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ENTERTAINMENT PERMIT APPLICATION PACKET

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ENTERTAINMENT PERMIT INFORMATION AND PROCESS

Any business, association, group, individual, or entity shall not conduct, offer, provide, procure, make available, allow, permit, manage, stage, operate or exhibit any public entertainment event without having first obtained an Entertainment Permit.

ENTERTAINMENT: Means and includes, but is not limited to, any live show, theatrical performance, or other form of live entertainment, amusement rides, animal shows, exhibits and/or demonstrations, bands, concerts, carnivals, circuses, dances, disc jockey/DJ performances, exhibitions, live or mechanically produced music, musicals, pageants, personality and celebrity appearances, readings, recitals, shows, singing, zoos of any nature, and similar performances of any nature. Entertainment, under this article, shall not mean or include: a) those forms of live entertainment which are specifically regulated by another section of this title or another ordinance of the village of Glendale Heights; or b) those forms of live entertainment which are performed at locations within the areas designated for adult regulated uses.

PROCESS

1. For all new Entertainment Permit requests, prior to submittal of this packet, please contact the Community Development Department at 630-260-6030. A **pre-application** meeting to discuss the proposal and process is recommended for new Entertainment Permit requests. Applications will not be processed until all submittal requirements are met.
2. Submit a **completed application, narrative statement and all required supporting documents**. Section 11-3D-4 requires that the information found in the application, narrative, and supporting documents be provided to the Village by the applicant a minimum of 45 days before any entertainment is to be held. Applications for renewal of an Annual Entertainment Permit shall provide a narrative detailing any proposed changes to the type of entertainment, hours and days of entertainment, the floor plan, or any other important aspect of the Entertainment Permit.
3. The completed application will be forwarded to staff for **review and comment**. Comments will be provided to the applicant, which may require revisions before the scheduling of any Plan Commission or Village Board meetings.
4. Initial (or new) Entertainment Permit requests will first be considered by the Plan Commission, which will make a recommendation for action to the Village Board. The Village Board will have final approval of the request. Requests for a renewal of an existing annual Entertainment Permit will just be considered by the Village Board.
5. The Village Board may place additional restrictions on the issuance of an Entertainment Permit that are in the best interests of the health, welfare, and safety of event participants and bystanders.

COMPLIANCE WITH PERMIT CONDITIONS

Each Entertainment Permit holder shall only permit entertainment as approved and permitted by the village subject to the terms and conditions of the Entertainment Permit. No Entertainment Permit holder may allow or provide entertainment which does not strictly comply with the Entertainment Permit, including its terms and conditions. Any entertainment not in compliance with the Entertainment Permit shall be considered to be in violation of the Village Code.

An applicant for an annual or single event Entertainment Permit shall comply with the requirements for Entertainment Permits as found Title 11, Chapter 3, Article D of the Village of Glendale Heights Village Code in order to be granted an annual or single event Entertainment Permit. These requirements can be found online at the Village of Glendale Heights website or a copy can be provided to the applicant upon request.

I have read and understand the process for obtaining an Entertainment Permit, and that the Entertainment Permit regulations and requirements are available online or that I may request a copy of the regulations and requirements. I agree to comply with all regulations associated with an Entertainment Permit. I further understand and acknowledge that any violation of the regulations may result in the issuance of a citation for zoning violation and/or the revocation of the Entertainment Permit.

Applicant's Signature

Date



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NEW ENTERTAINMENT PERMIT APPLICATION FORM

Address of Property: _____

APPLICATION TYPE: Single Event (Proposed date(s): _____) Annual

If your business wishes to renew a current annual Entertainment Permit, do not fill out this application. Please fill out the Annual Entertainment Permit Renewal Application Form.

APPLICANT INFORMATION:

Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ Email: _____

Applicant's Interest: Owner Lessee Contract Purchaser
 Other: _____

OWNER(S) INFORMATION:

Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ Email: _____

	Type of Entertainment	Hours of Entertainment	Fee/Admission Charged
Monday			<input type="checkbox"/> Yes <input type="checkbox"/> No
Tuesday			<input type="checkbox"/> Yes <input type="checkbox"/> No
Wednesday			<input type="checkbox"/> Yes <input type="checkbox"/> No
Thursday			<input type="checkbox"/> Yes <input type="checkbox"/> No
Friday			<input type="checkbox"/> Yes <input type="checkbox"/> No
Saturday			<input type="checkbox"/> Yes <input type="checkbox"/> No
Sunday			<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Existing use of the property: _____

2. Estimate of the maximum number of persons expected to attend: _____

3. Who is invited to attend the event? Is the event open to the general public?: _____

4. Describe the advertising to be used for the event: _____

5. Provide information regarding any prior entertainment event in Glendale Heights where you were involved and there was police activity: _____

6. Provide information as to any past police activity at prior entertainment event you have been a part of in other municipalities: _____

7. Will alcohol be served? If so, please describe: _____

8. Will food be served? If so, please describe: _____

9. Are you requesting any Village support for the event? If so, please describe: _____

Under penalties of intentional misrepresentation and/or perjury, I declare I have examined and/or made this application and it is true and correct to the best of my knowledge and belief.

The Applicant and Owner agree to pay all costs incurred by the Village for administrative, engineering, and legal services for the review of this application and all supporting plans and documents.

Applicant's Signature

Date

Owner's Signature

Date



ANNUAL ENTERTAINMENT PERMIT RENEWAL APPLICATION FORM

Address of Property: _____

If your business wishes to apply for a new Single Event or Annual Entertainment Permit, do not fill out this application. Please fill out the New Entertainment Permit Application Form.

APPLICANT INFORMATION:

Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ Email: _____

Applicant's Interest: Owner Lessee Contract Purchaser
 Other: _____

OWNER(S) INFORMATION:

Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ Email: _____

Under penalties of intentional misrepresentation and/or perjury, I declare I have examined and/or made this application and it is true and correct to the best of my knowledge and belief.

The Applicant and Owner agree to pay all costs incurred by the Village for administrative, engineering, and legal services for the review of this application and all supporting plans and documents.

Applicant's Signature

Date

Owner's Signature

Date

NARRATIVE STATEMENT

NEW ENTERTAINMENT PERMIT APPLICANTS:

In order for village staff, commission members, and Village Board members to thoroughly review your request, please provide a narrative statement that addresses the following items:

1. Describe the proposed entertainment that will be held
2. The environmental and economic effects that the noise, glare, odor, vibration, traffic generation, and other characteristics the proposed use will have on the nearby properties
3. The general compatibility of the proposed use with nearby properties
4. Any other important consideration (as requested by staff at a pre-application meeting and/or after the submittal of the application)

This narrative statement will be used to review the proposal to ensure it meets the required approval conditions and criteria for your Entertainment Permits. For specific information on Entertainment Permit approval conditions and criteria and requirements please consult Section 11-3D-5 of the Village Code (http://www.glendaleheights.org/GenInfo/Village_Code.html). A copy of the approval conditions and criteria can also be provided to the applicant upon request.

ANNUAL ENTERTAINMENT PERMIT RENEWAL APPLICANTS:

In order for village staff, commission members, and Village Board members to thoroughly review your request, please provide a narrative statement that addresses the following items:

1. Whether or not you are proposing any changes to the type of entertainment to be held, the days and/or hours the entertainment is to be held, the floor plan, or any other important aspect of the Entertainment Permit.
2. If there are any proposed changes, please describe in detail.

Your request will still be subject to the approval conditions and criteria and requirements found in Section 11-3D-5 of the Village Code (http://www.glendaleheights.org/GenInfo/Village_Code.html). A copy of the approval conditions and criteria can also be provided to the applicant upon request.

ADDITIONAL SUPPORTING DOCUMENTS

The Village of Glendale Heights Zoning Ordinance requires the following documentation to be provided for all applications for Entertainment Permits, including renewals. Failure to fully provide the requested information when submitting the application will result in delays.

NEW ENTERTAINMENT PERMIT APPLICANTS:

- Written consent from the property owner, if the property owner is not the applicant
- Plat or survey or legal description of the property
- A detailed floor plan
- A detailed site plan
- A detailed parking plan
- A copy of the menu, if food is being served
- A security plan, if the maximum audience expected exceeds twenty-five (25) people, detailing all interior and exterior lighting, the number of security personnel on the site, how the security personnel will manage the event, and if the personnel are to be armed or unarmed.

ANNUAL ENTERTAINMENT PERMIT RENEWAL APPLICANTS:

- If any changes have occurred since the previously year, please provide an updated version of any of the above documents.

Please verify with Community Development staff prior to submittal. Additional information may be required in order to properly review the proposal.

DISCLOSURE OF INTEREST

The party signing the application shall be considered the applicant.

An applicant must be the fee owner, trustee, beneficiary, contract purchaser, lessee, or option holder of the affected property or his or her agent or nominee.

- a. If the applicant is not the fee owner of the affected property, the application shall disclose the full names, addresses, and telephone numbers of all owners.

In addition, an affidavit of the fee owner or owners shall be filed with the application stating that the applicant has authority to make the application.

- b. Applicant or Fee Owner Is Corporation

If either the applicant or the fee owner is a corporation, the application shall disclose the names and addresses of the corporation's officers, directors, registered agents, and those shareholders owning in excess of five percent of the outstanding stock or interest in the corporation.

- c. Applicant is Trustee

If the applicant is a trustee, the full name, address, telephone number, and extent of interest of each beneficiary must be disclosed in the application.

- d. Applicant is Beneficiary, Agent, or Nominee

If the applicant is a beneficiary, agent, or nominee, the application must disclose the names, addresses, and telephone numbers of those parties on whose behalf he or she is acting.

- e. Applicant is Option Holder or Contract Purchaser

If the applicant is an option holder or contract purchaser a valid (unexpired, fully executed, enforceable) non-contingent (except for zoning and financing approval) contract or option to purchase the premises for which the application is being filed shall be submitted.

REQUIRED APPLICATION AND PERMIT FEES

Application Fees:

Single Event	\$50.00
Annual	\$150.00

Permit Fees:

Single Event	\$100.00
Annual	\$300.00

BOTH the required Application Fee and Permit Fee are due at the time the application is submitted to the Village. The Application Fee is nonrefundable. The Permit Fee will be refunded in the event your proposal is denied or if you choose to withdraw your request.

Deposit:

An applicant for a New Entertainment Permit shall provide a \$1,000 deposit to be used to cover outside costs incurred by the Village as part of your request.

An applicant for a Renewal of an Annual Entertainment permit do not need to provide a deposit. However, if any outside costs are incurred by the Village, the applicant will be responsible for paying for such costs before the Entertainment Permit is issued.

Conditional Costs:

The village board may place additional restrictions on the issuance of an entertainment permit that are in the best interests of the health, welfare, and safety of event participants and bystanders, including, but not limited to, *having the permit holder pay for any additional police, fire, or other village response required to attend the entertainment event*

Applications will not be considered to be complete until all required fees and deposits are provided.

Entertainment Permit application fees, permit fees, and deposits are set by Sections 1-15-1, 11-3D-3, 11-3D-5, 11-3D-10, and 11-3D-11 of the Village Code. Fees are subject to change.

THESE FEES ARE ENTERTAINMENT PERMITS ONLY. OTHER FEES (SUCH AS BUILDING PERMIT FEES, CONDITIONAL USE APPLICATION FEES, REVIEW DEPOSITS ETC.) MAY BE REQUIRED FOR YOUR PROJECT.



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2016 MEETING DATES

January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PLAN COMMISSION	Second and Fourth Tuesday of every month 6:15 PM at Village Hall
VILLAGE BOARD AND COMMITTEE OF THE WHOLE	First and Third Thursdays of every month 7:30 PM at Village Hall
VARIANCE HEARING (ZONING ADMINISTRATOR)	Set by Zoning Administrator as needed

For informational purposes only; meeting dates, times, and locations are subject to change.