



Community Events Process Form

Please return this form to Nancy Kluz, Community Relations Coordinator, *at least six weeks* prior to the scheduled event, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005; or fax 847.253.2524.

Questions for Community Event Proposal

Name of Group Planning Event:

Name of Event:

Contact Name:

Address:

Contact Numbers:

Home Phone:

Work:

Cell:

Email:

Date(s) of Event:

Time (Start and Finish) of Event:

Location of Event:

Brief Description of Event:

Will Food be Served at Event: YES NO

Will Alcohol be Served at Event: YES NO

Will live music be provided: YES NO

Will your event include the set up of tents or other temporary structures: If so, please list all structures for event:

List streets to be blocked:

Are there electrical needs: Describe what needs electricity:

Is there insurance to cover event and list Village as an additional insured:

How will refuse be handled:

Will anything be sold at the event, please describe:

Are any banners/signs being used to advertise; if so, where placed:

Are you planning to have a raffle in conjunction with the event:

What is the estimated attendance for the event?

Please attach a sketch of the layout of your event.

Signature _____

Date _____