



City of Waukegan Illinois

Outdoor Special Event Application

Please complete all pages of this application and return it no later than fourteen (14) days prior to your event to:
City of Waukegan City Clerk
100 N. Martin Luther King Jr. Ave
(847) 599-2513
fax (847) 360-9744

PART ONE

1. Name of Event _____

2. Date(s) of Event _____

3. Start Time _____ End Time _____

4. Location of Event _____

(Please provide a site plan of the location and the activities that will take place)

5. Give a brief description of event:

6. Estimated Attendance _____

7. Are you requesting any street closures? Names of streets: _____

PART TWO

1. Name of Sponsoring Organization _____

2. Organization Address _____ City _____
Daytime Ph. # _____ Cell/Mobile # _____
Fax # _____

3. Contact Person or Organizer's Name _____
Address _____ City _____
Daytime Ph. # _____ Cell/Mobile # _____
Fax # _____

Statement of Applicant:

I have read the City of Waukegan Parade, Public Assembly and Outdoor Special Events Ordinance (Ord. 08- O - 30) and I agree to abide by all its terms and conditions.

All the information contained in this application is true and correct.

4. Applicant's Signature _____
Print name _____

*Please provide a map of the location and the activities that will take place.

*Please provide a flyer or any additional detailed information for the event.

PART THREE

1. Will alcoholic beverages, food, and/or merchandise be served or sold at the event?

Alcoholic beverages: Yes _____ No _____

If yes, what type of alcoholic beverages? _____

Food: Yes _____ No _____

Merchandise: Yes _____ No _____

Please provide name, address, and ph. contact #s of all vendors, including food, beverage and merchandise.

2. Will there be exhibitors?

Yes _____ No _____

If yes, what type of exhibitors:

(If you answered yes to any of the above questions, you must apply for and receive the appropriate license(s) and insurance. Contact the City Collector for further information. Please see chapter 14 of the City Code)

3. Will there be music? If yes, will music be electronically amplified? If yes, please submit a sound control plan.

4. Plans for event security, including number, hours and location of deployment of security personnel:

5. Insurance and Bond Company's Certificate Number:

____ In lieu of bond, applicant will prepay for City services Amount \$ _____ (to be determined by Development Review Board per ordinance)

6. Has the Development Review Board waived the permit fee and/or requirement for Certificate of Insurance pursuant to an Application for same under Sec. 15-206 of the Ordinance?

7. Has the applicant signed an Indemnification and Reimbursement Agreement with the City? (Attach copy)

PART FOUR

Do you anticipate needing any of the following City of Waukegan Services:

Public Works Yes _____ No _____

Fully describe what is needed:

Police Yes _____ No _____

Fully describe what is needed:

Fire/Rescue Yes _____ No _____

Fully describe what is needed:

Other Yes _____ No _____

Fully describe what is needed:

PLEASE NOTE: NO CITY SERVICES WILL BE PROVIDED UNTIL ALL FEES AND COSTS ARE PAID IN ADVANCE OR A BOND COVERING THE ANTICIPATED COST OF CITY SERVICES IS PROVIDED.

FOR OFFICE USE ONLY

Date Application Received_____

Was the application filed fourteen (14) days prior to event date? Yes_____

No_____

PROJECTED COSTS & RELATED TASKS

	Dept. Head Signature	Costs
Special Events	_____	_____
Police	_____	_____
Public Works	_____	_____
Fire/Rescue	_____	_____

DRB Approval Date

Flyer Included

Map Included

Insurance Certificate

Bond for costs or prepaid

Indemnification and Reimbursement Agreement

Application for Waiver of Financial Requirements, if applicable

If you have any questions, please call the Office of Special Events at (847) 599-2949.

INDEMNIFICATION AND REIMBURSEMENT AGREEMENT

This Agreement is made and entered into this ____ day of _____, 20__,
by and between _____, applicant for a permit for a parade,
public assembly or special event, and the City of Waukegan;

In accordance with the requirements of the City of Waukegan Parade, Public
Assembly and Special Events Ordinance (Ord. 08- O – 30), and in consideration of the
issuance of a permit for such event by the City of Waukegan and other good and valuable
consideration, the receipt and sufficiency of which are hereby acknowledged,

_____ (hereinafter also “Applicant”) agrees as follows:

1. _____ agrees to indemnify, defend
and hold harmless the City of Waukegan, and its respective officers, agents
and employees from and against any and all injuries, liabilities, losses,
damages, costs, payments and expenses of every kind and nature (including
court costs and reasonable attorneys’ fees) and any claims, demands, actions,
suits, proceedings, judgments, or settlements related thereto relating to or
occurring in connection with the issuance of a permit for a parade, public
assembly, or special event to be held as specified in the application filed with
the City of Waukegan by the Applicant. This indemnification shall also inure
to the benefit of the City of Waukegan in conjunction with any costs resulting
from or proximately caused by the action of the applicant, the holder of the
permit for the event or any person under his, her or its direction or control.

2. Applicant also agrees to pay all incremental expenses and costs chargeable to him, her or it, under the terms of the City's Parade, Public Assembly and Special Events Ordinance (Ord. 08 – O – 30). (Sec. 15-201, *et seq*)

In witness whereof, the applicant has signed, sealed and delivered this instrument on the date it bears.

Authorized Signatory

[SEAL]
Attest: (if a corporation)

Authorized Corporate Officer

To the Development Review Board, City of Waukegan
DATE:

APPLICATION FOR WAIVER OF FINANCIAL REQUIREMENTS UNDER
THE CITY OF WAUKEGAN PARADE, PUBLIC ASSEMBLY AND OUTDOOR
SPECIAL EVENTS ORDINANCE (Ord. 08 – O – 30)

_____, [name of applicant/organization] in conjunction with its application for a Parade, Public Assembly or Special Event Permit from the City of Waukegan, hereby makes application for a waiver of the financial requirements of the City's ordinance governing those events, and in support thereof states under oath as follows:

1. The proposed parade, public assembly or outdoor special event is protected by the First Amendment of the United States Constitution, and
2. The City's requirement to pay a: _____ permit application fee _____ bond _____ provide a certificate of insurance and/or _____ sign an indemnification and reimbursement agreement would be so financially burdensome that it would preclude the undersigned from conducting the proposed parade, public assembly or outdoor special event.
3. Please completely fill out the attached financial information form which will allow the Development Review Board to determine burdensome effect.

I hereby certify that all the information contained in this Application for Waiver of Financial Requirements and also all Supporting Information submitted herewith is true and correct.

SIGNED:

Applicant

SUBSCRIBED and SWORN TO
BEFORE ME this _____ day of
_____, 20__.

Notary Public.

**CITY OF WAUKEGAN PARADE, PUBLIC ASSEMBLY AND OUTDOOR
SPECIAL EVENTS PERMIT APPLICATION
WAIVER OF FINANCIAL REQUIREMENTS**

SUPPORTING FINANCIAL INFORMATION

Under the City of Waukegan Parade, Public Assembly and Outdoor Special Events Ordinance (08 – O - 30), you may qualify for a waiver of the financial requirements of the Ordinance, if your activity is protected by the First Amendment to the United States Constitution, and your household income is less than the threshold amount set forth below, or, if the applicant is an organization, it is a registered 501(c)(3) not-for-profit corporation. Please fill out this form completely.

INDIVIDUALS:

Applicants that are individuals (not corporations) fill out this table as follows: Circle your household size on the first line. Look at the number in the box below it. If you make less than that number, mark “less” in that column only. If you make more, mark “more” in that column only. You should have only one “X” on the chart.

Circle your current household size	1	2	3	4	5	6	7	8
Household income for the last calendar year by size	\$36,750	\$42,000	\$47,250	\$52,500	\$56,700	\$60,900	\$65,100	\$69,300
I/We make LESS (X)								
I/We make MORE (X)								

If you make less than the income figure for your household size in the chart above, complete the rest of the application below. If not, you do not qualify for a waiver, and must comply with all the financial requirements of the Ordinance.

Name of Applicant _____

Spouse and dependents names and ages _____

Address _____

Home Phone _____ Work Phone _____

Total Household Income _____

The following documentation must be submitted to qualify for assistance: your most recently filed federal tax return.

CORPORATIONS OR GROUPS:

Are you a registered 501(c)(3) corporation? _____yes _____no

If yes, please attach most recent 990 filing.

If no, describe the nature of your group below:

