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

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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:**

   ☐ Special Event Application Fee | $100

   ☐ Sound Amplification Application Fee | $100

   ☐ Tent/Dumpster/Temporary Structure Application | $50 ☐ N/A

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

   ☐ Proof of Current 501(c)(3) ☐ N/A

   ☐ Food License Application & Vendor Information Sheet and Applicable Fee | Fees vary ☐ N/A

   ☐ Liquor License Application and Applicable Fee | Fees vary ☐ N/A

   ☐ Raffle License and Applicable Fee | Fees vary ☐ N/A

   ☐ Copy of new route if applicable ☐ N/A

   Applicants will be invoiced upon approval and completion of additional applications. Fees vary based on permit. Please refer to the Special Event Fee Schedule for additional event costs.

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):
(Unfortunately, we cannot advertise for for-profit entities)

☐ 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.)

Requests must be submitted at least 30 days prior to event date.

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 30 days, 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, 300 Raymond Street, seven business days prior to installation and picked up within five business days of removal, or the banner may be discarded.

5. The Village of Barrington is not responsible for damage to banners.

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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Village of Barrington Special Event Fee Schedule

Usage of Outdoor Village Property

Street Closures (Runs and/or Block Parties).....No charge except Public Works and Police

Usage of Church Lot (421 E. Main).....$250 per day

Usage of Harris Lot (201 S. Grove).....No Charge

Usage of Jewel Lot by Ice House Mall.....$250 per day

Usage of Memorial Park.....Not permitted; only for Village government events

Usage of Metra Lot.....Not permitted; only for Village government events

Usage of other Village Rights-of-Way (Sidewalks, etc.).....No charge except Public Works and Police

Event Fees

Filming Permit.....Minimum fee of $1,000 per day for usage of outdoor property; indoor facility filming fees will be determined on a case-by-case basis. Applicable fees will include space requirements, staffing, and other needs; Police and Public Works.

Gazebo Banner Permit.....$275 per week

Sound Permit.....$100 per day

Special Events Permit.....$100 per event

Tent/Temp Structure Permit.....$50 per day (smaller tents that do not require a built structure are exempt)

Police & Fire Personnel Fees

Police or Community Service Officer.....$80 per officer, per hour

One Advanced Life Support (ALS) Ambulance.....$190.00 per hour

One ALS Fire Engine with two Firefighter/Paramedics.....$225.00 per hour

One ALS Ladder Truck with two Firefighter/Paramedics.....$250.00 per hour

Public Works Fees

Public Works Staff.....$60 per person per hour (minimum $75 charge)

Staff Overtime* (Outside 6:30A-3:00P, M-F).....$75 per person per hour (minimum $75 charge)
*There is a 2-hour minimum for each staff member when on overtime

Materials (barricades, cones, tables, chairs, cones, fencing, garbage cans, trucks, street sweepers, trailers etc.)*
*All fees will be combined into a Services & Materials Charge per event as determined by Public Works