

**2021**  
**Activities Request Application**  
Village of Round Lake Beach  
Administrative Department

Date Application Submitted: \_\_\_\_\_ (Submit at least 3 weeks prior to event)

**Items to Submit along with your application:**

- Proof of Insurance/Certificate of Insurance required (see page 3 for details)
- Petition if Requesting Road Block (see page 3 for details)
- Drawing if Requesting Road Block (see page 3 for details)

Organization/Group  
Submitting Request: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Home/Business  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_  
(Block Party, Parade, Concert, Carnival, etc.)

Purpose for Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ a.m./p.m. Until: \_\_\_\_\_ a.m./p.m.

---

---

*Please Note:* If the event requires streets to be blocked off, specifically identify the area both by description and by drawing. Include cross roads and corners. List addresses between the barricades.

***This approval is subject to the Activities Request Application which has been submitted on behalf of this request.***

For Office Use Only:

Request Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

**2021**  
**Activities Request Application**  
Village of Round Lake Beach  
Administrative Department

Submit this completed application to:

**The Village of Round Lake Beach**  
**1937 N. Municipal Way**  
**Round Lake Beach, IL 60073**  
**Attn: Administrative Department**  
**Phone: 847-546-2351 Ext: 335**  
**Fax: 847-740-2852**

**Event:** \_\_\_\_\_

**Included for review:**

- Activities Request Application \_\_\_\_\_
- Homeowners Liability Insurance or Certificate of Liability \_\_\_\_\_
- Petition of Signatures (75%) \_\_\_\_\_
- Specific Drawing of street being blocked off with required information \_\_\_\_\_

---

Police Dept.    \_\_\_\_ (Approved)    \_\_\_\_ (Denied)    \_\_\_\_\_ (Date)    \_\_\_\_\_ (Initials)

Fire District    \_\_\_\_ (Approved)    \_\_\_\_ (Denied)    \_\_\_\_\_ (Date)    \_\_\_\_\_ (Initials)

Public Works    \_\_\_\_ (Approved)    \_\_\_\_ (Denied)    \_\_\_\_\_ (Date)    \_\_\_\_\_ (Initials)

Economic  
Development    \_\_\_\_ (Approved)    \_\_\_\_ (Denied)    \_\_\_\_\_ (Date)    \_\_\_\_\_ (Initials)

---

\_\_\_\_\_  
Village Administrator

\_\_\_\_\_  
Date

**Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2021**  
**Activities Request Application**  
Village of Round Lake Beach  
Administrative Department

**Documents to be Submitted where Applicable;**

- Specific **drawings** showing if streets will be blocked off and identifying the area both by description and by drawing. Included must be cross roads and corners as well as listing the addresses between the barricades.
- A **petition** that constitutes at least 75% of the homeowners whose properties border the street/block cited for the event
- Homeowner's must provide **Homeowner Liability Insurance** evidencing the Applicants Homeowner's Liability Insurance, Commercial General Liability Insurance, or other similar form of insurance approved by the Village Administrator providing coverage in amounts not less than \$100,000 on an occurrence basis and \$500,000 aggregate. *The Village reserves the right to require additional insurance coverage amounts or coverages in its sole discretion.*
- Companies must provide a **Certificate of Liability Insurance** (with an expiration date) naming the Village of Round Lake Beach as "additional insured". Coverage amounts must be \$2,000,000.

**Important Information: Please Read**

- A. All functions conducted within the Village must be in accordance with Village standards and, therefore, not in violation of any Village regulations or ordinances.
- B. Programs and /or organizations under the sponsorship of the Village shall, in all cases, be given first preference for an Event. Unless otherwise arranged, second preference will be extended to the Round Lake Area Park District.
- C. The Village may, at its discretion, cancel any standing permit if deemed in the best interest of the Village.
- D. All fees and charges (when applicable) must be received by the Village not later than (7) days in advance of the desired date.
- E. Applicant acknowledges that by using the premises \_\_\_\_\_, Applicant waives and releases all claims for injuries it may have or that any member, user, invitee, employee, agent, customer or participants ("Participant") in its program or use may have or which arise out of its use at the Village's facility. The Applicant also indemnifies and holds the Village harmless as provided herein. In using the facility of the Village, the Applicant recognizes and acknowledges that there are certain risks of physical injury and it agrees to assume full risk of any injuries including death, damage, or loss regardless of severity which it or any Participant may sustain as a result of participation in any and all activities connected with or associated with the Applicant's use.  
(Continued page 4.)

**2021**  
**Activities Request Application**  
**Village of Round Lake Beach**  
**Administrative Department**

The Applicant agrees to waive and relinquish all claims it may have as a result of using the Village's facilities against the Village and its officers, agents, servants, Board of Trustees, individual appointed or elected officials, and employees ("Covered Entities"). The Applicant does hereby fully release and discharge the Village and its Covered Entities from any and all claims from injuries, including death, damage, or loss which it may have or which may accrue to any Participant or the Applicant on account of its use of the Village's facility and the Applicant covenants not to sue the Village or any of the Village and its Covered Entities from any and all claims resulting from injuries, including death, damages, and losses sustained by the Village or the Covered Entities arising out of, in connection with, or in any Participant. The Applicant hereby assumes all responsibility for any bodily injury death or property damage brought about as a result of its use of the facility or the use of the facility by any Participant.

The Applicant agrees that it shall provide proper adult supervision during its activities at the facility. The Applicant shall be responsible for the cost to repair any damage to the facility or to the property of others, which occurs during its use of the facility. Additionally, the Applicant acknowledges that it has examined the facility and acknowledges that it is appropriate and adequate for the intended use by the Applicant and the Participants. The Village makes no warranty or representation about the condition of its facility. The Applicant agrees to be responsible for the costs to repair any damage to the facility, or to the property of others, which occurs during its use of the facility.

*Please be advised that the Village does not carry medical accident insurance for injuries sustained in its facilities. Therefore, the Applicant using the facility should review its own insurance policies for coverage.*

- F. Disorder among Patrons is a cause for cancellation of an Event, and may be cause for denial of future permits.
- G. No alcoholic beverages are allowed on Village property.
- H. Gambling is prohibited.
- I. In case of cancellation by the applicant, the Village reserves the right to retain the entire permit fee to cover expenses that have been incurred in preparation for the permit use. The Applicant may request a refund through the Village Administrator.

Your signature below indicates that you understand and agree to the terms and conditions set forth in this application. ***This approval is subject to the Activities Request Application which has been submitted on behalf of this request.***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date