



VILLAGE HALL  
200 S. HOUGH ST.  
BARRINGTON, IL. 60010  
(847) 304-3400  
BARRINGTON-IL.GOV

**BARRINGTON**  
*Be Inspired.*

## RECURRING ANNUAL EVENT UPDATE FORM

Please use this form if your event occurs annually.

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

1. Describe any significant changes to your event this year (location, run/walk route, sound needs, tent needs, food/beverage etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Because your event occurs annually, we already have your organization information on file. However, please submit the following information that *must be updated each year* if applicable to your event:

Certificate of Insurance (if your event is at Citizens Park, please also provide a COI from Lake County Forest Preserve as well)

Proof of Current 501(c)(3)  N/A

Liquor License Application and Applicable Fee  N/A

Food License & Vendor Information Sheet and Applicable Fee  N/A

Tent/Dumpster/Temporary Structure Application and Applicable Fee  N/A

(please attach a copy of flame resistance certificate for tent)

Sound Amplification and Applicable Fee  N/A

Raffle License and Applicable Fee  N/A

Copy of New Route if Applicable  N/A

3. Would you like to utilize Village marketing vehicles for your event?  YES  NO

If yes, please see reverse.

**Available Media Outlets FREE to Non-Profit Organizations (Please check those you wish to appear in):**

Website  Print Newsletter  E-Newsletter  Community Events Sign  Channel 4 (must submit slide)

Announcement Date Request- Start: \_\_\_\_\_ End: \_\_\_\_\_

Event Blurb (50 words or less): \_\_\_\_\_

Please email graphics to **vobvm@barrington-il.gov** (current logos, photos, Power Point slides etc.)

**The Gazebo Banner is available for a fee; subject to guidelines below.**

Gazebo Banner (\$275 fee & subject to availability) Week of Display: \_\_\_\_\_  
(Banners are displayed from Monday to Sunday)

**Gazebo Banner Guidelines:**

1. Requests must be submitted at least one week, but no sooner than six months, prior to the date of installation.
2. **Any requests received on the 1st of the month via fax will be considered after any applications received in-person on the first business day of the month.** All Village sponsored events will take precedence over other requests. In the event that more than one application is received for the same display week, approval will be given to those events that most closely follow the intent of the gazebo banner.
3. Submit a sketch of the banner to include size, colors, banner contents/wording and construction material with this application. Applicants are responsible for supplying their own banner. Banner size requirements : 3' x 8'. Banners are to be professionally constructed for durability (should include wind slits and reinforced grommets). Ropes are not to be included.
4. Banner is to be dropped off to Public Works Department, Raymond Street, three business days prior to installation and picked up within four business days of removal, or the banner may be discarded.
5. The Village of Barrington is not responsible for damage to banners.

**FOR OFFICE USE ONLY**

Date Request Received: \_\_\_\_\_ Date Approved/Denied: \_\_\_\_\_

Approved By: \_\_\_\_\_ Mailing Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Dates of Installation: \_\_\_\_\_

cc: Public Works Department

The Village of Barrington is responsible for determining if or when content may be posted. Please be aware that we may edit received content and may preempt submitted content for important Village announcements.

*Please call 847.304.3406 if you have any questions about your event.*



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