WAUKEGAN HARBOR & MARINA

Event Request Form

Please submit event request to Marina office *at least* 60 days in advance of event. Request may require further approvals by County or City staff including one or more boards, extending approval time period.
Items requested in this form should provide a guide, not a comprehensive list and further information may be required prior to granting or denying request. A $1000.00 permit fee is required once approved.

Event Summary

Today's Date:_____

Event Name:_____

Event Sponsor (entity that assumes full liability for event): _____

Person Completing Form: _____

Phone # _____

Summary description of event: _____

_____

_____

Date(s) of Event:_____

Time of Event:_____

Site Planning Information

Will event take place outside of leased defined premises? Yes____ No____

Describe in narrative form the location of event:_____

_____

_____

_____

Attach map indicating location of:
Tables/chairs
Tent(s)
Items requiring electricity
Electrical cables (cable covers may be required to prevent trip hazard)
Proposed signs
Trash cans
Crowd control items such as stanchion's and chains
Any additional items not listed above

Event Contact Information:

List name(s) of individuals authorized to represent the sponsor for this event:

Name	Company	Contact Phone#	e-mail
_____	_____	_____	_____
_____	_____	_____	_____

Provide name(s) of individuals in charge during the event:

Name	Company	Contact Phone#	e-mail
_____	_____	_____	_____
_____	_____	_____	_____

Event Set-Up/Tear Down

Event Set-Up Dates/Time:_____

Describe set up needs prior to event:_____

_____

_____

Event Tear-Down Dates/Time:_____

Describe tear-down needs after event:_____

_____

_____

Event Visuals

Maintaining a quality, professional visual appearance for visitors to the Marina is essential. Describe the visual presentation that you propose to create with this event. Note any decorative elements and details including the manner in which you plan to hide items from public view that will detract from the appearance.

_____

_____

_____

_____

On a separate page, list signs/banners that correspond to the number indicating location of sign/banner on map:

Provide sample of each sign as an attachment
describe material used for each sign
Note that hand-drawn signs are prohibited. Signs should be professionally produced or computer generated at a minimum.

How do you intend to hold the sign in each location? (Affixing of a sign to a building using nails, screws or other mechanical means that will leave any physical damage is prohibited. Use of a sign holder is preferred such as standard 22" X 28" holders)

Safety/Liability Information

Consideration must be given to potential safety concerns to protect people and property. This will include providing evidence of sufficient liability insurance coverage specifically for this event. See attached insurance and liability requirements.

Describe how crowd control will be contained to the designated area?

_____

_____

_____

Will alcohol be served? Yes___ No____ If so, do you have a permit to do so? _____

_____

(Note: it may be required to hire extra security for the event in the sole discretion of the ownership at the expense of the event sponsor)

Have trip hazards been identified and addressed to prevent injury? _____ Describe: _____

_____

Will there be open flames? _____ Noxious fumes?_____ Any other items that could pose a hazard to people or children?

_____

Please provide a copy of the "Certificate of Insurance" that specifically covers general liability limits in the amounts listed on attached Insurance Requirements.

List all outside vendors/contractors that you will hire to perform work on-site for this event:

Contractor Name Contact Person Phone Number Service Provided

_____

_____

_____

_____

Advertising

A successful event will include well-planned advertising in a professional manner that may include inclusion in the Marina Website and other vehicles. Planning well in advance of the event will provide the best opportunity to be included in the most effective media.

Describe plans to promote event: _____

_____

_____

Name _____ Date:_____

SG MARINA