



# Community Events Process Form

## Who Should Use This Form:

This form serves as an application for your proposed event. It is intended for the use by any person or organization planning an event in the Village of Arlington Heights that includes using public property, including Village streets, and/or requires the utilization of Village services (i.e. electrical needs, traffic and parking coordination, paramedic services etc). Please use this form for both annual events and one-time special events.

Please be advised that, in rare instances, the Village may deny a request for an event if it is determined that it may jeopardize the health or safety of the public or may cause damage to public property.

## When to Return Form:

So we can begin our review as soon as possible, please return this form **at least six weeks** prior to the scheduled event to Nancy Kluz, Community Relations Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005 or via email at [nkluz@vah.com](mailto:nkluz@vah.com) or via fax (847) 253-2524. If you have questions, please email Nancy or call her at 847-368-5104.

## *Information for Proposed Community Event*

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

If food is being sold, please make sure to fill out the Temporary Food Service Event Application.

Will Alcohol be Served at Event?  YES  NO

If yes, make sure to fill out the appropriate Application for a Daily Permit.

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 the event and, if the tent will be larger than 10x10, make sure to fill out the Fire Safety Permit for the tent(s).

List all streets you anticipate will need to be blocked:

Are there electrical needs? Describe what needs electricity:

Is there insurance to cover event? Provide a copy and make sure it lists the Village as an additional insured. Include proof of Dram Shop Insurance if alcohol is to be served.

How will refuse be handled?

What is the estimated attendance for the event?

Are any banners/signs being used to advertise the event? If yes, where will they be placed and how will they be secured?

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

Please attach a sketch of the layout of your event.