



City of Crystal Lake

Simplified Special Event Permit Application and Instructions

Thank you for your interest in holding a special event in the City of Crystal Lake. This packet contains the information needed to apply for a special event. The simplified special event application should only be used for outdoor greenery sales and minor outdoor sales promotions. All other special events must use the standard Special Event Permit Application. The first two pages should be removed from the completed application packet and kept by the event organizer for reference.

This packet includes a special event checklist, which is designed to help you determine permits that are required for your special event. All event organizers are required to fill out the application form in full and submit it with the requested documentation. **All special events must have final approval by the City of Crystal Lake. If City property is to be used for the event, the request must receive City Council approval.**

Please submit your application packet either in person or by mail to: Community Development, Special Events, 100 W. Woodstock Street, Crystal Lake, IL 60014. If there are any questions, please contact Laurie Fitzgerald at 815-356-3605 or via e-mail lfitzgerald@crystallake.org.

Special Event Criteria

A special event is an event held on public and/or private property outside of the normal and intended use of that property, that has a defined and limited duration, is open to viewing or participation of the general public or involves a large gathering of people outside of normal operations, and occurs once or only a few times per year.

Exceptions: Some Special Events do not require a Special Event Permit. They are:

- Events wholly held on Park District Property.
- Events wholly held on property of educational institutions approved or authorized by the State of Illinois
- Film Productions by schools, businesses, places of worship, and residents using their own premises for producing films for their own educational, family, or training purposes; individuals filming on public or private property for personal, non-commercial purposes; and the filming of actual news events or stories within the City of Crystal Lake are exempt from obtaining a major or minor special event permit.
- Events at Three Oaks Recreation Area. Please call 815-356-3782 for information on using Three Oaks Recreation Area.
- Block parties that do not request a full closure of a road, street, or City block. Please contact the Public Works Department at 815-356-3614 for more information on block parties.
- Sidewalk Sales. Please contact the City Manager's Office at 815-459-2020 for more information on sidewalk sales.

The City of Crystal Lake 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, its vendors, event participants, and spectators abide by all conditions, ordinances, codes, and requirements, including requirements and conditions found in Chapter 453 of the City Code as well as any additional conditions included with a special event permit.

Application Process

Permit applications for special events are due to the City of Crystal Lake's Community Development Director at least 14 days prior to the event. This allows the City staff sufficient time to review and approve the permit.

Please submit a complete application with all required supporting documentation. Additional documentation beyond what is required may be submitted to help fully understand the scope and nature of the Special Event. If City Council is required, the applicant will be contacted to determine a meeting date.

When the application is received by the City, it will be reviewed by the various City departments to ensure that the general health, order, and welfare of the public is ensured. Once the application has been approved, the special event permit, with all conditions, will be mailed to you.

Submittal Checklist

Simplified Special Event Application: The application is included in this packet.

Site Map

If applicable, the following must be included in the site plan:

Location of food vendors (FV)	Location of fire lane (FL)
Location of beverage vendors (BV)	Location of fire extinguishers (FE)
Location of toilets (T)	Public entrances and exits (PE)
Location of hand washing sinks (HWS)	Location of sound stages and amplified sound (S)
Location of retail merchants (RM)	Location of residential streets surrounding events
Location of First Aid (FA)	Location of garbage receptacles (G)
Location and number of barricades (B)	Location of signs (SI)

Property Owner Permission: For an event on private property where the event organizer is not the property owner of the event location, please include a letter from the property owner that gives permission for the event to take place. An e-mail from the owner is also acceptable.

Hold Harmless Agreement: For Special Events that use City property, a Hold Harmless Agreement must be submitted.

Certificate of Insurance: For special events that use City property, an original Certificate of Insurance naming the City of Crystal Lake and their respective public officials, officers, employees, volunteers, agents and assigns, as an additional insured in the general aggregate amount of \$2,000,000.



City of Crystal Lake
Simplified Special Event Permit Application

<i>Office Use Only:</i> Application #: _____

Please submit the application at least two (2) weeks prior to event.

Name of Event: _____

Type of Event:

Outdoor Plant Sale

Holiday Greenery Sale Event

Outdoor Sales Event or Promotion

Other _____

Do you have permission from the property owner to operate on this property? Yes No
(Note: Please include written permission from the property owner. An e-mail from the owner is acceptable)

Applicant: _____ Owner: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

E-mail: _____ E-mail: _____

Location of Event: _____

Date(s) of Event: _____ Hours of Event: _____ to _____

General Description of the Event (Attach a separate page if necessary):

Will you be using tents or canopies at your event? YES NO

Will you have temporary lighting or need temporary electricity outlets for this event? YES NO

Are you planning to put up signs to promote your event? YES NO

If yes, include a description of the types of signs you will use for this event and show their location on the site plan.

Applicant: _____
(Print & Sign name) *Date*

Owner: _____
(Print & Sign name) *Date*