



July 17, 2015

Notice Regarding Special Events

To Whom It May Concern:

If you are receiving the enclosed materials, you may have previously held a public event in the Village of Wilmette requiring one or more licenses, permits, inspections, or other types of approval.

Temporary events/structures require approval by the Village Board at a regularly scheduled meeting, please plan to submit a temporary use application a minimum of three (3) weeks in advance. For events or structures continuing for more than five (5) days, notice of the Village Board meeting is required. Please allow six (6) weeks for the processing of these requests. Events or structures continuing less than five days may be required to do notice at the discretion of the Director of Community Development.

Please note these events may also require the filing of a temporary liquor license, raffle license, and public demonstration permit.

A temporary food service permit is required for all outdoor food festivals, school lunch programs, pancake breakfasts, spaghetti dinners, and any other event where food is served to the public on a temporary basis. The application must be submitted at least 10 days prior to the start of the event.

A tent permit is required for tents in conjunction with an event requiring a temporary use and where the tent is enclosed and 350 square feet or greater or where the tent is open-sided and 700 square feet or greater.

We realize that sometimes confusion may arise to due to personnel changes, election of new officers in an organization, or new volunteers taking over annual projects, and as a result persons may not be aware of what permits and approvals are necessary for special events. The attached informational materials and permit applications should aid you in planning such events, and allow the events to proceed smoothly when submitted in a timely manner.

The permit requirements are intended to protect the health, welfare and safety of your attendees as well as the community at large. Thank you for distributing within your organization so that all special events will comply with applicable Village Ordinances and Codes, requirements and conditions. All permit applications may be found on the Village website, www.wilmette.com. If you have any questions or require any additional information, please contact me at 847-853-7511, or at HirschB@wilmette.com.

Sincerely,

Barbara Hirsch
Deputy Village Clerk