

BEACH CEREMONY PERMIT APPLICATION

The beach ceremony permit application should be completed when requesting to rent Kenilworth beach for events such as wedding ceremonies, birthday parties, or other similar events that do not involved the following:

- Food and beverage vendors
- Street closures
- Alcohol
- Private security
- Commercial filming / taping

If your event will contain any of the above, please do not use this beach ceremony permit application. Instead, complete the Special Events Permits Application available at www.vok.org or at Kenilworth Village Hall.

Please allow a minimum of thirty (30) days for the processing of this application. For more information, please contact the Village at 847-251-1666 or info@vok.org. The Village of Kenilworth thanks you for your application and looks forward to hosting your event.

Note: Acceptance of the Beach Ceremony Permit Application should in no way by construed as final approval or confirmation of your Permit Application. The Village of Kenilworth will send you a formal letter acknowledging approval of your Permit Application once reviewed and approved by the Village Manager. In certain instances, the Village Manager is authorized to modify the procedures or waive the requirements for obtaining a Beach Ceremony Permit application.

NON-REFUNDABLE PERMIT FEE

Fees are determined by taking into consideration the status of the host entity. The fee is established by resolution of the Village Board and may not be waived. Payments must be made by check or money order made payable to the "Village of Kenilworth." Cash payments will not be accepted.

Non-Profit Organizations
Permit Fee
\$50.00
Private Individual
Permit Fee
\$75.00
Professional Corporation/Business/Organization
Permit Fee
\$100.00

BEACH CEREMONY RENTAL FEES

Please circle one of the beach ceremony rental options below that you are requesting. Beach events are not permitted on the top level terrace / roof of the water plant.

	Less than 2 Hours (Including Setup and Teardown)	2 to 4 Hours (Including Setup and Teardown)	4-8 Hours (Including Setup and Teardown)
Beach Area Only			
Non-Resident/ Private Event	\$400	\$600	\$800
Resident Private Event	\$100	\$300	\$500
Terrace Area Only			
Non-Resident/ Private Event	\$400	\$600	\$800
Resident Private Event	\$100	\$300	\$500
Beach Area and Terrace			
Non-Resident/ Private Event	\$600	\$800	\$1,200
Resident Private Event	\$300	\$500	\$800

Contact Information

Event Organizer: _____

Mailing Address: _____

Primary Phone Number: _____ Secondary Phone Number: _____

E-Mail Address: _____ Fax: _____

Event Information

Type of Event: _____

Event Description:

Exact Location at Beach: _____

Event Start Date: _____ Event End Date: _____

Event Setup Time: _____ to _____

Event Start Time: _____ Event End Time: _____

Event Tear Down Time: _____ to _____

What is the anticipated attendance? _____

Will you be using any of the following items? (Please circle all that apply).

- | | | | |
|-----------------|-------------------|--------------------|---------------|
| Amplified Music | Dance Floors | Live Entertainment | Loud Speakers |
| Microphones | Stages Amusements | Chairs | Other _____ |

*If any of the above items will be used, please indicate their location on the attached Site Plan/Map.

*Equipment setup and teardown is the responsibility of host entity and not the Village of Kenilworth. The Village is not responsible for providing any equipment. Tables and chairs can be rented from vendors such as: Hall's Rental, Tablesapes, Indestructo, Ovation, and M & M Rental.

*Alcohol is prohibited on Village property without the specific authorization of the Village and is not included as part of this Beach Ceremony Permit Application.

*Fire and incendiary devices are not permitted on the beach.

Shuttle Services

Will a shuttle, limo, trolley, etc be provided from parking areas to the beach? Yes No

*If yes to the above question, please provide the following information and attach copies of the company's

- Business Tax Certificate
- Liability Insurance Certificate
- Illinois State License

Company Name: _____

Contact Name and Number: _____

Site Plan / Map

Attached to this application is a map of the beach area. Please indicate on this map the specific location you would like your event to be held at, including the location of chairs, live entertainment, speakers, amusements, or any other details that will be used at your event.

Electrical Sources

The Village does not provide electrical sources for beach ceremonies. If you plan on using speakers or other electrical equipment at your ceremony that are not battery operated, it is best to rent a portable electric generator to power these devices. Portable generators can be rented from local hardware stores or party stores.

* Refunds will be considered when the renting party notifies the Village of the intent to cancel the event at least five days prior to the scheduled event. A full refund will be issued with a cancellation four weeks or more prior to the reservation date. A half refund will be issued if less than four weeks notice of cancellation is given.

* In the event of inclement weather that makes it either unsafe or impossible to hold the scheduled event, please contact the Village no later than five days after the event to discuss options for either rescheduling the event or receiving a refund.