

**SPECIAL EVENTS PERMIT APPLICATION**

**“Helpful Hints”**

The 2020 Special Events Application will be available as an online only submission.

We encourage you to set up an online account to make this application process easier. Should you need to return to the application for any reason you may save your progress. Additionally, we encourage you to have the following readily available before beginning your online application submission:

1. Site plan (reproducible drawing/layout of event) to show the location of the events, tents, staging, barricades, portable bathrooms, refuse receptacles, fencing, parking, emergency vehicle access (20 foot minimum width), other structures, etc. *\*Google maps can be helpful in providing a base for your site plan to which the additional information can be added.\**
2. Detailed description the event including activities, entertainment, use of volunteers, security, vendors, exhibitors, performers/acts, etc.
3. Letter from property owner providing permission for use of the property for the event, if applicable. (The description letter and permission letter may be combined if the owner and applicant are the same.)
4. Parking permission letter(s) are required from adjacent property owners for supplemental parking if the event requires additional parking.
5. Sponsoring organization registered with the Secretary of State must submit their certificate of good standing.
6. Sponsoring organizations that are a licensed non-profit must submit proof of exemption status.
7. Certificate of Insurance naming the City of Waukegan as an additional insured with an amount of \$1,000,000 per occurrence and \$4,000,000 total aggregate limits.

Application must be submitted with the appropriate non-refundable processing fee:\*

	Up to 500 in anticipated attendance	500 - 5,000 in anticipated attendance	Over 5,000 in anticipated attendance
Over 60 days prior to the event	\$150.00	\$500.00	\$1,000
45-59 days prior to the event	\$200.00	\$750.00	\$1,500
44-30 days prior to the event	\$300.00	\$1,000.00	\$2,000

\*Licensed non-profit organizations applying for a Special Event Permit are subject to a non-refundable processing fee of \$50.00.

- Events serving liquor will be charged an additional non-refundable fee of 50% of the application fee noted above.
- Events requiring a tent permit (temporary structures larger than 10 foot x 10 foot or over 120 square feet) will be charged a non-refundable fee of \$100.00.
- All private security must be licensed and bonded. Copies of license and bond information shall be provided with this application. Determination of qualified private security rests solely with the Waukegan Police Chief or his designee.

After submitting all forms, your application will be reviewed by the City’s staff. All departments that will be involved in providing services or permits for the event will be notified. City staff will notify you within eight (8) business days after applying with the status of your application. Do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan.