



Special Events Application Process

General Information

All special events planned and/or anticipated to be held at Chicago Executive Airport by a Fixed Base Operator (FBO), flight services organization, flight school, or tenant of the airport must obtain authorization for the special event from the Executive Director. Special events shall include, but are not limited to:

- Any social gathering (private, non-private, and/or charity) of non-employees within a building and/or structure located at Chicago Executive Airport (ex. Charity auctions, trade shows, etc.)
- Any distribution and/or dispensing of alcoholic beverages (free or for sale) within any building and/or structure located at Chicago Executive Airport.
- Any use of a building and/or structure located at Chicago Executive Airport that is contrary to its intended primary purpose (ex. Use of an aircraft hangar for social gatherings, etc.).
- Any event or gathering (private, non-private, and/or charity) within the fenced confines of Chicago Executive Airport (ex. Static aircraft display, car show, etc.).
- Any display (visual, static, or audible) that may directly or indirectly present a problem, hazard, or nuisance to the operations at Chicago Executive Airport and/or the immediately surrounding community (ex. Fireworks, musical band, advertising blow-up displays, etc.).

Application Process:

1. The applicant shall obtain the "Chicago Executive Airport Special Events Application" as well as the Village of Wheeling "Special Event Application" (hereafter referred to as the "applications") from the office of the Chicago Executive Airport Executive Director (hereafter referred to as the "Executive Director") during regular business hours or electronically via the Chicago Executive Airport website or by email to the Executive Director: info@chiexec.com.
2. The applicant shall return the completed applications to the Executive Director a minimum of ten (10) business days prior to the scheduled date of the special event. Submission of a completed applications less than ten (10) business days prior to the scheduled date of the special event shall be grounds for denial of the approval for the special event at the discretion of the Executive Director.
3. Upon receipt of the completed applications, the Executive Director will forward the completed application to the following agencies for review and approval and/or denial:
 - Health Department (City of Prospect Heights or Village of Wheeling; depending upon which portion of Chicago Executive Airport the special event will be conducted on and if food and/or beverages are provided at the special event).
 - Prospect Heights Fire Protection District

- Prospect Heights Police Department
- Prospect Heights City Administrator
- Wheeling Fire Department
- Wheeling Police Department
- Wheeling Village Manager

Each agency is responsible for reviewing the applications and forwarding it along with his/her recommendation for approval or denial of the special event to the next reviewing in a timely manner. If the recommendation is for “denial” of the special event, the reviewing agency shall attach a brief written explanation as to his/her rationale for denial to the application packet.

4. The application packet shall be returned to the Executive Director, upon completion of the review process by all reviewing agencies.
5. The Executive Director shall review the application packet. Based upon the information provided by the reviewing parties, the Executive Director shall approve or deny the request to conduct the special event.
6. Once approved or denied by the Executive Director, a copy of the complete application packet with all supporting documentation shall be provided to the applicant, as well as all agencies involved in the review process.

Conditions of Approval:

Once a special event is approved, it is the responsibility of the applicant to obtain and comply with any and all special conditions, permits, inspections, and/or certificates of insurance associated with the approval. Failure to comply with any and all conditions, as well as any applicable airport rules and regulations shall be grounds for immediately revoking the special event approval, until the associated infraction is resolved to the satisfaction of the Executive Director.

CHICAGO EXECUTIVE AIRPORT
SPECIAL EVENTS APPLICATION

EVENT DATE: _____ EVENT TIME: _____ AM PM TO: _____ AM PM

EVENT LOCATION/HANGAR NUMBER: _____

EVENT DESCRIPTION:

ESTIMATED NUMBER OF ATTENDEES: _____

EVENT CONTACT PERSON: _____

TITLE: _____ BUSINESS TELEPHONE: _____

HOME TELEPHONE: _____ CELLULAR TELEPHONE: _____

EVENT ACTIVITIES:

- AIRCRAFT STATUS ____ IN HANGAR ____ OUT OF HANGAR

- FIRE LANE(S): ____ UNOBSTRUCTED ____ OBSTRUCTED/LIMITED ACCESS

DESCRIBE: _____

- SITE SECURITY PROVIDED: ____ NO ____ YES (BY WHOM):

- SPECIAL OUTSIDE LIGHTING: ____ NO ____ YES (DESCRIBE):

(ALL SPECIAL OUTSIDE LIGHTING MUST NOT PRESENT A VISIBILITY HAZARD TO AIRCRAFT ON THE GROUND OR IN THE AIR. ALL SPECIAL OUTSIDE LIGHTING IS SUBJECT TO REVIEW BY THE EXECUTIVE DIRECTOR AND MAY REQUIRE APPROVAL BY THE FAA.)

FOOD SERVED: ____ NO ____ YES (DESCRIBE):

ALCOHOLIC BEVERAGES: ____ NO ____ YES (DESCRIBE):

(ATTACH COPY OF CURRENT LIQUOR LICENSE FOR BUSINESS AND/OR CATERING COMPANY. ATTACHED COPY OF DRAM SHOP INSURANCE SHOWING CHICAGO EXECUTIVE AIRPORT AS AN ADDITIONALLY INSURED PARTY, IF ALCOHOLIC BEVERAGES ARE "SOLD" TO PATRONS ATTENDING THE EVENT.)

- ADDITIONAL TRASH CONTAINERS ____ NO ____ YES (DESCRIBE):

- PORTABLE TOILETS PROVIDED: ____ NO ____ YES (NUMBER PROVIDED): _____

- SMOKING PERMITTED: ____ NO ____ YES (DESCRIBE): _____

(SMOKING IS PROHIBITED IN AIRCRAFT HANGARS, AIRCRAFT OPERATION AREAS, FUEL STORAGE AREAS, PUBLIC APRON AND AIRCRAFT PARKING AREAS, AND WITHIN 50 FEET OF ANY FUEL CARRIER AND/OR AIRCRAFT.)

- LIVE ENTERTAINMENT: ____ NO ____ YES (DESCRIBE): _____

- PYROTECHNICS/OPEN FLAMES: ____ NO ____ YES (DESCRIBE): _____

(ANY PYROTECHNIC DISPLAYS AND /OR USE OF OPEN FLAMES ARE SUBJECT TO REVIEW AND APPROVAL BY BOTH FIRE DEPARTMENTS AND OBTAINMENT OF A WAIVER BY THE EXECUTIVE DIRECTOR TO ANY APPLICABLE AIRPORT RULES AND REGULATIONS.)

- WALL/CEILING DECORATIONS: ____ NO ____ YES (DESCRIBE): _____

- HANGAR BAY DOOR(S): ____ CLOSED ____ OPEN (SECURITY PLAN DESCRIPTION):

- EXIT DOOR(S): ____ OPEN ____ RESTRICTED/SECURED (DESCRIBE): _____

- TEMPORARY POWER AND/OR LIGHTING PROVIDED: ____ NO ____ YES (DESCRIBE):

(ANY TEMPORARY POWER AND/OR LIGHTING IS SUBJECT TO CITY/VILLAGE PERMITS AND INSPECTION BY THE APPLICABLE COMMUNITY, PRIOR TO USAGE.)

MISCELLANEOUS/ADDITIONAL INFORMATION: _____

SIGNATURE OF SUBMITTER: _____ **DATE:** _____

REVIEW AND APPROVALS
(OFFICE USE ONLY)

HEALTH DEPT (IF FOOD AND/OR BEVERAGES PROVIDED): _____ APPROVE _____ DENY SIGNATURE: _____	
WHEELING FIRE DEPARTMENT: _____ APPROVE _____ DENY SIGNATURE: _____	PROSPECT HEIGHTS FIRE PROTECTION DIST.: _____ APPROVE _____ DENY SIGNATURE: _____
WHEELING POLICE DEPARTMENT: _____ APPROVE _____ DENY SIGNATURE: _____	PROSPECT HEIGHTS POLICE DEPARTMENT: _____ APPROVE _____ DENY SIGNATURE: _____
WHEELING VILLAGE MANAGER: _____ APPROVE _____ DENY SIGNATURE: _____	PROSPECT HEIGHTS CITY MANAGER: _____ APPROVE _____ DENY SIGNATURE: _____

EXECUTIVE DIRECTOR REVIEW:

_____ APPROVE _____ DENY (REASON): _____

SIGNATURE OF EXECUTIVE DIRECTOR _____ DATE: _____



SPECIAL EVENT APPLICATION

The following form serves as an application for your proposed event. It is intended for the use by a person or organization planning an event in the Village of Wheeling that includes any of the following:

- **Use of public property including Village streets;**
- **Use of Village services** (i.e. electrical or water needs, traffic and parking coordination, paramedic services, etc.);
- **Outdoor events held by businesses that are open to the general public** (i.e. sidewalk sales, tent sales, parking lot promotions, etc.); or
- **Temporary events involving liquor sales or raffles.**

Application Deadline:

- Complete this application at least six (6) weeks prior to the proposed event to ensure proper review and approval.
- For larger events involving the coordination of multiple Village services, it is highly recommended that the special event application be submitted several months in advance of the event.
- The application deadline for minor events involving only sidewalk sales, promotional events, or tent sales on private property is ten (10) days prior to the event.

Please submit the following along with this application:

- **SITE PLAN:** Showing the event layout including sales area and equipment placement.
- **PROPERTY OWNER PERMISSION:** Include a signed written statement from the property owner granting permission for the event (including the date, time, & location).

For questions or additional applications, contact the Community Development Department:

specialevent@wheelingil.gov

2 Community Blvd., Wheeling, IL 60090

phone: 847-459-2620

fax: 847-499-2656

The following permits and/or licenses may be required for a special event:

Tent Permit	Temporary Business License
Electric Permit	Temporary Sign/Banner Permit
Inflatable Sign/Display Permit	Raffle/Bingo License
Building Permit	Temporary Liquor License
Temporary Food Service Permit	

Please be advised that certain events, such as events involving amusement rides or events located on public property may be required to provide a Certificate of Insurance and a Hold Harmless Agreement. The contact person will be provided more information when this applies.

In rare instances, the Village may deny a request for an event if it is determined that it may jeopardize the health or safety of the public or may cause damage to public property.

WHEELING SPECIAL EVENT APPLICATION

Information for Proposed Community Event

Name of Event:

Name of Business/Organization Planning the Event:

Business/Organization Address:

Contact Person Name:

Contact Numbers: Home Phone: Work:

Cell: Email:

Date(s) of Event: Time (start to finish) of Event:

Location of Event:

Will food be served at event? YES NO

If yes, request & complete the Temporary Food Service Permit Application.

Will alcohol be served at the event? YES NO

If yes, request & complete the Temporary Liquor License Application.

Will live music be provided? YES NO

Brief description of event:

Type of Event: (check all that pertain)

Sidewalk/Parking Lot Sale Festival Arts & Craft Show

Radio/Television Broadcast Promotional Fundraiser

Carnival / amusement rides Car Show Petting Zoo

Run/Walk/Bike Event Other _____

Services for Special Event: (check all that pertain)

Signs/Banners Tent Inflatable equipment/display

Water usage Stage Portable Toilets/Sinks

Amplifier/Public Address System Electrical wiring and/or generator

Raffle/Bingo Other _____



City of Prospect Heights

Office of the City Administrator
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070
Office: 847/398-6070 FAX: 847/590-1854 - www.prospect-heights.il.us

SPECIAL EVENT PERMIT APPLICATION

ADDRESS OF EVENT: _____

DATE and TIME OF STARTING THE EVENT: ____:____ / ____/____

DATE and TIME OF ENDING THE EVENT: ____:____ / ____/____

NAME OF EVENT: _____

GROUP or ORGANIZATION HOLDING the EVENT: _____

OFFICE USE ONLY	
PERMIT #	_____
DATE ISSUED:	_____
Check Number(s)	_____

Applicant Name: _____

Address: _____

City / State / Zip _____

Phone Number: _____ Fax _____ Cell _____

E-Mail Address: _____

Please provide a detailed site plan and respond to the following questions:

YES	NO	QUESTION
		Will the streets be closed?
		Will you need barricades(8) delivered from PW(PW will deliver on Fri. and pick up on Mon. except holidays)
----	----	If so what Corners do you want the barricades to be delivered(e.g.: NW of Maple and Elm)
----	----	
		What street will be closed? From what point or intersection to what point or intersection?
----	----	
		Will you request anything from the Fire Department to visit? If so they will contact you
		Will you request anything from the Police Department to visit? If so they will contact you
		Will there be tents on City property? If so include required details on your site plan
		Will there be a charge to attend?
		Will there be live entertainment? If so include required details on your site plan
		Will items be sold at the event?
		Will alcohol be at the event? (Not allowed to be consumed on City property)
		Will food be sold at the event? (Not allowed to be sold on City property)
		Will there be an electric generator at the event? If so include it on your site plan w/cord locations

Condition of Permit (if applicable)

- The event leaders shall ensure everything is cleaned up. The event shall not damage the City street, parkway, tree(s) and/or Right-of-way In any way. The event shall obey all noise regulations
- The Applicant certifies to the correctness of this form and all documents submitted. The applicant understands it is their responsibility to hold this event in compliance with all municipal, county, state, and federal regulations & accepts full responsibility of the event.

Applicant Signature: _____ Date signed/submitted: _____

Applicant Printed Name: _____

-----OFFICE USE ONLY-----

Building _____

Police _____

Public Works _____

Fire Dist. _____



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SPECIAL EVENT GUIDELINE

(Disclaimer: This guide is may not be all inclusive, additional regulations may apply) Edited 5-2013

PERMIT SUBMITTAL REQUIREMENTS:

- Completed application
- Submit three complete detailed site plans showing everything proposed: (Provide measured setbacks from lot lines/street/sidewalk). IF APPLICABLE
 - a. Tents, (must be 20' from lot lines/buildings (IFC 3103.8.2)
 - b. Portable bathrooms (label Accessible units)
 - c. Exterior seating (bleachers/grandstands/ground seating) IBC Chapter10,
 - d. Amusement rides/Toys (air powered),
 - e. Generators, (extension cord distribution plan)
 - f. Grills,
 - g. Tanks (flammable gasses),
 - h. Refrigeration units
 - i. Trash containers etc.
- Provide the tent fire retardant certificate. (IFC 105.6.43)
- Confirm/clarify that there will be not flammables in the tent such as open grills.
- Clarify if you're proposing to connect to a City Hydrant.
 - o A back flow preventer is required on the water main service.
 - o An RPZ is required on all equipment directly connected to the water supply.
- Clarify if you are proposing an electric generator.
 - o Provide a detailed electric connection/distribution plan.
- Confirm clarify in writing that this proposed structure is NOT in a floodplain, easement, or floodway.

GENERAL REQUIREMENTS:

2. If applicable: provide certificate of proof that all amusement devices/rides have been State inspected and approved safe.
3. Will you propose open burning? If so please provide a complete detailed plan (IFC Section 307/308).
4. Provide an "A PUBLIC SAFETY PLAN" (IFC sect 403.2). This plan may be deemed necessary by the fire marshal and/or building official. The plan may address emergency vehicle egress/ingress, fire protection, emergency egress or escape routes, emergency medicinal services.
5. Submit details about the "CROWD MANAGER" (IFC section 403.3 requires trained managers for events over 1,000 people).

ACCESSIBILITY

6. Provide complete details of the proposed bathroom facilities. Provide the required % of accessible bathrooms as required by the state and federal gov't.

STAGES/PLATFORMS

7. Provide a complete detail of the construction of the stage. (Height, materials, size, location etc.)
8. Provide a certificate of safety from a structural engineer.
9. Will there be walls and curtains installed? If so provide a flame retardant certificate for the materials and a complete detail of the proposal. (IBC 410.3.1)
10. Provide stair detail. (The riser must be a max of 7" and min tread of 11")
 - a. Guardrails and handrails are required on the stairs.
 - b. Will the stage have props?
11. Will the stage have ventilation? (IBC 410.3.7)



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12. Are there dressing rooms? (IBC 410.5). Provide complete construct/location detail including handicap accessible room(s).

SPECIAL AMUSEMENT BUILDINGS (TENT)

13. Provide a complete detail of the construction of the building. (Height, materials, size etc.)
14. Will there be walls and/or curtains installed? If so provide a flame retardant certificate for the materials and a complete detail of the proposal. (IBC 410.3.1)
15. Provide detail of the fire sprinkler (IBC 411.1)
16. Provide a detail of the alarm system.
17. Provide exit layout w/emergency lighting.
18. Provide stair detail. (The riser must be a max of 7" and min treads of 11").
 - a. Guardrails and handrails are required on the stairs.
19. Will the proposed tent have any heating or air conditioning units? If so provide completed detail on how the units will be installed and insert the location on the site plan.
 - a. Provide complete detail of all exterior exhausts and fresh air intakes.
 - i. Clarify fresh air intake for HVAC unit.
 - ii. Clarify location of exhaust of HVAC unit.
 - iii. HVAC unit requires ample access, submit exact measurements.
20. Provide a detailed floor layout (IFC Chapter 10)
 - a. Clarify if the tent shall be open or closed on the side(s).
 - b. If tables and chairs are provided provide a floor layout.
 - i. Provide detailed isle widths (IBC Chapter 10)
 - ii. Provide table separation (IBC Chapter 10)
 - c. If walls are proposed for the tent provide a:
 - i. A detailed lighting/electric plan, if applicable
 - ii. Exit locations/widths (shall be easily walked through without any zippers or buttons of any sort.)
 - iii. Provide illuminated exit signage (IFC 3101.12.6.1)
 - iv. **Fire Extinguishers required every 50'.**
 - v. Provide complete details of the exit access route. Provide detailed egress route and travel distance to the exit discharge (IBC Chapter 10)
 - d. Is their seating proposed, if so provide a proposed seating plan?
 1. Provide accessible seating locations.
 2. Provide details of the table separations –refer to IBC 1012.4.3.
 3. **Provide aisle detail, refer to IBC 1017.**
 - e. Are there any physical doors proposed for the tent?
 1. Doors cannot encroach into the egress route.
 2. Exit doors shall be converted to a push paddle type system, if the occupancy is greater than 50. The Fire department shall determine. Panic and fire exit hardware is required (IBC 1008.1.10)
 3. Door swing shall be outward in the way of egress, if the occupancy is greater than 50. The Fire department shall determine.

APPLICABLE CODES:

- City of Prospect Heights Municipal Ordinance(<http://www.prospect-heights.il.us/>)
- ADA/ Illinois State Accessibility Code at www.cdb.state.il.us
- International Building Code & International FIRE Code, www.intlcode.org

INSPECTION REQUIREMENTS:

- Call 847-398-6070 x 211 to schedule a pre-event safety inspection