



## LARGE EVENT RENTAL ADDENDUM

Submit this form with a Rental Application for events that have 100+ attendees, are open to the public, or utilize Village of Arlington Heights streets. Additional documentation or VAH permits may be required. Submission of an application and required documentation does not guarantee that the application will be approved or a permit issued.

Revised 1/1/24

NAME OF APPLICANT/ ORGANIZATION AGENT \_\_\_\_\_

DAY OF EVENT PHONE NUMBER \_\_\_\_\_

IS THE EVENT PRIVATE OR OPEN TO THE PUBLIC? \_\_\_\_\_

IF PUBLIC, HOW WILL THE EVENT BE PUBLICIZED AND PROMOTED? \_\_\_\_\_

HOW MANY PEOPLE, IN TOTAL, DO YOU EXPECT TO ATTEND THE EVENT? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

WHERE WILL ATTENDEES PARK, USE REST ROOMS, AND SEEK EMERGENCY SHELTER? \_\_\_\_\_

HOW WILL THE SITE BE CLEANED AND EXCESS TRASH REMOVED POST-EVENT? \_\_\_\_\_

### DOES THE EVENT INCLUDE THE FOLLOWING? Check all that apply:

- |                            |                      |                        |                 |
|----------------------------|----------------------|------------------------|-----------------|
| Tent larger than 10'x12'** | Inflatable**         | Stage**                | Banner or signs |
| Contracted entertainment   | VAH street closures  | Food Truck             | Generator       |
| Amplified music            | Raffle or Fundraiser | Other delivered items* |                 |

\*\*TENTS, STAGES, INFLATABLES, AND OTHER LARGE ITEMS MUST BE SECURED WITHOUT STAKING. HOW WILL THESE ITEMS BE SECURED? \_\_\_\_\_

AT WHAT TIMES WILL DELIVERED ITEMS BE DROPPED OFF AND PICKED UP? (Renter must be on site at all times there are items related to the event on site.) \_\_\_\_\_

Please be aware, permits do not include the exclusive use of AHPD parking lots, public spaces within buildings, outdoor paths or sidewalks, playgrounds, or other non-rentable amenities.

**SIGNATURE OF APPLICANT**

**DATE**

\_\_\_\_\_

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