



847-931-6770 

specialevents@cityofelgin.org 

cityofelgin.org/specialeventspermit 

150 Dexter Court, Elgin, IL, 60120 

# TENT PERMIT APPLICATION

*If you are planning to use or rent tents larger than 10-by-10 feet this application is for you.*

## WHAT YOU SHOULD KNOW

- ▶ This application serves as the starting point for events. Additional applications may be required.
- ▶ Your permit fee and any additional charges will be determined after submission of all documentation. There is no fee for this permit application, but other charges, such as staffing, may apply.
- ▶ Additional documents that you will need to submit with your application:
  - ▶ Certificate of Insurance
  - ▶ Layout that is to scale of your event that includes the locations and dimensions of the tent(s).
- ▶ Completed application must be submitted to the Special Event Coordinator no less than 14 days before your event. Submission of an application does not guarantee approval.
- ▶ Applications are reviewed and approved by the Community Engagement Committee.
- ▶ This application can be emailed to specialevents@cityofelgin.org or sent to: City Hall Attn: Special Events, 150 Dexter Court Elgin, IL 60120.
- ▶ Tent requirements and regulations:
  - ▶ Each tent must have a fire break of 12' after every 6 tents.
  - ▶ Vendors may not cook underneath the tent(s)
  - ▶ Every tent over 700 square feet must have a fire extinguisher.
  - ▶ The fire resistance certificate on the tent matches the certificate that was pre-approved, unless permission by the Fire Department is given.
  - ▶ The Fire Department or designee will coordinate an inspection of all tents on site during event set up. If these guidelines are not followed, the Fire Department will not permit the tent to remain up.

## APPLICANT INFORMATION

*This will be our city staff's contact person during the application process. This is where all correspondence will be sent during this permit process.*

\_\_\_\_\_  
APPLICANT'S FULL NAME

\_\_\_\_\_  
APPLICANT'S EMAIL ADDRESS

\_\_\_\_\_  
APPLICANT'S ADDRESS (STREET, CITY, STATE, ZIP)

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APPLICANT'S PHONE NUMBER

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## CONTRACTOR INFORMATION

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*This is for information regarding the owner of the tent, whether rented, self-owned, or borrowed.*

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FULL NAME

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COMPANY NAME (IF APPLICABLE)

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ADDRESS (STREET, CITY, STATE, ZIP)

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PHONE NUMBER

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EMAIL ADDRESS

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## TENT AND EVENT INFORMATION

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DATE(S) OF EVENT, TIME OF EVENT

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SET-UP DATE FOR TENT(S) / TEAR-DOWN DATE

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SET-UP TIME FOR TENT(S) / TEAR-DOWN TIME FOR TENT(S)

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LOCATION OF TENT(S)

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DESCRIPTION/SIZE OF TENT(S)

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## ADDITIONAL REQUIREMENTS

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*The applicant must provide the department with a certificate of general liability insurance naming the city as additional insured with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and with a general aggregate limit of not less than two million dollars (\$2,000,000). Such insurance shall be primary and noncontributory to any insurance carried by the city and the insurance shall not be terminated or cancelled for any reason without thirty (30) days advance written notice to the city. This insurance shall not be required for residential block events, parades and noncommercial expressive activities protected under the first amendment of the constitution of the United States.*

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## APPLICANT SIGNATURE

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*Please sign below stating that all of the above referenced City ordinances and policies have been read, agreed to, and will be followed by the event sponsor in accordance with the proposed special event. Please sign below to confirm that you have included the non-refundable application fee with this application. Please note that additional fees may be incurred for City services.*

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APPLICANT SIGNATURE

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DATE

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APPLICANT NAME (PRINT)