the completed application packet and kept by the event organizer for reference.

On Page Three of this packet, you will find the Special Event checklist, which is designed to help you determine permits that are required for your Special Event. Some information will not apply to your Special Event. However, **all** special event organizers are required to fill out the Special Event Permit Application in full, and submit it with all requested documentation. **All Special Events must receive formal approval from the Village of Mokena Board of Trustees.**

Please fill out application completely. Any missing information may delay the approval of your application. You may submit your completed application, or any questions, to:

Village of Mokena
11004 Carpenter Street, Mokena, IL 60448
Phone: (708) 479-3900 Fax: (708) 479-4844
administration@mokena.org

Special Event Criteria: The Village of Mokena defines a Special Event as a temporary public outdoor activity that may include one or more of the following:

- Utilization of Public Right-of-Way for the event, including parades, runs, walks, marathons, bike races, open air public meetings, or any other group-sponsored activity occupying or using any street or public place in the Village
- Utilization of Village resources

Any activity that meets the definition above requires a Special Event Permit.

Requirements and Conditions

1. **Alcoholic Beverages:** A Special Event Liquor License is required for the sale of alcoholic beverages. All Special Event Liquor Licenses must be approved by the Village of Mokena Liquor Commissioner. Please contact Kirk Zoellner, Assistant Village Administrator, **at least three (3) months** prior to your event for details on obtaining a Liquor License.
2. **Certificate of Insurance:** An original Certificate of Insurance naming the Village of Mokena and their respective public officials, officers, employees, volunteers, agents and assignees, as an additional insured at the **required limits of \$1,000,000 per occurrence/\$2,000,000 aggregate**. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of your event registration, an **original copy** of the certificate of insurance **must be on file** prior to the event date. The Village of Mokena reserves the right to request additional insurance for the event, as deemed necessary by Village staff and/or Village Board.
3. **Compliance with Village Ordinances:** The applicant shall comply with all applicable Village ordinances, codes, conditions, and requirements, copies of which can be obtained at the Village Hall.
4. **Food and Beverage Health Inspections:** Food and beverages shall not be sold at an event unless approved and licensed by the Will County Health Department. Event organizers are responsible for arranging health inspections for their events. Please call (815) 727-8480 for more information.
5. **Hold Harmless Agreement:** The event organizer must sign a Hold Harmless Agreement (see page 10), agreeing to indemnify the Village of Mokena against any and all actions arising from, during, or as a result of the event.
6. **Amendments:** The event organizer is required to inform the Village of Mokena of any and all amendments to the original application prior to the day of the event. All amendments and/or revisions are subject to review by the Village of Mokena.

The Village of Mokena is not responsible for any accidents or damages to persons or property resulting from a Special Event; the Event Coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants, and spectators abide by all of the above conditions, ordinances, codes, and requirements.

Application Process / Checklist

Documents that must be submitted:

- 1. Completed and Signed Special Event Permit application must be submitted at least 4 months prior to event.
- 2. Hold Harmless Agreement must be submitted with each Special Event Permit application.
- 3. Original Certificate of Insurance naming the Village of Mokena and their respective public officials, officers, employees, volunteers, agents and assigns, as an additional insured at the **required limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.**
- 4. Detailed Route Map showing all streets and/or sidewalks to be used, if applicable.
- 5. Complete detailed description of the event.
- 6. Detailed Site Layout depicting the following:
 - a. All Rights-of-Way, drive aisles, and permanent structures
 - b. All proposed activity locations (tents, VIP areas, vendors, restroom facilities, alcohol sales areas, non-alcohol sales areas, stages, seating, carnival rides, attractions, etc)
 - c. Proposed parking locations, including handicapped spaces
 - d. Event security and/or first aid areas, if applicable
 - e. Street closures, if applicable
 - f. Barricade locations, if applicable

Documents that may need to be submitted (check all apply):

**Please note, some of these items may be warranted later in the application process.*

- Copy of Tax Exempt ID and Certificate (if applying as a non-profit)
- Temporary/Civic Sign Permit Application
- Village of Mokena Liquor License Application (must be submitted at least 3 months prior to event)
- Approval from the Illinois Liquor Control Commission
- Approval from other entities impacted by event (i.e. – Park District, Fire Protection District, Church, etc.)
- Route for runs/walks/etc. for the Mokena Police Department to approve

THIS PAGE LEFT INTENTIONALLY BLANK

7. Event Timeline

Setup: Date: ____/____/____ Time: _____

Event Starts: Date: ____/____/____ Time: _____

Event Ends: Date: ____/____/____ Time: _____

Dismantle: Date: ____/____/____ Time: _____

Daily Event Hours: _____

Days & Hours alcohol will be sold: _____

8. Is this an annual event? Yes No

If "Yes," please answer the following questions:

a. What is the anticipated attendance for this event? _____

b. How many years have you been holding this event? _____

c. Where was the event held last year? _____

9. Fees & Proceeds (Please use additional paper if needed)

a. Will fees be charged to participants? Yes No

i. If "Yes," list amount by category: _____

b. Will fees be charged to spectators? Yes No

i. If "Yes," list amount by category: _____

c. Will fees be charged to vendors/exhibitors? Yes No

i. If "Yes," list amount by category: _____

d. Is the Special Event a fundraiser and/or a charitable event? Yes No

i. If "Yes," to whom do the event's proceeds go?

Recipient Organization Name: _____

Contact Person: _____

Mailing Address: _____ Unit: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone (____) _____ - _____ Website: _____

ii. If annual event, include list of last year's recipients: _____

iii. If first-time event, include a copy of your organization's by-laws for charitable distribution.

Applicant Information

Hosting Organization Name: _____

President/Chief of Organization: _____

Mailing Address: _____ Unit (if applicable): _____

City: _____ State: _____ Zip Code: _____

Daytime Phone (____) _____ - _____ Website: _____

Continued on next page

Please check organization's legal status:

Partnership

Corporation

Limited Liability Corporation

Religious Organization

Not for Profit

Other (explain): _____

Does your organization hold any State or Federal tax exemption(s)? Yes No

If "Yes," please identify each exemption (501(c)(3), 501(c)(6), etc.), and attach the documentation establishing each exemption. _____

Federal Employer Identification Number: _____ - _____

Event Coordinator's Name: _____

Mailing Address: _____ Unit (if applicable): _____

City: _____ State: _____ Zip Code: _____

Daytime Phone (____) _____ - _____ E-mail: _____

Continued on next page

Onsite/Day-of-Event Contact's Name: _____

Mailing Address: _____ Unit (if applicable): _____

City: _____ State: _____ Zip Code: _____

Daytime Phone (____) _____ - _____ E-mail: _____

Event Operations Information

Food

Will you be serving and/or selling food at your event? Yes No

If "Yes," a permit is required from the Will County Health Department for each food vendor.

Liquor

Will you be serving and/or selling alcohol at your event? Yes No

If "Yes," a Special Event Liquor License is required from the Village of Mokena. Please contact the Liquor License Coordinator at (708) 479-3900 for additional information. A Liquor License is also required from the Illinois Liquor Control Commission.

Restroom Facilities

Name of Company providing services: _____

Contact person: _____ Phone (____) _____ - _____

No. regular provided: _____ No. accessible provided: _____ No. hand-washing stations provided: _____

Date to be installed: ____/____/____ Date to be removed: ____/____/____

Continued on next page

Refuse / Waste Disposal

Name of Company providing services: _____

Contact person: _____ Phone (____) _____ - _____

Total # provided: _____ Date to be installed: ____/____/____ Date to be removed: ____/____/____

Security

Is public or private security proposed for the event? Public Private

Security dates and times:

Date Needed: ____/____/____ Time: _____ Location: _____

Date Needed: ____/____/____ Time: _____ Location: _____

Date Needed: ____/____/____ Time: _____ Location: _____

Date Needed: ____/____/____ Time: _____ Location: _____

Are you requesting public security assistance from the Village of Mokena? Yes No

If yes, Mokena Police, Mokena ESDA, or both? Mokena Police Mokena ESDA Both

Name of Company providing private security, if applicable: _____

Mailing Address: _____ Unit (if applicable): _____

City: _____ State: _____ Zip Code: _____

Contact person: _____ Phone (____) _____ - _____

Onsite Contact person: _____ Phone (____) _____ - _____

Signage

If you wish to promote your Special Event through signage, please contact the Village Hall at (708) 479-3900 to obtain information on a Temporary or Civic Sign Permit.

Street Closures / Traffic Control

Are you requesting the closure of Village streets? Yes No

If "Yes," please fill in the following information:

Street	From	To	Date(s)	Times
<i>Ex. Wolf Road</i>	<i>LaPorte Road</i>	<i>191st Street</i>	<i>9/5/2019</i>	<i>9:00 am to 3:00 pm</i>

Are you requesting traffic control assistance from the Village of Mokena? Yes No

Continued on next page

Dates and times traffic control is requested:

Date Needed: ____/____/____ Time: _____ Location: _____

Date Needed: ____/____/____ Time: _____ Location: _____

Date Needed: ____/____/____ Time: _____ Location: _____

Date Needed: ____/____/____ Time: _____ Location: _____

Miscellaneous Other Information

Does your event require the use of Village sidewalks? Yes No

If "Yes," please indicate where: _____

Are you requesting the use of any another other Village-owned property, i.e. parking lots, etc? Yes No

If "Yes," please indicate the property you are requesting to use: _____

Are you requesting the use of any Village of Mokena Public Works services? Please explain the reason for your request below. Your request will be evaluated by the appropriate division(s).

Please list any and all other relevant information that may assist us in reviewing your Special Event Permit application:

Site Layout and/or Route Map

In the space on the next page (or separate sheet if necessary), illustrate the layout and/or route for your Special Event, in as much detail as possible. Please mark the flow of parades, runs, walks, etc. with arrows (→ → →). Please label the following applicable locations using the following abbreviations:

Food Vendor (FV)	Barricades (B) [include # of barricades]
Beverage Vendor (BV)	Fire Lane (FL)
Toilets (T)	Fire Extinguishers (FE)
Hand Washing sinks (HWS)	Public Entrances/Exits (PE)
Retail Merchants (RM)	Sound Stages / Amplified Sound (S)
First Aid (FA)	Residential streets surrounding event
Garbage Receptacles (G)	

Continued on next page

Site Layout and/or Route Map

All applications must be signed in front of a Notary Public.

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

I have read and understand the contents of this application. I swear under oath that I will not violate any of the ordinances of the Village of Mokena, or the laws of the State of Illinois, or the laws of the United States of America, in the conduct of the Special Event described herein. The information contained in this application, attached exhibits, and other information submitted is complete, are true and correct to the best of my knowledge and belief. Knowingly providing false information will automatically void this application and cancel the event. I authorize the Village of Mokena, its agents, and its employees to seek information and conduct an investigation into the truth of the statements set forth in this application.

Signature of Applicant: _____ Date: ____/____/____

Printed Name of Applicant: _____ Title: _____

Subscribed and Sworn before me this _____ day of _____, 20_____.

(Notary Public Signature)

(Notary Public Seal)

For Office Use Only

Are the following included?

Completed/signed application

Hold Harmless Agreement

Original Certificate of Insurance

Detailed Event Description

Detailed Site Layout/Route Map

Copy of Tax Exempt ID and Certificate (if applying as a non-profit)

Approval of route from Mokena Police Department for runs/walks/etc.

Permit Approved? YES NO Date: ____/____/____

Comments: _____

Permit Number: _____

_____ Date: ____/____/____

Village Representative



**Village of Mokena
Special Event
Release and Hold Harmless Agreement**

_____ (**Name of Organization or Company**) recognizes and acknowledges that there are certain risks associated with a Special Event within the Village of Mokena. By signing this application for a Special Event, _____ (**Name of Organization or Company**) does hereby agree to assume the full and complete risk of any injuries, damage, or loss regardless of the type of severity, which anyone employed by or used as a volunteer by _____ (**Name of Organization or Company**) may sustain as a result of the Special Event in the Village of Mokena.

_____ (**Name of Organization or Company**) does hereby fully release and discharge the Village of Mokena, its officers, agents, and employees from any and all claims for injury, damage, or loss sustained by any of its employees or volunteers connected in any way to this Special Event in the Village of Mokena.

_____ (**Name of Organization or Company**) further agrees to indemnify and hold harmless and defend the Village of Mokena, its officers, agents, and employees from any and all claims, including attorney's fees, resulting from injury, damage, or loss sustained by any of its employees or volunteers, or caused by them, and arising out of, or in any way connected or associated with, this Special Event in the Village of Mokena.

I, _____ (**Representative Name**) state that I am an authorized representative of _____ (**Name of Organization or Company**) with the authority to execute this agreement. I have read and fully understand the above release and hold harmless agreement, and execute it on behalf of, and as the duly authorized representative of _____ (**Name of Organization or Company**).

Signature of Representative: _____ Date: ____/____/____

Printed Name: _____ Phone (____) _____ - _____

Organization Name: _____

Mailing Address: _____ Unit (if applicable): _____

City: _____ State: _____ Zip Code: _____

Subscribed and Sworn before me this _____ day of _____, 20____.

(Notary Public Signature)

(Notary Public Seal)