

SPECIAL EVENT PERMIT
APPLICATION

Event title: _____

Applicant or sponsor: _____

Mailing address _____

City, State, Zip _____

Organization phone # _____ Fax # _____

Contact person: _____ (H)# _____ (W)# _____

Mailing address _____

City, State, Zip _____

Other sponsors _____

Are you a non-profit organization? (Circle one) Yes/No If yes, attach proof of non-profit status.

Event date(s) _____ Alternate date(s) _____

Event time: From: _____ to: _____ Set-up times: _____

Event type (check all that apply)

- | | | | |
|-----------------------------------|---------------------------------|--|--|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Race | <input type="checkbox"/> Static display | <input type="checkbox"/> Outdoor concert |
| <input type="checkbox"/> Festival | <input type="checkbox"/> March | <input type="checkbox"/> Open house | <input type="checkbox"/> Hangar Party |
| <input type="checkbox"/> Air Show | <input type="checkbox"/> Fly-in | <input type="checkbox"/> Carnival or rides | <input type="checkbox"/> Other |

Describe event: _____

Site for event: _____

Projected attendance: _____ Past attendance: _____

Number of volunteers/personnel for event: _____

Rain policy: _____

Date application made: _____

1. **ADVERTISING:** Programs and advertising materials are not to imply that the Airport Authority sponsors the special event, but the Airport Authority facilities and property are simply an event venue. Airport Authority resources are not available for advertising the special event.

2. **ATTENDANCE AND TICKETS:** Sponsor agrees that event attendance shall not exceed the code capacity of the appropriate venue. All special event sponsors are encouraged to provide tickets so that overcrowding does not occur and create a safety problem.

3. **CANCELLATION POLICY:**

a. Sponsor may cancel this permit, without penalty, if the special event is cancelled more than 45 days before the special event. A special event cancelled between 14 and 30 days prior to the event may forfeit fifty percent (50%) of the deposit. A special event cancelled less than 14 days prior to the event will forfeit one hundred percent (100%) of the deposit, and sponsors will be responsible for any applicable costs above the amount of the deposit.

b. If, for any reason except an act of God, this permit is cancelled by the sponsor beyond the cancellation clause contained herein, or a change of dates is required by the sponsor for any reason other than an act of God, then the sponsor agrees to reimburse the Airport Authority for the Airport Authority's *bona fide* out-of-pocket expenses immediately upon presentation of a certified statement of such expenses to the sponsor or his or her representative.

4. **FOOD AND LIQUOR:** Outside catering must be approved by special arrangement. Alcoholic beverages may not be served without a proper permit.

5. **LIABILITY:** The special event sponsor agrees for itself and/or its employees, agents, volunteers or organizers associated or to be associated with the activity for which the permit is being sought to waive and relinquish all claims that may result in any manner against the Airport Authority, its agents, public officers, officials or employees and authorized volunteers, from said sponsored event or activity, except for acts caused by the willful and wanton misconduct of employees of the Airport Authority acting within the scope of their employment.

The special event sponsor hereby agrees to indemnify and hold harmless the Airport Authority, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses or expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including, but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the Airport Authority acting within the scope of their employment. Further, the

event sponsor agrees to indemnify the Airport Authority and any of its agents, public officers, officials or employees and authorized volunteers, for any attorney's fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of Airport property or operation of the event as set forth in the application for a special event permit.

6. PROCEDURE FOR SPECIAL EVENTS PERMITS: This Special Event Permit Application, with a detailed site plan attached, and any other applicable documents as outlined herein or required by the Special Events Ordinance, must be remitted to the DuPage Airport Authority, 2700 International Drive, Suite 200, West Chicago, Il 60185 no later than **one hundred twenty days (120)** prior to the opening day of the event. Sponsors of events requiring an airspace waiver or the issuance of a NOTAM must submit their applications six (6) months prior to the event. Applications received late or incomplete may be denied. The Application will then be forwarded to the Executive Director and Board of Commissioners of the DuPage Airport Authority for consideration of approval, denial and scheduling.

7. BOND/WARNING: The Airport Authority may require a compliance bond to cover the cost of potential damages resulting from an event or violations of this Ordinance or permit granted under same. The bond amount shall be set by the Airport Authority, in their exclusive judgment, and the permit shall not be issued until said amount is received. Should the Airport Authority determine there has been a violation of this Ordinance or the permit granted under same, the Airport Authority may apply any or all of the bond to defray costs incurred by the Airport Authority. This shall not limit the Airport Authority's rights or remedies, whether at law or in equity, and shall not be treated as liquidated damages.

8. INSURANCE REQUIREMENTS: Proof of insurance is required from all special event sponsors prior to the event. Please provide a Certificate of Insurance along with your completed application to the DuPage Airport Authority, 2700 International Drive, Suite 200, West Chicago. IL 60185. The Certificate of Insurance shall name the Airport Authority, its officers, agents, employees and representatives, as additional insureds. This Certificate shall cover the entire time for which the permit is issued and shall include, at a minimum, a liability insurance policy or policies in an amount of not less than One Million Dollars (\$1,000,000) for bodily injury to any one person or for any one accident. The Airport Authority reserves the right to require additional or lesser amounts of insurance depending on the planned activities. Insurance coverage shall be from companies and in amounts acceptable to the DuPage Airport Authority. Failure to provide evidence of said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

9. PERMITTED USE OF AIRPORT PROPERTY: Whereas the special event sponsor agrees to use the Airport property for staging of _____, the Airport Authority does hereby agree to permit these premises for said use for the date(s) of _____ through _____ 20___. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application and further agrees to all requirements contained in the Special Events Ordinance and Rules and Regulations of the Airport Authority. Sponsor further agrees that, within thirty (30) days of the conclusion of the event, it will, at its own expense, provide for the repair,

replacement or maintenance of any damaged, lost or stolen portions of the subject property, including, but not limited to, landscaping, street or buildings and/or pavement.

10. FAA PROVISIONS: Sponsor agrees to abide by all FAA provisions and the Rules and Regulations of the Airport Authority. Sponsor further agrees to abide by all federal, state and local non-discrimination laws, including the provisions listed under the heading "Title VI of the Civil Rights Act of 1964" contained in the Rules and Regulations of the Airport Authority incorporated herein by this reference and made a part hereof.

11. AUTHORIZED SIGNATURES: The undersigned does hereby attest that he/she is authorized to bind the sponsor and/or its employees, agents, volunteers, or organizers associated, or to be associated, with the activity for which the permit is being sought to the terms of this agreement. The undersigned hereby acknowledges receipt of copies of the Special Events Ordinance and Rules and Regulations of the DuPage Airport Authority and has read and understands all requirements outlined therein. The undersigned does hereby affirm and attest that all of the information given to the DuPage Airport Authority in conjunction with this Application is true and correct. The undersigned does hereby agree to abide by all rules and regulations outlined herein and to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event at the DuPage Airport, as outlined herein and provided in the Special Events Ordinance. The undersigned understands that failure to follow all requirements outlined herein, in the Special Events Ordinance and/or in the Rules and Regulations of the DuPage Airport Authority may result in the denial or revocation of the special event permit and forfeiture of any fee or bond paid to the Airport Authority.

PERMIT APPLIED FOR AND ALL TERMS AND STIPULATIONS AGREED TO BY:

Company/Entity Name (if applicable)

Name (please print)

Signature

Title (if applicable)

Date

*****Space Below for Use by the DuPage Airport Authority

Date application received: _____

Received by: _____

Date of approval: _____

Approved by: _____