

SPECIAL EVENTS PERMIT APPLICATION & PERMIT PACKET

VILLAGE OF



PLEASE TAKE TIME TO REVIEW THE SPECIAL EVENTS PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM. THERE ARE NO SHORTCUTS TO THE PROCESSING OF A SPECIAL EVENTS PERMIT APPLICATION. PLEASE ALLOW A MINIMUM OF THIRTY (30) DAYS FOR THE PROCESSING OF THE SPECIAL EVENTS PERMIT APPLICATION.

This special events application package has been created to coordinate in one package the needed applications and costs associated for special events of applicants. The package also helps to speed up Village response time to the applicant by coordinating the information of the Village departments.

Special Events Permit Applications are available online by visiting the Village of Kenilworth's website at www.vok.org and clicking on the "Forms and Ordinances" link on the homepage. A Special Events Permit Application can be printed online or picked up at and submitted to:

Attn. Village Manager
Village of Kenilworth
419 Richmond Road
Kenilworth, IL 60043

For more information, please contact (847) 251-1666 or info@vok.org. The Village of Kenilworth thanks you for your application and wishes you a successful event.

INSTRUCTIONS

Completed Special Events Permit Applications must be received no later than thirty (30) days prior to the event start date and may be submitted as early as six (6) months prior to the event start date. In general, any organized activity involving the use of, or having impact upon public property, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit.

If you are seeking any of the following permissions from the Village, please see appropriate Appendix for the complete form and guidelines:

- Block Party – Appendix A
- Commercial Filming/Taping – Appendix B

Applicants seeking approval for all other special events/activities should complete the form and submit the information requested on the following pages. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the residents and neighborhoods surrounding the events.

PARKS, RECREATION & COMMUNITY SERVICES EVENTS

If you plan to hold your event at the Kenilworth Beach or a Village of Kenilworth park, you must complete the following application. Individuals interested in using Kenilworth Park District Property should follow the policies and procedures established by the Park District.

SPECIAL EVENT PERMIT APPLICATION PROCESS

The Special Event Permit Application Process begins when the Event Organizer submits a completed Special Events Permit Application and Non-Refundable Permit Fee. During the initial application screening process, you will be allowed time to provide all pending documents (e.g. Liability Insurance Certificate, secondary permits, etc.). We must receive these items before we can begin the Special Event Permit Application Process. Upon receipt of your completed Special Event Permit Application, the Village Manager or his/her designee will contact you and will serve as your Village Liaison for the processing of your permit.

The Village Manager will distribute, for review, copies of your Special Event Permit Application to all Village Departments affected by your event. You may be contacted individually by these departments only if they have specific questions or concerns about your event. Please be aware that in some cases you may need to contact federal, state or county agencies in addition to the Village of Kenilworth.

Throughout the Special Event Permit Application Process you will be notified if your event requires any additional information, permits, licenses or certificates. Delays in providing the requested items often delay the ability to finish the Special Event Permit Application Process and approve a Permit Application in a timely manner and could result in denial of the application.

Note: Keep in mind that acceptance of your Special Event Permit Application should in no way be construed as final approval or confirmation of your 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
\$150.00

CANCELLATION POLICY

Should Event Organizer, for any reason, need to cancel their event they must first notify the Village Manager. Written notice of cancellation must be received in the Village Offices no later than ten (10) days prior to the event start date. Cancellations must be in written form; verbal cancellations will not be accepted. Please keep in mind that Special Event Permit Fees are non-refundable. It is also possible that fees related to usage of a specific facility or for Police Services will still be incurred. Please contact the Village Manager for more details.

ON-SITE CONTACT

Contact information for the person who will be on-site and will be the primary contact on the day of the event.

Name & Title (if applicable): _____

Mailing Address: _____
(Street Address) (Village) (State) (Zip)

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail address: _____

SECTION II – EVENT INFORMATION

EVENT DETAILS

Event Name/Title: _____

Type of Event (circle one): 5k/10k Runs Bike Races Celebration
 Ceremony Concert Festival Fundraiser
 Farmers Market Parade Planned Demonstration
 March Procession Street Fair
 Walkathons Other: _____

Event Description (50-Word Max.):

Is this an annual event? Yes No
Is this a multi-day event? Yes No If so, how many days? _____
Event Start Date: _____ Event End Date: _____
 (Day of Week) (Date) (Day of Week) (Date)

Is there an admission fee? Yes* No
*If so, please include admission fee details in the Event Description above.

What is the anticipated attendance? Overall: _____ Daily: _____
Previous year’s attendance (if applicable): Overall: _____ Daily: _____

Event Set-Up & Tear-Down

If you will be utilizing street closures please refer to the next section to provide all street closure information.

How many days will your organization require to: Set-Up:_____ Tear Down:_____

Event Set-Up Date: _____ Event Set-Up Time: _____ to _____
(Day of Week) (Date)

Event Start Date: _____ Event Start Time: _____ AM/PM
(Day of Week) (Date)

Event End Date: _____ Event End Time: _____ AM/PM
(Day of Week) (Date)

Event Tear-Down Date: _____ Event Tear-Down Time: _____ to _____
(Day of Week) (Date)

If your event is a multi-day event, please complete the following information for each separate date. Space is provided for three (3) additional entries. If your event is longer than three (3) days, please attach an additional sheet of paper with the requested information.

Additional Day One:

Event Set-Up Date: _____ Event Set-Up Time: _____ to _____

Event Start Date: _____ Event Start Time: _____ AM/PM

Event End Date: _____ Event End Time: _____ AM/PM

Event Tear-Down Date: _____ Event Tear-Down Time: _____ to _____

Additional Day Two:

Event Set-Up Date: _____ Event Set-Up Time: _____ to _____

Event Start Date: _____ Event Start Time: _____ AM/PM

Event End Date: _____ Event End Time: _____ AM/PM

Event Tear-Down Date: _____ Event Tear-Down Time: _____ to _____

Additional Day Three:

Event Set-Up Date: _____ Event Set-Up Time: _____ to _____

Event Start Date: _____ Event Start Time: _____ AM/PM

Event End Date: _____ Event End Time: _____ AM/PM

Event Tear-Down Date: _____ Event Tear-Down Time: _____ to _____

SECTION III – STREET CLOSURE(S)

The Village of Kenilworth requires signatures from all affected residents and business both on and adjacent to a proposed street closure for special events. Signatures and addresses will be cross-checked, with the completed map, by the Village of Kenilworth prior to final approval. If any affected residents and/or businesses have not signed this petition, indicate the address and reason(s) below (i.e. vacation, unable to connect with business, disapproves of street closure, etc.). Please use the document below as proof of notice of the proposed street closure. This "Petition for Temporary Street Closure" document may be reproduced as needed.

Street Closure(s)

Closure Start Date:	Closure Start Time:	AM/PM
<hr/>		
(Day of Week) (Date)		

Closure End Date:	Closure End Time:	AM/PM
<hr/>		
(Day of Week) (Date)		

If your event requires multi-day street closures, please complete the following information for each separate date. Space is provided for three (3) additional entries. If your event requires street closures longer than three (3) days, please attach an additional sheet of paper with the requested information.

Additional Day One:

Closure Start Date:	Closure Start Time:	AM/PM
<hr/>		

Closure End Date:	Closure End Time:	AM/PM
<hr/>		

Additional Day Two:

Closure Start Date:	Closure Start Time:	AM/PM
<hr/>		

Closure End Date:	Closure End Time:	AM/PM
<hr/>		

Additional Day Three:

Closure Start Date:	Closure Start Time:	AM/PM
<hr/>		

Closure End Date:	Closure End Time:	AM/PM
<hr/>		

Barricade Equipment

Does Host Organization have its own barricade equipment? Yes No

It may be possible to use Village equipment. Please contact the Village Manager for more information. There may be an additional cost associated with delivery, set-up, tear-down, etc.

Traffic Plan

It may be necessary for the Village Manager to obtain a Professional Traffic Plan. Please keep in mind that streets must be closed from intersection to intersection; streets cannot be closed mid-block. Event Organizer is responsible for posting Temporary “No Parking” Signs according to requirements. Please list the streets, from intersection to intersection, which will be closed for your event. Space is provided for up to three (3) entries. If you need more space please attach an additional sheet of paper with the requested information. Your Site Plan/Map must show all streets and closures.

1. Street Name:

From (cross street):

To (cross street):

Type of Closure: Street Closure Sidewalk Closure

2. Street Name:

From (cross street):

To (cross street):

Type of Closure: Street Closure Sidewalk Closure

3. Street Name:

From (cross street):

To (cross street):

Type of Closure: Street Closure Sidewalk Closure

Notice of Temporary Street Closure

The Village of Kenilworth requires that all affected businesses both on and adjacent to a proposed street closure be notified of such a street closure. Please use the document below as proof of notice of the proposed street closure. This “Notice of Temporary Street Closure” document may be reproduced as needed.

NOTICE OF TEMPORARY STREET CLOSURE

The Village of Kenilworth requires that all affected businesses both on and adjacent to a proposed street closure be notified of such a street closure. Therefore, this document serves as proof of notice of the proposed street closure listed.

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed.

Closure Start Date: _____ Closure Start Time: _____ AM/PM
(Day of Week) (Date)

Closure End Date: _____ Closure End Time: _____ AM/PM
(Day of Week) (Date)

Street Name(s):

The purpose of the proposed street closure is (Event Description):

Host Organization Name: _____

Contact Name: _____

Mailing Address: _____
(Street Address) (Village) (State) (Zip)

Acknowledgement:

By signing below, the undersigned acknowledges receipt of the above "Notice of Temporary Street Closure."

Print Name Signature Title Date

Business Name Address Phone Number

SECTION IV – VENUE & STAGING

Please describe the location of the proposed special event. (Please attach a detailed Site Plan/Map to your Application Packet.):

Staging Details

The following items will be used at the event (Please circle all that apply):

Amplified Music	Bleacher(s)	Dance Floor(s)	Live Entertainment
Loud Speaker(s)	Microphone(s)	Stage(s)	Amusement(s)
Other: _____			

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

Catering/Food Vendor Details

Event Organizer must obtain health permits from all food handlers. Alcoholic beverages are not permitted to be sold at any event in the Village of Kenilworth, except for charitable events that receive prior Village Board approval. (Please circle all that apply):

Alcoholic Beverages	Non-Profit Food Vendors	Pre-Packaged Food/Beverage Items
Professional Catering	Pot Luck Items	Retail/Food Vendors

If a professional caterer will be hired for this event, please provide the following information and attach copies of the company's Business Tax Certificate, Liability Insurance Certificate and Health Certificate.

Company Name: _____ Contact Name: _____

Mailing Address: _____

(Street Address) (Village) (State) (Zip)

Physical Address: _____

(If different) _____
(Street Address) (Village) (State) (Zip)

Primary Phone Number: _____ Fax Number: _____

SECTION V – PARKING & SHUTTLE SERVICES

Parking Details

Please describe Public Parking arrangements. (Please indicate location(s) on Site Plan/Map)

Please describe VIP, Event Staff and/or Volunteer Parking arrangements. (Please indicate location(s) on Site Plan/Map)

Shuttle Service Details

Will a shuttle service be provided from parking areas to the event site? Yes No

If yes, please describe the shuttle plan. (Please indicate pick-up and drop-off location(s) on Site Plan/Map)

If providing a private shuttle service, please provide the following information and attach copies of the company's Business Tax Certificate, Liability Insurance Certificate and Illinois State License.

Company Name: _____

Contact Name: _____

Mailing Address: _____
(Street Address) (Village) (State) (Zip)

Physical Address: _____
(If different) (Street Address) (Village) (State) (Zip)

Primary Phone Number: _____ Cell Phone Number: _____
Fax Number: _____ E-Mail address: _____

SECTION VI – SANITATION & WASTE REMOVAL

Restroom Facility Details

Will Event Organizer provide portable restroom facilities? Yes No

If so, please indicate location(s) on your Site Plan/Map. Additionally, please provide the following information. (Please indicate location(s) on Site Plan/Map)

Company Name: _____

Contact Name: _____

Mailing Address: _____

(Street Address) (Village) (State) (Zip)

Physical Address: _____

(If different) (Street Address) (Village) (State) (Zip)

Primary Phone Number: _____

Cell Phone Number: _____

Fax Number: _____

E-Mail address: _____

Waste Removal Details

Event Organizer is responsible for arranging for the removal of all waste related to the event. This includes, but is not limited to emptying of trash bins and the removal of waste from the event site and other affected areas. Please provide the following information for the person(s) or firm responsible for waste removal.

Contact Name & Title: _____

Primary Phone Number: _____

Cell Phone Number: _____

Fax Number: _____

E-Mail address: _____

If hiring a professional sanitation company, please provide the following information.

Company Name: _____

Contact Name: _____

Mailing Address: _____

(Street Address) (Village) (State) (Zip)

Physical Address: _____

(If different) (Street Address) (Village) (State) (Zip)

Primary Phone Number: _____

Cell Phone Number: _____

Fax Number: _____

E-Mail address: _____

SECTION VII – EMERGENCY SERVICES

Security and/or Police

- If necessary, in case of emergency, the On-Site Contact will call 9-1-1.
 Event Organizer is requesting assistance from the Kenilworth Police Department.
 Event Organizer will provide a private security company.

If providing a private security company, please provide the following information. Depending upon the size, scope, and complexity of the proposed special event, the Village of Kenilworth may require event hosts/organizers to retain Kenilworth Police Officers to provide public safety support for the event. Event hosts/organizers will be responsible for covering the costs associated with special duty detail officers provided by the Village of Kenilworth.

Company Name: _____

Contact Name: _____

Mailing Address: _____

(Street Address) (Village) (State) (Zip)

Physical Address: _____

(If different) (Street Address) (Village) (State) (Zip)

Primary Phone Number: _____

Cell Phone Number: _____

Fax Number: _____

E-Mail address: _____

Fire

Please identify if any of the following amenities are proposed for the special event.

- Event will require the use of electrical generators.
 Event will include canopies/tents with over 200 feet of material but no more than 400 feet of material.
 Event will include canopies/tents with over 400 feet of material.
 Cooking equipment with excessive heat, spark and/or open flame will be used.

Please provided as much detailed information regarding the specifications of proposed generators, tents, canopies, and/or cooking equipment. Please depict all such installations on the proposed site plan for the event. Additional building permits may be required for such installations.

SECTION VIII – SITE PLAN/MAP INSTRUCTIONS

All site plans/maps must be submitted using 8 ½" x 11" or 8 ½" x 14" white paper. All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include a directional sign showing N, S, E and W. Site plans/maps must also include a key showing the use of symbols for people, vehicles, electrical generators, tents, first aid station(s), cooking station(s), food tables, stage(s), platform(s), barricades, etc. If using Computer Assisted Generation (CAG) for the site plan/map please ensure the use of Arial Fonts no smaller than size 10.

SECTION X – MISCELLANEOUS

Animals

If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations.

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? Yes No

If so, please indicate the location of the animals on the Site Plan/Map.

INDEMNIFICATION AGREEMENT

Host Organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

to be held on

Event Name	Event Date(s)
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by _____ of _____

Event Organizer/Primary Applicant	Host Organization
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Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the Village of Kenilworth, and the Village of Kenilworth's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the Village.

Host Organization and/or Event Organizer agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the Village's insurance provider or Village Attorney or their designee.

Print Name	Title
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Signature	Date
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APPLICANT AGREEMENT

Please read each statement. Initialing next to each statement indicates your understanding and agreement to the statement.

_____ Host Organization and/or Event Organizer agrees, upon request, to provide a Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit AND an additional insured endorsement naming the Village of Kenilworth, its officers, employees and agents' as additional insured. This document must be submitted no later than fifteen (15) days prior to the event start date.

_____ Host Organization and/or Event Organizer agrees, upon request, to submit a Security Plan setting forth the proposed security measures to be taken to protect the health, safety and welfare of the participants, spectators, bystanders and passersby. This plan may be reviewed by the Police Department who may require alterations to the plan. Security measures may include but are not limited to the hiring of Kenilworth Police Officers at the expense of the Event Organizer.

_____ Host Organization and/or Event Organizer agrees, upon request, to provide a copy of their Determination Letter, as issued by the Internal Revenue Service of the United States, if the application is made on behalf of any organization representing itself as a tax-exempt, non-profit and/or charitable organization.

_____ Host Organization and/or Event Organizer agree, upon request, to pay a refundable Cleaning Deposit no later than ten (10) days prior to the event as a condition of the issuance of the Special Event Permit. Applicant also agrees to pay any clean-up costs, in excess of the deposit, incurred by the Village as a result of additional clean-up required to return the event location and surrounding area to its previous condition.

_____ Host Organization and/or Event Organizer agree to notify all residents and businesses that will be affected by street/sidewalk closures and/or amplified sound. If the event will affect access to more than one business, the applicant must notify all affected business tenants and property owners. Notification also includes the posting of Temporary "No Parking" Signs on streets involved in closures for the event.

_____ Host Organization and/or Event Organizer agree to supply warning signs and/or barricades and to situate them in such a position that the road closure may be maintained in a safe and orderly manner.

_____ Host Organization and/or Event Organizer agree that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the Village of Kenilworth Village Code, or any conditions or restrictions imposed upon the permit by the Kenilworth Police Department or the Village Manager's Office, is cause for revocation of the Special Event Permit. Applicant further agrees that the Special Event Permit may be revoked at any time by any supervisor or officer in charge of the Kenilworth Police Department or Village Manager's Office. By signing below, Host Organization and/or Event Organizer indicate understanding and agreement to the above statements.

Print Name

Title

Signature

Date

AFFIDAVIT OF APPLICANT

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 Kenilworth to approve the Special Event and other permits 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 and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Kenilworth, the State of Illinois and the United States of America in the conduct of the Special Event described herein.

Signature of Applicant

Date of Signature

I/We, the undersigned, agree to abide by all Village Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the Village of Kenilworth, its Trustees, officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.

Signature of Representative

Date of Signature

APPENDIX A

VILLAGE OF



KENILWORTH, ILLINOIS

GUIDELINES TO A SUCCESSFUL BLOCK PARTY

The Block Party Request form must be completed and submitted to the Village Manager at least fourteen (14) days prior to the scheduled event. The Village Manager and Staff will evaluate the request, providing a written response within ten (10) working days, but no less than seven (7) days prior to the date of the event. The Block Party Request should, at a minimum, contain the following information:

1. The location of the block to be closed.
2. The date and times the block is scheduled to be closed.
3. Name, address and cellular telephone number of the primary contact person and an alternate who both will be available to be contacted during the party in case of an emergency.
4. Any other extenuating circumstances.

The Public Works Department will deliver barricades that the resident will set-up to close the street to traffic. Residents may also add brightly decorated garbage cans, wood horses, or other moveable materials that are highly visible to motorists. Under no circumstances are vehicles to be used in blocking off a street.

It is preferable that block parties be limited to day-light hours. Supplies, equipment, eating areas, games or other obstructions are to be placed so one full traffic lane is available and unobstructed in case an emergency response is needed. No immovable objects may be placed in the roadway. A block party may not begin prior to 8:00AM or continue later than 10:00PM.

Since you are blocking off the entire street, every resident living on the block should be invited and encouraged to come out and join their neighbors. Accommodations should be made for any resident within the blocked-off area to get to and from their home, if they so desire.

In case of rain, the block party may be rescheduled for another date. You may schedule a rain date when submitting the original request, or call the Village Office at 847-251-1600 (M-F 8:30-5:00) to reschedule.

Approval of a block party request will be granted provided no other major projects are going on during the time requested, such as a community event or Public Works project. Block party requests may be denied if the location or number of closed streets on a given date presents a public safety hazard. Requests are approved on a first-come, first served basis. We at the Village of Kenilworth hope that you have a safe, fun and successful block party.

(Please complete the request form on the backside of this page)

BLOCK PARTY REQUEST FORM

Block Party Location: _____

Date of Block Party: _____

Start Time: _____ End Time: _____

Date Request Submitted: _____

Primary Contact Person:

Name:

Address:

Home Telephone:

Cellular Phone:

E-mail:

Alternate Contact Person:

Name:

Address:

Home Telephone:

Cellular Phone:

E-mail:

Any other extenuating circumstances:

APPENDIX B

VILLAGE OF



KENILWORTH, ILLINOIS

ADMINISTRATIVE PROCEDURES FOR COMMERCIAL FILMING/TAPING

I. Purpose

The purpose of this directive is to provide guidelines for requests for commercial use of streets, rights-of-way, public buildings and facilities, and personnel in the filming of movies, television shows, commercials and related activities.

The Village Manager may authorize the use of any street, right-of-way, public building or facility, equipment or personnel for commercial uses in the filming or taping of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the Village Manager may require that any or all of the conditions and/or remuneration as specified on the application be met as a prerequisite to that use.

The applicant agrees that the Village of Kenilworth shall have full control over the use of public streets and buildings of the Village while being used, as well as control over the hours of production and the general location of the production. The Village of Kenilworth reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be hazardous to the public health, safety and welfare. The applicant agrees to comply with all applicable Village ordinances.

The applicant agrees to allow the respective Village Departments to inspect all structures and/or devices and equipment to be used in connection with the filming and/or taping.

The applicant shall agree that the authorization granted pursuant to and in accordance with this application shall be for a specific time period to be determined by the Village.

The applicant shall be required to contact any or all property owners and residents in the affected neighborhood as defined by the boundaries set by the Village Manager. The applicant shall write a short description of the proposed project along with the filming schedule to distribute to the property owners or residents. The applicant shall provide a report noting any owner or residents reaction along with the addresses and phone numbers of all property owners. This completed report must be delivered to the Office of the Village Manager prior to approval for filming. The applicant is also required to meet with Village staff at least 48 hours in advance of the desired production date.

II. Application Fee

The Village of Kenilworth requires that a non-refundable application fee (amount to be determined by the Village Manager depending on the type of filming (i.e., commercial, major motion picture), made payable to the Village of Kenilworth, accompany any application for commercial filming or taping. The applicant further agrees to provide a minimum of \$10,000 damage deposit prior to commencement of the project.

The applicant shall provide a report listing the number of vehicles and types of equipment to be used during the filming including their proposed hours of use and proposed parking locations. Such locations will need to be specifically approved by the Village Manager and Chief of Police in order to maintain traffic safety and comply with local ordinances.

Any commercial producer who desires to undertake a commercial film or tape production within the Village of Kenilworth will be required to complete and return this packet to the Office of the Village Manager within a minimum of 10 business days in advance of the desired production dates.

III. Use of Village Personnel and Equipment

The producer agrees to pay for the costs of any Village personnel or equipment assigned to the project (whether specifically requested by the producer or not) at a rate as determined by the Village Manager. Remuneration rates for the use of any Village personnel or equipment will be established on a case by case basis. Checks should be made to the Village of Kenilworth.

IV. Use of Village Property

Depending on the extent of the use of Village property, the producer agrees to reimburse the Village for inconvenience caused to the Village of Kenilworth residents when using public property. The use of any public property shall be at the sole discretion of the Village Manager. However, if the request involves extensive use of Village property, prior approval by the Village Board may be required.

The following is the rate schedule:

- A. Total or disruptive use (regular office hours) of a public building: \$1,000 per day
- B. Partial non-disruptive use of a public building: \$550 per day
- C. Total closure of public street or right-of-way: \$90/hour
- D. Partial closure or obstruction of public street or right-of-way: \$45/hour
- E. Total closure of parking area: \$500 per day

These fees are subject to change without notice and full payment of the estimated amount is due prior to commencement of filming.

V. Certificate of Insurance

The producer shall attach a certificate of insurance, naming the Village of Kenilworth as an additional insured, in the amount of \$5,000,000 general liability, including bodily injury and property damage, and motor vehicle liability (if applicable) in the amount of \$2,000,000 including bodily injury and property damage. The Village of Kenilworth, its corporate authorities, elected officials, officers, boards, commissions, attorneys, agents and employees will be made additional insureds with respect to any and all claims that arise out of, or are in any way related to, the operations of the filmmaker while present in the Village of Kenilworth.

The producer shall also attach proof that the appropriate worker's compensation and employer's liability insurance have been provided for the employees of the filming company.

VI. Hold Harmless Agreement

The producer shall sign the Hold Harmless Agreement in the application with the Village of Kenilworth holding the Village harmless from any and all claims that may arise from their use of the designated public property, right-of-way, or equipment in conjunction with the permitted use.

VII. Miscellaneous

Any other circumstances, conditions, or anticipated needs not covered in this administrative procedure document shall be included in the application.

VIII. Approval

The producer or representative shall sign this copy of the administrative procedures for commercial filming/taping and the application, and upon favorable consideration of the application, shall enter into an agreement with the Village subject to the aforementioned terms. The agreement must be signed by the Village Manager prior to any production activity taking place. A signed copy will be returned to the producer or representative.

I, the undersigned, have read, understand, and agree to abide by the terms and conditions outlined in these administrative procedures and the application.

Signature

Title Date

Name of Company

APPROVED:

Village Manager Date

VILLAGE OF



KENILWORTH, ILLINOIS

APPLICATION FOR COMMERCIAL FILMING/TAPING
IN THE VILLAGE OF KENILWORTH, COOK COUNTY, ILLINOIS

(Date)

Enclosed is the application to film _____ in the Village of Kenilworth.

I. Background

1. Information:

Name of Production Company: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Fax Number: _____

Email: _____

Name of Producer: _____

Phone Number: _____

Name of Director: _____

Phone Number: _____

2. Name of Location Coordinator (if such person does not reside within fifty (50) miles of the Village of Kenilworth, identify Illinois Film Office representative as well):

Phone Number: _____ Fax Number: _____

Email: _____ Mobile Phone Number _____

Address: _____

3. Type of Production: (i.e., commercial, feature film, film scene, training film, etc.):

4. Production schedule (dates and times): _____

5. Allowances for weather or other conditions beyond producer's control will be made after consultation with the Village Manager's office.

6. Proposed location(s) of production: _____

7. General description of script or content of production as well as any special effects:

8. Anticipated need for Village personnel, equipment and/or property: _____

9. How many days and hours will the company be in Village/building/site?

10. Will there be an advance group coming in to prepare the site for the film crew? If yes, who and when?

11. How many people do you expect to be involved in the production?

12. Is an assembly or staging area required for equipment or personnel? _____

13. Where will the production vehicles park? _____

14. Will an external power source be used for lighting, or will access be required to an internal source? _____

15. Will there be alterations to the property? _____

16. Will any areas be closed off to the public? _____

17. Where will the cast and crew be provided meals? _____

18. What is the best point of access for the filmmakers and their equipment? _____

19. How soon will things be restored if changes are made or damage is done? _____

II. Insurance

The applicant shall attach a certificate of insurance, naming the Village of Kenilworth as an additional insured, in the amount of \$5,000,000 general liability, including bodily injury and property damage, and motor vehicle liability (if applicable) in the amount of \$2,000,000 including bodily injury and property damage. The Village of Kenilworth, its corporate authorities, elected officials, officers, boards, commissions, attorneys, agents and employees will be made additional insureds with respect to any and all claims that arise out of, or are in any way related to, the filming and production operations while present in the Village of Kenilworth.

The applicant shall also attach proof that the appropriate workers' compensation and employer's liability insurance have been provided for the employees of the filming company.

Certificate attached _____ (Initials)

III. Discussion with Property Owners

The applicant shall provide a short written description of and schedule for the proposed production to the owners and residents of each property in the affected neighborhood (as defined by boundaries set by the Village Manager). The applicant shall communicate with owners and residents of all such property and submit as part of this application a report noting any owner or resident reaction along with the addresses and phone numbers of all such property owners and residents.

Report attached _____ (Initials)

IV. Hold Harmless Agreement

The applicant shall sign the Hold Harmless Agreement in the application with the Village of Kenilworth holding the Village harmless from any and all claims that may arise from their use of the designated public property, right-of-way, or equipment in conjunction with the permitted use.

I certify that I represent _____(the "Company") that will be performing the filming or taping at the locations specified on this permit application. I further certify that the Company will perform in accordance with the directions and specifications of the Village of Kenilworth, and that, to the fullest extent permitted by law, the Company agrees to defend, indemnify and hold harmless the Village, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the Village, its officials, agents and employees, arising in whole or in part of in consequence of the performance of this work by the Company, its employees, or subcontractors, or which may in anywise result therefrom, except that arising out of the sole legal cause of the Village, its agents or employees, and that the Company shall, at its own expense, appear, defend and pay all charges of attorneys and all cost and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents and employees, in any such action, the Company shall, at its own expense, satisfy and discharge the same.

The Company expressly understands and agrees that any performance bond or insurance policies required by this application, or otherwise provided by the Company, shall in no way limit that responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents and employees as herein provided.

The Company further agrees that to the extent that money is due the Company by virtue of this application, such amounts as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

Signed: _____

Title

Date

V. Miscellaneous

Specify other circumstances, conditions or anticipated needs not covered in this application:

The producer or representative shall sign this application and upon favorable consideration of this application, the Village shall issue a permit for the production activity subject to the aforesaid conditions and any others as may be reasonably required by the Village.

I have read, understand and agree to abide by the terms and conditions outlined in this application.

Signature

Title

Date

Approved:

Village Manager

Date