

MIRACLE ON MAIN ST.

Nonprofit Organization Application



Application: November 1st, 2025

At the Heart of Community

Event Date: Saturday, December 6th, 2025 from 3-6:30pm

Applicant Name(s) _____

Organization Name _____

Organization Address _____

City _____ State _____ Zip Code _____

Phone # Cell # Fax #

[Email Address](#) [Facebook](#) [Twitter](#) [YouTube](#) [Instagram](#)

[Website](#)

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Any organization approved to be present at Miracle on Main Street must be aligned with the mission of the Village of Lake Zurich. The organization will not be assessed a fee, but please note that the organization MUST provide a free activity and/or provide free giveaways to the participants. Fundraising for your organization will be allowed, however, please note that it is allowed at your booth only. No walking of the event area to do so. Raffles are not allowed. The organization's free activity and/or free giveaway to be promoted on the event materials is the following:

Electricity will not be available. Are you looking to bring a generator? Yes / No

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GENERAL EVENT INFORMATION

- Applications will be accepted on a first come, first serve basis.
- Incomplete, partial, or unsigned applications will not be accepted.
- Submittal of an application does not guarantee approval as an Miracle on Main Street vendor/organization. All submitted applications will be reviewed, and applicants will be contacted by email about their status no later than November 5, 2024.

Once accepted as a Miracle on Main Street vendor/organization, applicants shall obtain and submit the following administrative documents no later than November 1, 2025:

- Copy of your current certificate of insurance showing general liability of at least \$1,000,000 per occurrence, and naming the Village of Lake Zurich as an additional party insured (70 East Main Street, Lake Zurich, IL 60047).

EVENT SPACE

A vendor/organization rental space is the equivalent of 2 standard parking spaces, approximately 20'x 20'. All items and equipment shall fit into and remain within that space. Items outside that area are subject to removal. Location will be assigned at the sole discretion of the Village of Lake Zurich and will be dependent on Village regulations, pedestrian flow, and optimal layout of the event.

- Vendors/organizations are responsible for providing their own equipment including, but not limited to, a tent/weights, tables, chair, cooking equipment, inventory, etc.
- The sidewalk behind each vendor/organization shall be kept clear for foot traffic. All boxes, supplies, etc., need to be kept within your space.
- Vendors/organizations are not allowed to consume alcoholic beverages during event hours.
- Vendors/organizations shall remain open during the entire event and may not close down until 7 PM. Vendors are expected to make adequate preparations to serve the community throughout the whole event.
- Vendors/organizations are not allowed to walk the street selling their items.
- Vendors/organizations are not allowed to change their items for sale that was submitted on their application without prior approval from the Village of Lake Zurich staff.
- A vendor/organization may not transfer their space to another vendor without the prior written permission of the Village of Lake Zurich Recreation Director.

EVENT SET-UP

- Main Street will be closed to traffic beginning at 10 AM and vendors will begin arriving at 12 PM. Vendors/organizations may not enter the area or begin setting up prior to the closing of Main Street. This includes businesses located on Main Street.
- Vendors/organizations will receive written information prior to the event detailing when and where they should check in and when they may begin setting up.
- All vendors/organizations shall be set up and ready for inspection by Village of Lake Zurich and Lake County government authorities no later than 2:30 PM

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WAIVER AND LIABILITY AGREEMENT

Hold Harmless. The vendor agrees to hold the Village of Lake Zurich, its directors, staff, employees, representatives, agents, and volunteers harmless against all claims and damages that vendors or others may sustain as a result of direct or indirect action of the vendor or any agent of the vendor in connection with the vendor's participation in the event. The vendor will not hold the Village of Lake Zurich or its agents responsible for any claim, loss, or injury arising in any fashion from vendor's participation in the event and will indemnify the Village of Lake Zurich against any such loss or claim. Risk of Injury. Vendor assumes the full risk of any illness and personal injuries of any kind and all damages or losses of any kind which it or its employees may sustain arising out of or relating to the vendor's participation in the event. Waiver of Claims. All vendors agree to waive and relinquish any and all claims or causes of action of any kind that it or its officers, employees, volunteers, and agents may have against the Village of Lake Zurich and the Village Affiliates arising out of or relating to the event. Release from Liability. All vendors fully release and discharge the Village of Lake Zurich and the Village Affiliates from any and all claims or causes of action of any kind, including but not limited to illness, injury, death, damages or losses of any kind which the vendors, the vendors' business or its officers, employees, volunteers, agents or members of the public may have or which arise out of or relate to the event.

REQUIRED DOCUMENTS

Admission will be determined by the Village of Lake Zurich staff and based on the best interests of the Miracle on Main Street event. Confirmation of acceptance will be sent to all accepted organizations via email no later than November 1, 2025.

- Miracle on Main Street nonprofit organization applications can be completed online, printed and dropped off in person, scanned and emailed, or mailed to the address below along with payment.

Village of Lake Zurich
200 S. Rand Road
Lake Zurich, Illinois 60047
Attn: Marisa Boynton – Miracle on Main Street
E: Marisa.Boynton@lakezurich.org

Yes, I would like to participate in the 2025 Miracle on Main Street event, and hereby agree to sell or offer for sale at the Village of Lake Zurich Miracle on Main Street event only such items which are listed on the application. I/We swear that all information is correct and complete to the best of my/our knowledge. I/We at this moment affirm that I/we have read and understand the RULES OF OPERATION and agree to abide by all rules that have been established for the operation of the Lake Zurich Miracle on Main Street event. I/We acknowledge full responsibility for all activities and conduct. I/We further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Lake Zurich harmless and to indemnify the Village of Lake Zurich from any and all claims arising under this permit. I/We also affirm that I/we carry an insurance policy that will protect against liability and that I/we shall carry proof of said insurance when attending the Village of Lake Zurich Miracle on Main Street event. Enclosed with this is my completed application.

Signature _____ Date _____

For Office Use Only:

Date Registration Received

Electricity

Certificate of Insurance

Payment Amount