

## Checklist for Other Approvals for Your Event

Temporary events often involve a number of different aspects that are reviewed by different village departments and may include additional permits besides the temporary use approval. **The following checklist will help you identify who to contact.** Also, please address in your application letter any aspects below that apply to your request.

**Activity on Public Property**      **Please contact the deputy village clerk at (847) 853-7511**

- Will the event take place on public property (street, sidewalk, Village property)? If yes, a public demonstration permit is required.

**Alcohol**      **Please contact the deputy village clerk at (847) 853-7511**

- Will there be alcohol served and/or sold at your event? If yes, a temporary liquor license is required.

**Animals**      **Please contact the police department at (847) 256-1200**

- Will there be any animals at/participating in your event? If yes, please contact the police department to discuss.

**Dumpsters**      **Please contact the engineering department at (847) 853-7660**

- Do you require dumpsters for trash collection and removal? If yes, a dumpster permit may be required.

**Food/Sanitation**      **Please contact the sanitarian at (847) 853-7508**

- Will food be prepared, cooked, and/or served at your event?
- Do you intend to provide portable toilets?  
If yes, please contact the sanitarian to discuss.

**Fire Safety**      **Please contact the fire marshal at (847) 853-7693**

- Does your event require an open flame, as in grilling? If yes, please contact the fire department to discuss.

**Outdoor Music Performance**      **Please contact the police department at (847) 256-1200**

- Will music (either live or recorded) be played outside for your event?
- Will be using an amplifier or public address system?  
If yes, please contact the police department to discuss.

**Raffle**      **Please contact the deputy village clerk at (847) 853-7511**

- Will your event have a raffle? If yes, a raffle license is required.

**Tents**      **Please contact the electrical inspector at (847) 853-7525**

- Does your event require a tent or tents? If yes, a tent permit is required for any open sided tent in excess of 700 square feet and any enclosed tent in excess of 350 square feet. All tents must meet applicable building and fire codes. Please see the tent handbook for complete information.

**Traffic**      **Please contact the police department at (847) 256-1200**

- Will any part of this event take place on public property (street, sidewalk parkway, etc.)?
- Does your event require the closing of any street/intersection/alley?
- Does your event require the closing of any public sidewalk?
- Does your event require barricades/cones?
- Does your event require a police presence (traffic control, security, etc.)?  
If yes, please contact the police department to discuss.