

# ECONOMIC DEVELOPMENT DEPARTMENT

1937 MUNICIPAL WAY ♦ ROUND LAKE BEACH ♦ ILLINOIS ♦ 60073

TEL: (847) 546-2351 ♦ FAX: (847) 201-7229

## APPLICATION FOR ACCESSORY USE TO A BUSINESS OUTSIDE OR TENT SALE

Name of Applicant: \_\_\_\_\_

24 Hour Emergency Number During Event (\_\_\_\_)\_\_\_\_\_

Telephone numbers: Home (\_\_\_\_)\_\_\_\_\_ Work (\_\_\_\_)\_\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_\_

Address of Applicant:

\_\_\_\_\_

Name and telephone number of entity conducting the sale (if different from the applicant):

\_\_\_\_\_

Address of entity conducting the sale (if different from the applicant):

\_\_\_\_\_

Proposed Location of Sale Event ( if parking lot how many parking spaces will be used) :

\_\_\_\_\_

Proposed Dates and Times of Sale Event( including start times and closing time):

\_\_\_\_\_

Temporary Signs/Banners:  Yes  No

**Note:** This application must be accompanied by (1) a letter of permission from the owner of the property on which the proposed event is to occur, (2) a certificate of insurance, (3) a site plan, (4) tent information as described in the accompanying handout, and (5) the applicable fees.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Code Official: - - - - - Approved \_\_\_\_\_ Denied \_\_\_\_\_ Initials \_\_\_\_\_

Fire Marshal: - - - - - Approved \_\_\_\_\_ Denied \_\_\_\_\_ Initials \_\_\_\_\_

Police Dept.: - - - - - Approved \_\_\_\_\_ Denied \_\_\_\_\_ Initials \_\_\_\_\_

Public Works: - - - - - Approved \_\_\_\_\_ Denied \_\_\_\_\_ Initials \_\_\_\_\_

# **OUTSIDE OR TENT SALE APPLICATION ROUND LAKE BEACH**

## **THE FOLLOWING INFORMATION/DOCUMENTS MUST ACCOMPANY THE APPLICATION:**

### **1. LETTER OF PERMISSION**

If the event/activity is to be conducted on property that does not belong to the applicant, a letter over the signature of the owner, confirming permission to use the property and approving the manner in which the tent is to be secured to the ground.

### **2. SITE PLAN**

A scale drawing must be submitted showing the following details:

- (I) the area incorporating the tent location(s).
- (ii) location of, and distances from existing surrounding structures.
- (iii) location and distance from nearest emergency vehicle access.
- (iv) location, size and distance from roped off areas.
- (v) location and distance from vehicles, machinery, and/or fixtures that will not be moved during times when the tent(s) is (are) occupied.
- (vi) location and number of portable toilets ( required if the event/activity is planned as community entertainment.
- (vii) location(s) where potable water is offered if available.
- (viii) location and capacity of electrical installations.

### **3. TENT(S)**

- a. Current certificate(s) of flame resistance
- b. Is the tent open sided? (how many sides?)
- c. How will the tent(s) be secured to the ground?
- d. Submit a scale drawing ("floor plan") showing the following:
  - (i) location of the tent(s) openings,
  - (ii) fixtures and materials to be stored in the tent(s),
  - (iii) location, size, and type of fire extinguishers, and
  - (iv) location of exits
  - (v) exit and emergency lights if tent(s) has (have) sides
- e. Will cooking take place in the tent(s)? If so, list and describe the cooking equipment.

### **4. INSURANCE**

A certificate of insurance in the minimum amount of one million dollars (\$1,000,000,00), naming the Village of Round Lake Beach as the additional insured for the date(s) of the event/ activity is required.

### **5. FEES AND PERMITS**

Applicable permits will be issued only following application approval and the payment of fees. No tent or equipment shall be located or placed until the applicable permits have been issued. The total fee will include a business license fee as well as permit fees for any tents, temporary structures, signs, electrical, mechanical and plumbing installations.