

## 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](http://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](mailto: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.

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### 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.

<b>Non-Profit Organizations</b>
Permit Fee
\$50.00
<b>Private Individual</b>
Permit Fee
\$75.00
<b>Professional Corporation/Business/Organization</b>
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.

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

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**INDEMNIFICATION AGREEMENT**

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

to be held on

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Event Name	Event Date(s)
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by \_\_\_\_\_ of \_\_\_\_\_

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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.

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Print Name	Title
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Signature	Date
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**AFFIDAVIT OF APPLICANT**

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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.

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Signature of Applicant

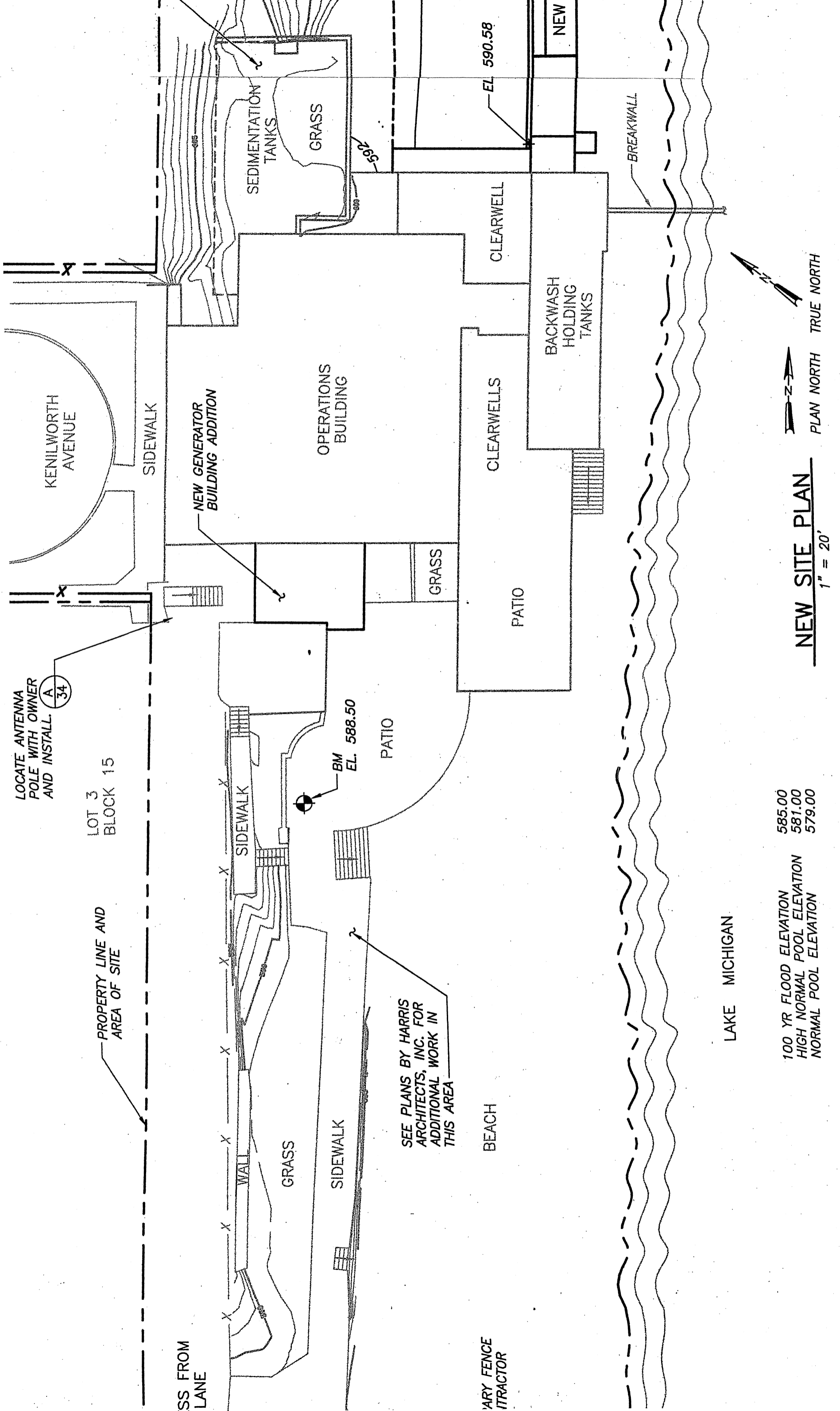
Date of Signature

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.

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Signature of Representative

Date of Signature



LOCATE ANTENNA  
POLE WITH OWNER  
AND INSTALL. A  
34

LOT 3  
BLOCK 15

PROPERTY LINE AND  
AREA OF SITE

SS FROM  
LANE

WALL  
GRASS

SIDEWALK

SEE PLANS BY HARRIS  
ARCHITECTS, INC. FOR  
ADDITIONAL WORK IN  
THIS AREA

PROPERTY FENCE  
TRACTOR

BEACH

BM  
EL. 588.50

PATIO

GRASS

PATIO

CLEARWELLS

BACKWASH  
HOLDING  
TANKS

CLEARWELL

NEW GENERATOR  
BUILDING ADDITION

OPERATIONS  
BUILDING

SEDIMENTATION  
TANKS

GRASS

EL. 590.58

NEW

BREAKWALL

LAKE MICHIGAN

100 YR FLOOD ELEVATION 585.00  
HIGH NORMAL POOL ELEVATION 581.00  
NORMAL POOL ELEVATION 579.00

**NEW SITE PLAN**  
1" = 20'



PLAN NORTH TRUE NORTH

