



SPECIAL EVENT APPLICATION

City of Geneva, Illinois

****Fillable PDF. Please download before editing this file.****

Applications must be received 8 weeks prior to event.

For Office Use Only

Accepted on Date		Accepted By

Name of Event: _____

Start Date: _____ Time: _____ End Date: _____ Time: _____

Location: _____

Description:

Estimated attendance (max. per day): _____

Sponsoring organization _____

Contact name and title: _____

Address: _____

Phone: _____

Email: _____

If this is a reoccurring event, please describe changes from prior year (attach additional page(s) as needed):

Site Plan

Attach a site plan map(s) to this application. The site plan should be easy to read and understand and include a map key for interruption. Maps should clearly mark the following elements:

- Street Closures
- Routes for Parades or Races
- Sidewalk Closures
- Booths
- Parking Lot Closures
- Bleachers and Stages
- Street Parking Closures
- Restrooms
- Detours
- Food Vendors
- Fences
- Electrical Connections
- Locations Where Alcohol will be Served
- Trash Cans and Dumpsters
- Garbage Cans
- Event Headquarters/ Information area
- Tents over 400 Square Feet

The City of Geneva has created [a mapping tool](#) that may to help you develop your site plan.

Public Notification

Describe how you will notify community members that will be blocked, detoured or heavily inconvenienced. Attach your [postcard template](#), mailing receipt, and address list and/or [Establishment Notification Form](#). Public Notification is required four weeks prior to event

Street, Sidewalk and Parking – Use and Closure Request

(Please attach additional pages as needed.)

Street, Sidewalk or Parking Lot

Street Name	From	To	Date(s)	Time(s)

On-Street Parking Space Closure (If not included in street closure section above.)

Purpose	Location	Date(s)	Time(s)

Describe considerations to the flow of traffic or affected businesses. Crossing Assistance

Street Name	Nearest Intersection	Date(s)	Time(s)

Detour

Purpose	Location	Date(s)	Time(s)

Fire and Emergency Plan

The City of Geneva requires all special event applicants to submit an Emergency Action Plan (EAP). The purpose of this EAP is to outline the plan for crisis management at your event and to communicate this plan to City officials. City personnel will review each plan and make recommendations as needed. Completed [EAP Forms](#) should be submitted as an additional attachment to this application.

Proposed Fire Hydrant Obstruction(s)

Purpose	Location	Date(s)	Time(s)

Stage(s) and Tent(s)* (Please attach additional pages as needed.)

Purpose	Location	Size	Date(s)

*Tents with sidewalls in excess of 400 sf. or single/multiple tents greater than 700 sf. side by side, require a building permit.

Licensing and Certificate of Insurance

Your Special Event Application should include a certificate of insurance naming the City of Geneva as additionally insured with High Hazard. The Limits of General Liability shall not be less than \$1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage.

Indicate the date applied for any required permits/licenses or select N/A from the drop-down below:

Date

Carnival License

Certificate of Insurance

Food permit (Kane County Health Department)

Horse Carriage, Wagon and Trolley

Itinerant/Transient Merchant

Sales Tax Coupon

Special Event Liquor License

Tent Permit

Hold Harmless Agreement

Use this form, or include the following language on your organization's letterhead.

In consideration of the City of Geneva permitting, the _____ ("Organization") to conduct _____ ("Event"), the Organization recognizes, acknowledges and assumes any and all risks arising from or in any way related to the event.

To the fullest extent permitted by law, the Organization agrees to defend, pay on behalf of, indemnify and hold harmless the City of Geneva, its elected and appointed officials, employees and volunteers, and others working on behalf of the City; against any and all claims, demands, suits, loss, injuries, deaths, judgments, costs and expenses (including all attorney fees and costs), arising from, or resulting from or in any way related directly and/or indirectly to the event, except that arising out of the sole legal cause of the City of Geneva, its officers, officials, employees and agents.

The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the City of Geneva, its officers, officials, employees and/or agents, in any such action, the Organization at its own expense shall satisfy and discharge same.

The invalidity of any provisions(s) of this INDEMNIFICATION/HOLD HARMLESS or unenforceability of any of its provisions shall not affect the validity or enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS provisions contained herein.

The organization and the authorized signatory below agree to inform the City of Geneva of any changes in the application at least thirty (30) days prior to the event.

Name of Organization

Authorized Signatory

Print name

Date

Acknowledgment and Signature

Applicant's Statement of Agreement

I hereby affirm that the above information is true and correct in describing the intent of this application. I have read, understand and agree to abide by the rules and regulations included in this application including the instruction section of this application. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Geneva. I understand that approval of a Special Event Application is contingent upon compliance of all conditions, requirements and City codes. Further, I understand that the City of Geneva, upon direction of the City Administrator or designee may rescind permission to hold any or all portions of a special event within the City if in his/her judgment it is in the public's best interest to do so.

I, _____, the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

Signature of Applicant

Date

Submit Completed Application to:

City of Geneva
Administrative Services Department
22 S. First Street
Geneva, IL 60134

Phone: (630) 938-4540

To Be Completed by City Staff

ADMINISTRATIVE APPROVAL

Upon review, it has been determined that the event as proposed is eligible for Administrative Approval.

Signature of City Administrator

Date

CITY COUNCIL APPROVAL

The City Council approved of the proposed event at its meeting on:

_____ Meeting date