



## Special Events Application Process

### General Information

All special events planned and/or anticipated to be held at Chicago Executive Airport by a Fixed Base Operator (FBO), flight services organization, flight school, or tenant of the airport must obtain authorization for the special event from the Executive Director. Special events shall include, but are not limited to:

- Any social gathering (private, non-private, and/or charity) of non-employees within a building and/or structure located at Chicago Executive Airport (ex. Charity auctions, trade shows, etc.)
- Any distribution and/or dispensing of alcoholic beverages (free or for sale) within any building and/or structure located at Chicago Executive Airport.
- Any use of a building and/or structure located at Chicago Executive Airport that is contrary to its intended primary purpose (ex. Use of an aircraft hangar for social gatherings, etc.).
- Any event or gathering (private, non-private, and/or charity) within the fenced confines of Chicago Executive Airport (ex. Static aircraft display, car show, etc.).
- Any display (visual, static, or audible) that may directly or indirectly present a problem, hazard, or nuisance to the operations at Chicago Executive Airport and/or the immediately surrounding community (ex. Fireworks, musical band, advertising blow-up displays, etc.).

### Application Process:

1. The applicant shall obtain the "Chicago Executive Airport Special Events Application" as well as the Village of Wheeling "Special Event Application" (hereafter referred to as the "applications") from the office of the Chicago Executive Airport Executive Director (hereafter referred to as the "Executive Director") during regular business hours or electronically via the Chicago Executive Airport website or by email to Jamie Abbott, Executive Director: [jabbott@chiexec.com](mailto:jabbott@chiexec.com).
2. The applicant shall return the completed applications to the Executive Director a minimum of ten (10) business days prior to the scheduled date of the special event. Submission of a completed applications less than ten (10) business days prior to the scheduled date of the special event shall be grounds for denial of the approval for the special event at the discretion of the Executive Director.
3. Upon receipt of the completed applications, the Executive Director will forward the completed application to the following agencies for review and approval and/or denial:
  - Health Department (City of Prospect Heights or Village of Wheeling; depending upon which portion of Chicago Executive Airport the special event will be conducted on and if food and/or beverages are provided at the special event).
  - Prospect Heights Fire Protection District

- Prospect Heights Police Department
- Prospect Heights City Administrator
- Wheeling Fire Department
- Wheeling Police Department
- Wheeling Village Manager

Each agency is responsible for reviewing the applications and forwarding it along with his/her recommendation for approval or denial of the special event to the next reviewing in a timely manner. If the recommendation is for “denial” of the special event, the reviewing agency shall attach a brief written explanation as to his/her rationale for denial to the application packet.

4. The application packet shall be returned to the Executive Director, upon completion of the review process by all reviewing agencies.
5. The Executive Director shall review the application packet. Based upon the information provided by the reviewing parties, the Executive Director shall approve or deny the request to conduct the special event.
6. Once approved or denied by the Executive Director, a copy of the complete application packet with all supporting documentation shall be provided to the applicant, as well as all agencies involved in the review process.

#### Conditions of Approval:

**Once a special event is approved, it is the responsibility of the applicant to obtain and comply with any and all special conditions, permits, inspections, and/or certificates of insurance associated with the approval.** Failure to comply with any and all conditions, as well as any applicable airport rules and regulations shall be grounds for immediately revoking the special event approval, until the associated infraction is resolved to the satisfaction of the Executive Director.

**CHICAGO EXECUTIVE AIRPORT  
SPECIAL EVENTS APPLICATION**

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ AM PM TO: \_\_\_\_\_ AM PM

EVENT LOCATION/HANGAR NUMBER: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

EVENT CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_ BUSINESS TELEPHONE: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ CELLULAR TELEPHONE: \_\_\_\_\_

**EVENT ACTIVITIES:**

• AIRCRAFT STATUS \_\_\_\_\_ IN HANGAR \_\_\_\_\_ OUT OF HANGAR

• FIRE LANE(S): \_\_\_\_\_ UNOBSTRUCTED \_\_\_\_\_ OBSTRUCTED/LIMITED ACCESS

DESCRIBE: \_\_\_\_\_

• SITE SECURITY PROVIDED: \_\_\_\_\_ NO \_\_\_\_\_ YES (BY WHOM): \_\_\_\_\_

\_\_\_\_\_

• SPECIAL OUTSIDE LIGHTING: \_\_\_\_\_ NO \_\_\_\_\_ YES (DESCRIBE): \_\_\_\_\_

\_\_\_\_\_

*(ALL SPECIAL OUTSIDE LIGHTING MUST NOT PRESENT A VISIBILITY HAZARD TO AIRCRAFT ON THE GROUND OR IN THE AIR. ALL SPECIAL OUTSIDE LIGHTING IS SUBJECT TO REVIEW BY THE EXECUTIVE DIRECTOR AND MAY REQUIRE APPROVAL BY THE FAA.)*

FOOD SERVED: \_\_\_\_\_ NO \_\_\_\_\_ YES (DESCRIBE): \_\_\_\_\_

\_\_\_\_\_

ALCOHOLIC BEVERAGES: \_\_\_\_\_ NO \_\_\_\_\_ YES (DESCRIBE): \_\_\_\_\_

\_\_\_\_\_

*(ATTACH COPY OF CURRENT LIQUOR LICENSE FOR BUSINESS AND/OR CATERING COMPANY. ATTACHED COPY OF DRAM SHOP INSURANCE SHOWING CHICAGO EXECUTIVE AIRPORT AS AN ADDITIONALLY INSURED PARTY, IF ALCOHOLIC BEVERAGES ARE "SOLD" TO PATRONS ATTENDING THE EVENT.)*

• ADDITIONAL TRASH CONTAINERS \_\_\_\_\_ NO \_\_\_\_\_ YES (DESCRIBE): \_\_\_\_\_

\_\_\_\_\_

• PORTABLE TOILETS PROVIDED: \_\_\_\_\_ NO \_\_\_\_\_ YES (NUMBER PROVIDED): \_\_\_\_\_

- SMOKING PERMITTED: \_\_\_\_ NO \_\_\_\_ YES (DESCRIBE): \_\_\_\_\_

*(SMOKING IS PROHIBITED IN AIRCRAFT HANGARS, AIRCRAFT OPERATION AREAS, FUEL STORAGE AREAS, PUBLIC APRON AND AIRCRAFT PARKING AREAS, AND WITHIN 50 FEET OF ANY FUEL CARRIER AND/OR AIRCRAFT.)*

- LIVE ENTERTAINMENT: \_\_\_\_ NO \_\_\_\_ YES (DESCRIBE): \_\_\_\_\_

- PYROTECHNICS/OPEN FLAMES: \_\_\_\_ NO \_\_\_\_ YES (DESCRIBE): \_\_\_\_\_

*(ANY PYROTECHNIC DISPLAYS AND /OR USE OF OPEN FLAMES ARE SUBJECT TO REVIEW AND APPROVAL BY BOTH FIRE DEPARTMENTS AND OBTAINMENT OF A WAIVER BY THE EXECUTIVE DIRECTOR TO ANY APPLICABLE AIRPORT RULES AND REGULATIONS.)*

- WALL/CEILING DECORATIONS: \_\_\_\_ NO \_\_\_\_ YES (DESCRIBE): \_\_\_\_\_

- HANGAR BAY DOOR(S): \_\_\_\_ CLOSED \_\_\_\_ OPEN (SECURITY PLAN DESCRIPTION):

- EXIT DOOR(S): \_\_\_\_ OPEN \_\_\_\_ RESTRICTED/SECURED (DESCRIBE): \_\_\_\_\_

- TEMPORARY POWER AND/OR LIGHTING PROVIDED: \_\_\_\_ NO \_\_\_\_ YES (DESCRIBE):

*(ANY TEMPORARY POWER AND/OR LIGHTING IS SUBJECT TO CITY/VILLAGE PERMITS AND INSPECTION BY THE APPLICABLE COMMUNITY, PRIOR TO USAGE.)*

MISCELLANEOUS/ADDITIONAL INFORMATION: \_\_\_\_\_

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**SIGNATURE OF SUBMITTER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEW AND APPROVALS**  
**(OFFICE USE ONLY)**

<b>HEALTH DEPT (IF FOOD AND/OR BEVERAGES PROVIDED):</b>  _____ APPROVE _____ DENY  SIGNATURE: _____	
<b>WHEELING FIRE DEPARTMENT:</b>  _____ APPROVE _____ DENY  SIGNATURE: _____	<b>PROSPECT HEIGHTS FIRE PROTECTION DIST.:</b>  _____ APPROVE _____ DENY  SIGNATURE: _____
<b>WHEELING POLICE DEPARTMENT:</b>  _____ APPROVE _____ DENY  SIGNATURE: _____	<b>PROSPECT HEIGHTS POLICE DEPARTMENT:</b>  _____ APPROVE _____ DENY  SIGNATURE: _____
<b>WHEELING VILLAGE MANAGER:</b>  _____ APPROVE _____ DENY  SIGNATURE: _____	<b>PROSPECT HEIGHTS CITY MANAGER:</b>  _____ APPROVE _____ DENY  SIGNATURE: _____

**EXECUTIVE DIRECTOR REVIEW:**

\_\_\_\_\_ APPROVE \_\_\_\_\_ DENY (REASON): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF EXECUTIVE DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_



## SPECIAL EVENT APPLICATION

The following form serves as an application for your proposed event. It is intended for the use by a person or organization planning an event in the Village of Wheeling that includes any of the following:

- **Use of public property including Village streets;**
- **Use of Village services.** (i.e. electrical or water needs, traffic and parking coordination, paramedic services, etc.);
- **Outdoor events held by businesses that are open to the general public** (i.e. sidewalk sales, tent sales, parking lot promotions, etc.); or
- **Temporary events involving liquor sales or raffles.**

### Application Deadline:

- Complete this application at least six (6) weeks prior to the proposed event to ensure proper review and approval.
- For larger events involving the coordination of multiple Village services, it is highly recommended that the special event application be submitted several months in advance of the event.
- The application deadline for minor events involving only sidewalk sales, promotional events, or tent sales on private property is ten (10) days prior to the event.

### Please submit the following along with this application:

- **SITE PLAN:** Showing the event layout including sales area and equipment placement.
- **PROPERTY OWNER PERMISSION:** Include a signed written statement from the property owner granting permission for the event (including the date, time, & location).

For questions or additional applications, contact the Community Development Department:

[specialevent@wheelingil.gov](mailto:specialevent@wheelingil.gov)

2 Community Blvd., Wheeling, IL 60090

phone: 847-459-2620

fax: 847-499-2656

### The following permits and/or licenses may be required for a special event:

Tent Permit - \$33.00	Temporary Business License- \$52.75
Electric Permit - \$46.00	Temporary Sign/Banner Permit - \$33.00
Inflatable Sign/Display Permit - \$79.00	Raffle/Bingo License - \$26.50
Building Permit - \$46.00	Temporary Liquor License – fee varies
Temporary Food Service Permit – no fee	

Please be advised that certain events, such as events involving amusement rides or events located on public property may be required to provide a Certificate of Insurance and a Hold Harmless Agreement. The contact person will be provided more information when this applies.

In rare instances, the Village may deny a request for an event if it is determined that it may jeopardize the health or safety of the public or may cause damage to public property.

# WHEELING SPECIAL EVENT APPLICATION

## Information for Proposed Community Event

Name of Event:

Name of Business/Organization Planning the Event:

Business/Organization Address:

Contact Person Name:

Contact Numbers: Home Phone: Work:

Cell: Email:

Date(s) of Event: Time (start to finish) of Event:

Location of Event:

Will food be served at event?  YES  NO

If yes, request & complete the Temporary Food Service Permit Application.

Will alcohol be served at the event?  YES  NO

If yes, request & complete the Temporary Liquor License Application.

Will live music be provided?  YES  NO

Brief description of event:

Type of Event: (check all that pertain)

Sidewalk/Parking Lot Sale  Festival  Arts & Craft Show

Radio/Television Broadcast  Promotional  Fundraiser

Carnival / amusement rides  Car Show  Petting Zoo

Run/Walk/Bike Event  Other \_\_\_\_\_

Services for Special Event: (check all that pertain)

Signs/Banners  Tent  Inflatable equipment/display

Water usage  Stage  Portable Toilets/Sinks

Amplifier/Public Address System  Electrical wiring and/or generator

Raffle/Bingo  Other \_\_\_\_\_