

Village of Winnebago

Special Event Permit Application and Instructions

This packet provides the information, requirements, and forms needed to apply for a Special Event Permit. The Village recognizes that special events—whether organized by non-profit community organizations or local businesses—are an important part of our community life, and we are committed to helping make your event safe and successful.

This form should be used by all applicants, regardless of organizational type. Requirements vary slightly between non-profit and for-profit applicants, particularly in regard to fees, and insurance and are outlined clearly throughout this packet.

Applications for all permits can be found on the Village's website at:
<https://www.villageofwinnebago.com/>

A Special Event Checklist is included in this packet to help you identify which permits, documentation, and approvals may be required for your event. Not all items will apply to every event. However, all event organizers—whether individuals, non-profit organizations, or for-profit entities such as sole proprietorships, partnerships, corporations, or limited liability companies (collectively referred to as the “Applicant”)—must complete the application in full and submit all relevant supporting materials. Final approval of any special event is at the sole discretion of the Village of Winnebago.

What Is a Special Event?

A special event includes any organized activity, public or private, that meets one or more of the following conditions:

- Occurs on public property (streets, sidewalks, parks, etc.)
- Requires Village services (e.g., barricades, police presence, or public works assistance)
- Impacts traffic or public access
- Includes alcohol sales or service
- Includes live entertainment or amplified sound outdoors
- Requires temporary structures such as tents, stages, or rides
- Anticipates large crowds and impacts surrounding properties

If you are unsure whether your event qualifies, please contact the Village Administrator's Office.

Who Should Use This Application?

Any individual, business, civic group, religious organization, or other entity planning to hold a special event in the Village of Winnebago must complete this application at least 45 days in advance of the event. Applications are subject to Village review and final approval.

This form covers both:

- For-Profit Entities: Such as corporations, partnerships, and sole proprietors.

- Non-Profit Organizations: Including educational, fraternal, religious, civic, and charitable groups.
- Governmental Agencies and Units of Local Government: Including park districts, school districts, townships, and the Village of Winnebago itself, when acting as the event organizer.

**What is a Special Event for a For-Profit Entity
and do I need to Complete this Application?**

If your For-Profit Entity is the holder of a Class A, Class A Extended, Class B, Class F or Class G Winnebago liquor license (collectively referred to as a “Pour License”) desires to hold a special event at a designated location off your licensed premises, your Pour License is limited to the sale and serving of alcohol inside the building on the premises listed on your liquor license (the “Licensed Premises”), and in some instances also in an adjacent outdoor beer garden or seating area thus, a Pour License does not grant you authority to sell or serve alcohol at any location other than the Licensed Premises.

The Special Event Permit Application is NOT intended to be used for any event held by an organization that desires to hold an event at a designated private location in the Village.

Requirements and Conditions

1. **Conference Requirements:** Prior to the Village's review of any application, a conference with Village staff is required to ensure that the applicant and Village have a shared understanding of the event and its impacts. This meeting provides an opportunity to work together in a collaborative, problem-solving manner to make sure the event is safe, successful, and beneficial to the community. The conference may include representatives from:
 - a. Village administrative staff
 - b. Police Department staff
 - c. Public Works staff
 - d. Win-Bur-Sew Fire Protection District staff

The purpose of this conference is to identify requirements such as emergency planning, insurance, staffing, and permitting in advance of formal approval, while fostering open communication and teamwork between the event organizers and Village staff.

2. **Insurance Requirements:**
 - a. General Liability: All applicants must provide commercial general liability (CGL) insurance on an occurrence basis, including coverage for products and completed operations, property damage, bodily injury, and personal and advertising injury. Minimum coverage limits are \$1,000,000 per occurrence and \$2,000,000 aggregate. Coverage must specifically include the date(s), time(s), and location(s) of the special event.
 - b. The applicant, and any relevant property owners must provide certificates of insurance naming the Village of Winnebago, its officials, employees, and volunteers, as well as the Win-Bur-Sew Fire Protection District and its board of trustees, as additional insureds.
3. **Landowner's Consent:** Applicants must provide proof of property control for the event location:
 - a. Deed (if owned),
 - b. Lease agreement (if rented), or
 - c. Written authorization (if otherwise permitted). Events on Village property require a written license or use agreement approved by the Village President or Village Administrator.
4. **Amplified Sound and Noise Regulation:** Any use of sound-amplifying equipment (e.g., loudspeakers, public address systems, music, or other sound-producing devices) in connection with a special event must comply with the Village of Winnebago's Noise Ordinance (Ord. No. 2015-10). Sound levels must not disturb the peace, comfort, or quiet enjoyment of neighboring residents or businesses. The Village reserves the right to restrict or terminate amplified sound at any time if it is determined to be unreasonable or disruptive. Event organizers are required to plan amplified sound outside of the following quiet hours:
 - *Sunday through Thursday: 10:00 p.m. to 7:00 a.m.*
 - *Friday and Saturday: 11:00 p.m. to 7:00 a.m.*
5. **Barricades:** The Village will determine if and where barricades are needed. Costs for rental, delivery, and setup may be passed on to the applicant.

6. **Compliance with Ordinances:** Applicants must comply with all applicable Village codes and regulations, as well as all applicable fire district rules and state laws.
7. **Village Staffing Costs:** The Village may require police, public works, or other staff support. If deemed necessary for public safety or operations, the applicant will be notified in writing with a cost estimate at least 30 days before the event. If actual costs exceed the estimate, the applicant is still responsible for the full cost. The Village may deny an event if staffing needs are unreasonable or burdensome.
8. **EMS/Fire Support:** The Win-Bur-Sew Fire Protection District may require standby or on-site fire/EMS personnel. The applicant is responsible for all associated costs, which will be invoiced after the event. The fire district will determine staffing requirements.
9. **Emergency Action Plan (EAP):** Applicants may be required submit an EAP prior to the event for review by the Police Department and Fire District as requested.
10. **Fireworks:** Fireworks require a permit and approval from the Win-Bur-Sew Fire Protection District. Applicants must submit a fireworks operator's license, insurance, site map, and shell list. Standby fire personnel are mandatory, and all associated costs will be billed to the applicant.
11. **Food and Beverage Inspections:** Food vendors must be approved and inspected by the Winnebago County Health Department. Food trucks and open flames may require additional fire inspections. The applicant is responsible for coordinating all inspections.
 - a. Winnebago County Health Department: (815) 720-4000
 - b. Win-Bur-Sew Fire Protection District: (815) 335-2513
12. **Release and Indemnification:** All applicants must sign the provided Release, Hold Harmless, and Indemnification Agreement, agreeing to indemnify the Village and the fire district from all liabilities related to the event.
13. **Parking Plan:** Applicants must submit a parking plan outlining available on-site and off-site parking, including ADA-compliant spaces. Temporary no-parking areas must be coordinated with the Village.
14. **Raffle Permit:** If a raffle will be held, a Village raffle permit must be obtained by Winnebago County.
15. **Resident/Business Notification:** Events involving street closures or likely to disrupt nearby areas must provide advance notice to affected parties at least two weeks prior. The Village will provide a mailing list as needed.
16. **Street Closures:** Street closure requests must be submitted at least 90 days in advance. Closures on County roads require approval and permitting through the appropriate agency. The applicant must coordinate and pay for any required insurance and fees.
17. **Volunteers:** The Village may require a minimum number of on-site volunteers for crowd control or logistical purposes. Staff will coordinate with the applicant if needed.
18. **Site Plan:** Applicants must submit a detailed site plan showing the layout of vendors, first aid, stages, restrooms, waste stations, alcohol zones, entrances/exits, and parking. This can be hand-drawn or digital.
19. **Amusement Rides:** All mechanical rides, inflatables, and similar amusement devices must be operated by individuals or companies properly licensed with the Illinois Department of Labor, Division of Amusement Rides and Attractions, in compliance with the Illinois Carnival and Amusement Rides Safety Act (430 ILCS 85/). The Village of Winnebago and the Win-Bur-Sew Fire Protection District may conduct safety inspections of amusement rides prior to event.
20. **Cancellations:** Applicants must notify the Village in writing at least five (5) business days prior if an event is canceled for any reason other than weather.

Special Event Application Checklist

Use this list to ensure that you have included all required documentation for your application packet and have information ready for when the event is approved.

Documents that must be submitted:

- ☐ Completed and signed Special Event application
- ☐ Executed Release, Hold Harmless and Indemnification Agreement
- ☐ Certificate of Insurance including the Additional Insured Endorsement page, listing the Village and others as stated in the Instructions, 30 days prior to the event
- ☐ Site Plan
- ☐ Copy of deed, lease or owner written approval/consent.

Once your event is approved:

- ☐ Supplemental information as needed due in time frame requested.
- ☐ Appropriate payment based on required supplemental permits (see below)

Supplemental permit applications that *may* be required:

(Place a check mark in either "Submitted" or "Does Not Apply" for every line)

Submitted	Does Not Apply	Permit/License/Inspection	Cost/Fee
		Raffle Permit	Contact Winnebago County
		Fireworks Permit	Contact Win-Bur-Sew Fire District for Fee

*****The Winnebago Community Unit School District or Winnebago Park District may require additional permits if your event takes place on school district or park district property*****

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GENERAL INFORMATION

Name of Event: _____

Type of Event: _____ Parade/Walk/Run _____ Festival _____ Other _____ (Describe)

Location of Event: _____

Date (s) of Event: _____ Hours on Site: _____ to _____ Hours of Event: _____ to _____

Requested make-up date if any: _____

Estimated attendance per day: _____ Event Web site: _____

Purpose of the event: _____

Name of Applicant: _____

Note: Please list the Applicant's legal status, i.e. Sole Proprietorship, Partnership, Corporation, Limited Liability Company, or other type of For-Profit Entity.

Does your event include the use of a tent? ☐ YES ☐ NO

Will there be amusement rides and/or inflatable devices at the event? ☐ YES ☐ NO

Will you be using speakers and/or sound equipment at your event? ☐ YES ☐ NO

Are you holding a raffle at your event? ☐ YES ☐ NO

Are you planning to put up signs to promote your event? ☐ YES ☐ NO

Will you serve food at your event? ☐ YES ☐ NO

If yes, please indicate the number of vendor's _____

All food vendors are required to meet the standards set forth by Winnebago County.

Will you have portable toilets at your event? ☐ YES ☐ NO

Does your event require the use of sidewalks? ☐ YES ☐ NO

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Would you like to request the closing of Village or County streets? YES ☐ NO ☐

If yes, please fill in the following information or submit a route map along with this application ninety (90) days before the day of the event.

STREET	FROM	TO	DATE	TIME

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SITE PLAN AND/OR ROUTE MAP

Please use the space below to illustrate the layout for your event or provide a separate site plan. If any parade or travel over public sidewalks and/or streets will be involved, on a separate sheet illustrate the route of travel. If you need additional space, please attach a separate sheet(s).

If applicable, the following must be included:

Location of food vendors (FV)

Location of beverage vendors (BV)

Location of toilets (T)

Location of hand washing sinks (HWS)

Location of retail merchants (RM)

Location of First Aid (FA)

Location and number of barricades (B)

Location of fire lane (FL)

Location of fire extinguishers (FE)

Public entrances and exits (PE)

Location of sound stages and amplified sound (S)

Location of residential streets surrounding events

Location of garbage receptacles (G)

Parking Plans

EVENT DETAIL (INTERNAL USE ONLY)

Applicant organization is a: _____ Sole Proprietorship _____ Partnership _____ Corporation
 _____ Limited Liability Company _____ Other For-Profit
 _____ Non-Profit _____ Government Agency

State of Incorporation or Organization: _____

Contact person for the Application: _____

Organization address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____ E-mail: _____

Is this an annual event? ☐ YES ☐ NO

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as sound amplification, neighborhood parking complaints, safety concerns, etc.

What has been done to address the problem(s)?

RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

_____[Insert Name of Applicant]
(the "Applicant") does hereby waive, release, and discharge any and all claims for damages, including but not limited to those for death, personal injury, or property damage, that the Applicant may have or which may hereafter accrue to it against the Village of Winnebago (the "Village"), its Village President and Board of Trustees, and each of its officers, officials, employees, and volunteers, arising out of or in connection with the Applicant's participation in the special event described in the Special Event Permit Application submitted by the Applicant.

Additionally, the Applicant waives and releases any and all such claims against the Win-Bur-Sew Fire Protection District and its Board of Trustees, as well as their respective officers, employees, and volunteers, to the extent any liability arises from their involvement with the event.

The undersigned affirms that they have the authority to sign and submit this application on behalf of the Applicant. The Applicant agrees to notify the Village of any changes to the information provided in the application at least fifteen (15) days prior to the event. The Applicant further agrees to abide by all terms, conditions, ordinances, and applicable laws as set forth in the application materials and issued permits.

[insert name of Entity]

By: _____
Name of signer: _____ Date _____
Title of signer: _____

Signed and sworn before me on this _____ day of _____, _____

Notary Public

All applications must be signed and notarized.

After submitting all forms, your application will be reviewed. All departments that will be involved in providing services or permits for the event will be notified. You will be notified if the event has been approved. **Please do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The Village reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board, Village Administrator, Police Department, and/or the WBSFPD.

Mail, email, or deliver in person completed applications to:

Village of Winnebago
108. West Main St., Winnebago, IL 61088
Phone: 815-335-2020
Email: vowadmin@winnebagoil.gov

Village of Winnebago – Internal Review & Approval Page

For Internal Use Only – Not to Be Shared with Applicants

I. Application Routing & Department Review

- ☐ Village Administrator – Reviewed by: _____ Date: _____
- ☐ Public Works Department – Reviewed by: _____ Date: _____
- ☐ Police Department – Reviewed by: _____ Date: _____
- ☐ Fire District – Reviewed by: _____ Date: _____
- ☐ Building Official – Reviewed by: _____ Date: _____
- ☐ Village Attorney (if applicable) – Reviewed by: _____ Date: _____

II. Internal Checklist: Required Permits & Approvals

Item	Required	Submitted	Approved	Staff Initials
Certificate of Insurance	☐ Yes ☐ No	☐	☐	_____
Site Plan	☐ Yes ☐ No	☐	☐	_____
Parking Plan	☐ Yes ☐ No	☐	☐	_____
Tent Permit	☐ Yes ☐ No	☐	☐	_____
Sign Permit	☐ Yes ☐ No	☐	☐	_____
Raffle Permit	☐ Yes ☐ No	☐	☐	_____
Fireworks Permit	☐ Yes ☐ No	☐	☐	_____
Carnival/Inflatable Inspection	☐ Yes ☐ No	☐	☐	_____
Emergency Action Plan	☐ Yes ☐ No	☐	☐	_____
Barricades Needed	☐ Yes ☐ No	☐	☐	_____
Street Closure	☐ Yes ☐ No	☐	☐	_____

III. Fee Calculation Worksheet

Fee Type	Amount	Notes
Barricade Delivery & Setup		Based on PW estimate
Police Staffing		# hours x hourly rate
Public Works Staffing		# hours x hourly rate
Fire/EMS Standby		Invoiced by Fire District
Other: _____		
Total Estimated Cost		

Fee Waiver Eligibility & Documentation

Automatic Fee Waivers Apply If Any of the Following Are True:

- ☐ The applicant is a local taxing body, including Village of Winnebago, Winnebago Park District, or Winnebago School District
- ☐ The applicant is a registered 501(c)(3) nonprofit and the event is free and open to the public
- ☐ The event is held entirely on Village-owned property and does not require staff overtime or barricades

Documentation confirming eligibility must be included in the file (e.g., IRS nonprofit determination letter, intergovernmental status, site map). Board Review Required for All Other Waiver Requests

III. Final Administrative Review

- ☐ All departmental reviews complete
- ☐ Required permits issued
- ☐ Fee responsibilities confirmed or waived
- ☐ Event added to Village calendar
- ☐ Applicant notified of final approval
- ☐ Application scanned and archived

Final Approval By: _____

Title: _____

Date: _____