

Special Event Checklist

Thank you for wanting to hold a special event in Waukegan! Below is a checklist, along with some frequently asked questions, to guide you smoothly through the application process. If you have additional questions, we are available at events@waukeganil.gov.

Checklist

- ❑ Are you submitting a Special Event application **at least 30 days prior** to the event? If not, the City will not accept the application.
- ❑ Do you have a **Site Plan**? (drawing/layout of event to show the location of the events, tents, staging, barricades, portable bathrooms, refuse receptacles, fencing, parking, emergency vehicle access (20 foot minimum width), other structures, etc.)
- ❑ Do you have a **detailed description** including activities, entertainment/performers, security, vendors, exhibitors, etc.?
- ❑ If the property where the event will be held is not your own or City property, do you have a letter from property owner providing permission for use?
- ❑ If you require additional parking on another property, do you have a letter from the property owner(s) providing permission for use of their parking?
- ❑ Is your organization **in good standing** with the State of Illinois and the City of Waukegan? If so, do you have the Good Standing certificate from the State to include with the application? If you are an individual hosting the event, are you in good standing with the City of Waukegan?
- ❑ If your organization is a **licensed non-profit**, do you have proof of exemption status to include with the application?
- ❑ Will you have a **Certificate of Insurance** naming the City of Waukegan as an additional insured with an amount of \$1,000,000 per occurrence and \$4,000,000 total aggregate limits and specifying the dates, times and location of event at least 14 days prior to the event?
- ❑ Will you have tents/temporary structures? Approval required for tents/membrane structures in excess of 400 SQ FT (20X20). Documentation required for site plans showing 12 FT access on all sides of tent. Certificate of flammable resistance for tent. Inspection required: Tents shall be inspected at regular intervals but not less than two times per permit use period, by the permittee, owner, or agent to determine that the installation is maintained in accordance with IFC 2012 Chapter 31. Cooking tents shall be separated by a minimum of 20 FT from other tents or structures. No cooking permitted under tents open to the public.
- ❑ Will you have **private security** at your event? If so, the security firm must be licensed and bonded and you must supply copies of license and bond information with the application. Determination of qualified private security rests solely with the Waukegan Police Chief or his designee.
- ❑ Will you have **food vendors** at your event? Food vendors must have a [Lake County Health Event Certificate](#) and must fill out the [Vendor Application](#) prior to the event.
- ❑ Will you have **merchandise/service vendors** at your event? Merchandise/service vendors must fill out the [Vendor Application](#) prior to the event.
- ❑ Will **alcohol** be for sale at your event? Vendors of beer, wine or spirits must have a valid, temporary liquor license to sell onsite at your event and must fill out the [Vendor Application](#). Events where liquor is being sold must have Waukegan Police Department officers at the event and an additional non-refundable fee is required.

Special Event FAQs

What is considered a special event?

A special event is a planned temporary grouping of people or attractions, including but not limited to, street fairs, arts and crafts shows, carnivals, rallies, public entertainments, or other similar events or attractions, that:

- (1) Are primarily outdoors; and
- (2) Interfere with the normal flow or regulation of pedestrian or vehicular traffic; or
- (3) Require special city services, that may include but are not limited to: street closures; barricades; special parking arrangements; and police services.

When is the application due?

The application must be submitted **at least 30 days** prior to the event. Applications will not be accepted less than thirty (30) days prior to the event as City Council must approve all events.

What is the cost of the application?

	Anticipated attendance is 1 to 500	With Liquor
Over 60 days prior to the event	\$150	\$225
45-59 days prior to the event	\$200	\$300
44-30 days prior to the event	\$300	\$450
	Anticipated attendance is 500 - 5,000	With Liquor
Over 60 days prior to the event	\$500	\$750
45-59 days prior to the event	\$750	\$1,125
44-30 days prior to the event	\$1,000	\$1,500
	Anticipated attendance is over 5,000	With Liquor
Over 60 days prior to the event	\$1,000	\$1,500
45-59 days prior to the event	\$1,500	\$2,250
44-30 days prior to the event	\$2,000	\$3,000
Licensed Non-Profit*	\$50	\$75
Tent Permit (bigger than 10' x 10')	\$100	

Can the fee be waived?

No.

When will I hear from the City about the status of my event?

After submitting all forms, your application will be reviewed by City staff across a number of departments. The Special Events team will notify you within eight (8) business days with the status of your application.

What does “Good Standing” mean?

The State of Illinois issues certificates of good standing for organizations; see <https://apps.ilsos.gov/corporatellc/> for additional information.

The Special Event applicant must also be in good standing with the City of Waukegan, meaning all bills are paid and no outstanding issues exist. This is true whether an organization or individual is hosting the event.

Can my event have food vendors?

Yes. All food vendors must have a Lake County Health Event Certificate, information may be found at <https://www.lakecountyil.gov/2319/Forms-and-Applications>, and must fill out the Vendor Application at <https://www.waukeganil.gov/FormCenter/Events-13/Event-Vendor-Registration-92>

Can my event have merchandise/service vendors?

Yes. Vendors selling goods and/or services must fill out the Vendor Application at <https://www.waukeganil.gov/FormCenter/Events-13/Event-Vendor-Registration-92>

Can my event have liquor vendors?

Yes. Vendors beer, wine or spirits must have a valid, temporary liquor license to sell onsite at your event and must fill out the Vendor Application at <https://www.waukeganil.gov/FormCenter/Events-13/Event-Vendor-Registration-92>. Events where liquor is being sold must have Waukegan Police Department officers.

Will any other fees be incurred with my event?

Possibly. Some events require assigned police officers and/or other city services for which a charge will be assessed.

I have additional questions, who do I contact?

Contact our Special Events team at events@waukeganil.gov.