



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 the Executive Director: info@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: _____

SIGNATURE OF SUBMITTER: _____ **DATE:** _____

REVIEW AND APPROVALS
(OFFICE USE ONLY)

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

EXECUTIVE DIRECTOR REVIEW:

_____ APPROVE _____ DENY (REASON): _____

SIGNATURE OF EXECUTIVE DIRECTOR _____ DATE: _____