



**Village of Winnetka**  
510 Green Bay Road, Winnetka, IL 60093

Permit No.:
_____
Application Date:
_____

## Special Event Permit Application

**Instructions:** This application must be completed in its entirety and submitted at least 15 days prior to the event to the *Chief of Police, Winnetka Police Department, 410 Green Bay Road, Winnetka, IL 60093*. For questions, contact the Police Department Public Safety Analyst at 847-501-6034.

**Required Attachments:** A permit will not be issued without the following required attachments:

- \$35.00 Non-Refundable Application Fee**  
All special event permit applications must be accompanied by a \$35.00 application fee. Checks or money orders must be made payable to the "Village of Winnetka." This application fee is in addition to any special event permit fees that may be assessed and is not returnable should the application be denied or withdrawn.
- Certificate of Insurance**  
The certificate of insurance shall be written by an insurance company with a minimum BEST rating of A-, VIII in an amount not less than five million dollars (\$5,000,000.00) general liability, including bodily injury, property damage, and automobile liability, naming the Village of Winnetka as an additional insured as follows: "The Village of Winnetka, its corporate authorities, officers, boards, commissions, employees, attorneys, agents, and representatives are made additional insured with respect to any and all claims which arise out of, or are in any way related to, the operations of described special event while present in the Village of Winnetka." Insurance of a lesser amount may be accepted in certain circumstances.
- Indemnification and Hold Harmless Agreement**  
A notarized agreement in which the applicant and/or sponsor of the special event agrees to defend and hold the Village, its officers, employees, and agents, harmless from any loss, damage, expense, claim, and cost of every nature and kind whatsoever, including attorney's fees, arising out of or in connection with applicant's use of the public property, public right-of-way, public equipment, or public personnel at, during, or in conjunction with the special event described in the permit.

Winnetka Village Code requires that Village streets, sidewalks, rights-of-way, services, personnel, equipment, and property not be used for political purposes or for purely private benefit, and that any person who holds or sponsors an event that affects the ordinary use or availability of such Village resources at a greater level than such resources are allocated for the general public, shall pay the Village's costs of providing such services, personnel, equipment, or property (Section 5.66.010 of Chapter 5.66 of the Winnetka Village Code).

In certain instances, the Village Manager is authorized to modify the procedures or waive the requirements for obtaining a Special Event Permit. A waiver of the requirements of Chapter 5.66 of the Winnetka Village Code must be requested in writing at least five (5) days prior to the event.

If the event planned does not require a permit, it may still be advisable to notify the Police Department of the event and provide a contact point so that traffic, parking, or other problems may be cleared up should they arise. This may be done by phone, in writing, or in person at:

*Winnetka Police Department, 410 Green Bay Road, Winnetka, IL 60093.*  
Phone: (847) 501-6034 | Fax: (847) 501-6042 | Email: [police@winnetka.org](mailto:police@winnetka.org)



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A Special Event Permit is required for any event held on public or private property that affects the ordinary use of public streets, rights-of-way, or sidewalks or requires the extraordinary use of Village personnel, equipment, or property as defined in Section 5.66.020 of the Winnetka Village Code.

**Organization Information**

Sponsoring Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Affidavit**

I, the undersigned applicant, or authorized agent thereof, 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 Winnetka 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 Chapter 5.66 of the Winnetka Village Code and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Winnetka, the State of Illinois and the United States of America in the conduct of the Special Event described herein.

It is agreed this application constitutes a written contract upon the Village's issuance of a permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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Yes	No		Additional Requirements if "Yes"
		Is the event sponsored or co-sponsored by one of the following: ___ Village of Winnetka    ___ Winnetka Public Schools ___ Winnetka Park District    ___ Winnetka-Northfield Public Library ___ New Trier High School	Co-Sponsor Contact Name: _____ Phone: _____
		Is the event open to the general public without charge?	
		Are you requesting the use of any Village property (i.e. parking lots, streets, sidewalks, Village Green, etc.)? _____	Please note there is a fee for these services.
		Does any portion of the event take place on private property?	If the applicant is not the property owner, please submit a letter of consent from the property owner or a copy of the rental agreement.
		Does any portion take place on Winnetka Park District property?	Please submit an approved Park District Park Rental application.
		Is this a parade, bicycle ride, or run/walk?	Please provide a map of the route.
		Will food or beverages be served? List food vendors: _____	A temporary food permit may be required. Contact the Village Manager's Office for further information (847-716-3541).
		Will alcoholic beverages be served or sold?	A Class C Liquor License may be required. Contact the Police Department for further information (847-501-6034).
		Will there be a raffle?	Please complete a raffle license application.
		Will there be carnival or inflatable bouncy rides?	Please submit copies of State Fire Marshal ride(s) certifications. The Fire Department will need to inspect prior to the event.
		Are you requesting police officers for traffic control and/or security? If so, how many? _____ If not, how will traffic and pedestrian circulation be handled? _____	Please note there is a fee for these services. Contact the Police Department for further information (847-501-6034).
		Are you requesting the closing of any Village streets or sidewalks?	Please note there is a fee for these services.
		Will tents, grills, or powered generators be used at the event? Please specify: _____	Please submit copies of flame retardant certificate for tent material. The Fire Department will need to inspect prior to the event.
		Are you requesting the use of any Village equipment (i.e. parking signs, barricades, etc.)? Please specify: _____	Please note there is a fee for these services.
		Are you requesting any other Village equipment or services? Please specify: _____	Please note there is a fee for these services.

**Permit Fees** – If applicable, the rates for the use of Village personnel, equipment, and public property shall be established by the Village Manager, based upon the fee formulas established in Section 5.66.050 of the Winnetka Village Code, plus a non-refundable administrative charge equal to ten percent (10%) of such costs.



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**Special Event  
Indemnification and Hold Harmless Agreement**

I, \_\_\_\_\_, an individual, or as the authorized agent of the sponsor of the Special Event, do hereby agree to defend and hold the Village of Winnetka, its officers, employees and agents, harmless from any loss, damage, expense, claim and cost of every nature and kind whatsoever, including attorney's fees, arising out of or in connection with applicant's or applicant's vendors and subcontractors use of the public property, public right-of-way, public equipment or public personnel at, during, or in conjunction with the special event described in the application for Special Event Permit submitted \_\_\_\_\_, 20\_\_.

Special Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

State of Illinois        )  
                                  )        SS  
County of Cook        )

Subscribed and sworn to by me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

[SEAL]