



SPECIAL EVENT APPLICATION

The following form serves as an application for your proposed event. It is intended for the use by a person or organization planning an event in the Village of Wheeling that includes any of the following:

- **Use of public property including Village streets;**
- **Use of Village services** (i.e. electrical or water needs, traffic and parking coordination, paramedic services, etc.);
- **Outdoor events held by businesses that are open to the general public** (i.e. sidewalk sales, tent sales, parking lot promotions, etc.); or
- **Temporary events involving liquor sales or raffles.**

Application Deadline:

- Complete this application at least six (6) weeks prior to the proposed event to ensure proper review and approval.
- For larger events involving the coordination of multiple Village services, it is highly recommended that the special event application be submitted several months in advance of the event.
- The application deadline for minor events involving only sidewalk sales, promotional events, or tent sales on private property is ten (10) days prior to the event.

Please submit the following along with this application:

- **SITE PLAN:** Showing the event layout including sales area and equipment placement.
- **PROPERTY OWNER PERMISSION:** Include a signed written statement from the property owner granting permission for the event (including the date, time, & location).

For questions or additional applications, contact the Community Development Department:

specialevent@wheelingil.gov

2 Community Blvd., Wheeling, IL 60090

phone: 847-459-2620

fax: 847-499-2656

The following permits and/or licenses may be required for a special event:

Tent Permit	Temporary Business License
Electric Permit	Temporary Sign/Banner Permit
Inflatable Sign/Display Permit	Raffle/Bingo License
Building Permit	Temporary Liquor License
Temporary Food Service Permit	

Please be advised that certain events, such as events involving amusement rides or events located on public property may be required to provide a Certificate of Insurance and a Hold Harmless Agreement. The contact person will be provided more information when this applies.

In rare instances, the Village may deny a request for an event if it is determined that it may jeopardize the health or safety of the public or may cause damage to public property.

WHEELING SPECIAL EVENT APPLICATION

Information for Proposed Community Event

Name of Event:

Name of Business/Organization Planning the Event:

Business/Organization Address:

Contact Person Name:

Contact Numbers: Home Phone: Work:

Cell: Email:

Date(s) of Event: Time (start to finish) of Event:

Location of Event:

Will food be served at event? YES NO

If yes, request & complete the Temporary Food Service Permit Application.

Will alcohol be served at the event? YES NO

If yes, request & complete the Temporary Liquor License Application.

Will live music be provided? YES NO

Brief description of event:

Type of Event: (check all that pertain)

Sidewalk/Parking Lot Sale Festival Arts & Craft Show

Radio/Television Broadcast Promotional Fundraiser

Carnival / amusement rides Car Show Petting Zoo

Run/Walk/Bike Event Other _____

Services for Special Event: (check all that pertain)

Signs/Banners Tent Inflatable equipment/display

Water usage Stage Portable Toilets/Sinks

Amplifier/Public Address System Electrical wiring and/or generator

Raffle/Bingo Other _____