

Village of Lake Barrington

23860 N. Old Barrington Road
Lake Barrington, IL 60010
www.lakebarrington.org



Application for Temporary Use – Special Events

Business Name _____

Business Address _____

Event Planner Contact

Contact Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Event Day Contact, if different than above

Contact Name _____

Telephone Number _____ Cell Phone Number _____

Email Address _____

Event Information

Name of event: _____

Event Location: _____

Dates/Duration: _____

Hours of operation: _____

Description of event, or if applying for temporary sign, provide type, size and location where it will be placed:

Are provisions being made for the following?	Yes	No	Village Comment (Do not write in space below)
Electricity			
Lighting			
Plumbing			
Sanitary facilities			
Tents			
Traffic			
Is alcohol going to be sold or provided at the event?			
Live or amplified music part of the event?			

Illinois Human Trafficking Resource Center Notice is required to be posted in clear view of the public and employees. See enclosed Memo and Notice.

Signature of Applicant

Print Name

Date

Excerpt from Village of Lake Barrington Village Code Chapter 2, “Definitions”, and Chapter 3, “Establishment and Interpretation of Zoning Districts”, Section 8-3-10, “Temporary Uses”)

D. Temporary Uses Subject to Review by the Village Board:

Carnivals, outdoor festivals, sidewalk sales, educational, health and/or fitness exhibitions and events, farmers’ market(s), or other public interest and special events (“the event”) are permitted as temporary uses in any zoning district if such temporary uses meet the requirements of this Title and the other applicable provisions of this Code, shall only be located on property within the Village after a temporary use permit therefor has been issued by the Village Board, and shall be subject to timely and continued compliance with the following conditions:

1. Vehicles, trailers, and other equipment related to the event shall not be permitted to block driveways or other points of emergency vehicular access to any property, or any portion of the public way.
2. The operation of the event shall be located entirely within the private or public property designated for the respective event(s).
3. The event(s) shall only be permitted during hours when the facility’s parking would not be used for the primary use’s high traffic generation activities.
4. If determined necessary by the Village Board, or by the applicable law enforcement or fire protection agency, access to the event(s) and security therefor may be controlled by qualified personnel paid for by the permit applicant. Prior to, and as a condition for, receiving a temporary use permit for any event, the permit applicant must provide to the Village Board, for its approval, written communication from the applicable law enforcement or fire protection agency that adequate access and security provisions for the respective event(s) have been made.
5. Prior to receiving a permit, and as a condition thereof, the permit applicant must provide to the Village Board, for its approval, written evidence that adequate provisions have been made for sanitary facilities for the respective event(s).
6. Prior to the commencement of any event(s) for which a temporary use permit is required, the Building Commissioner shall approve all electrical and lighting facilities for the respective event(s). Prior to receiving the required temporary use permit, the permit applicant must provide to the Village Board, for its approval, written communication from the Building Commissioner that adequate provisions have been made for electrical and lighting facilities.
7. Maximum noise levels and/or hours of operation for the event may be established by the Village Board, or its designee. The approved noise levels and/or hours of operation may be based on the distance of the site to adjoining residential uses and any history of complaints about similar events, or other factors reasonably determined to be relevant by the Village Board, or its designee.
8. The permit applicant shall provide to the Village a security deposit in a form and in an amount approved by the Village Board, or its designee, for complete site restoration upon the event’s conclusion or should the respective temporary use permit be revoked, if required by the Village Board.”