



VILLAGE OF LAKE ZURICH EXTERNAL SPECIAL EVENT APPLICATION



EXTERNAL SPECIAL EVENTS

Village of Lake Zurich External Special Events

An External Special Event Application is required for any public or private event held on Village property. There are several Village departments involved in the special event process; this policy centralizes the administration of External Special Events with the Village of Lake Zurich's Park & Recreation Department. Events held on private property that do not utilize any Village services do not require an External Special Event Application. Block party application requests must be obtained and processed through Village Hall.

External Special Event Application Process

Application Submission: The Park and Recreation Department handles External Special Event Applications, distributing them to relevant Village staff for review.

Returning Events: Events held annually have priority if their application is submitted by December 21st of the preceding year.

Application Timeline: Applications must be submitted at least 90 days before the event. All necessary permits must be obtained 30 days before the event, or the Village reserves the right to modify or cancel the event.

Approval Process: The Village will approve or deny applications within 60 days of receipt of the application. New event applicants will need to present to the Park and Recreation Advisory Board and the Village Board.

Denial of Application: If an application is denied, the reasons will be provided in writing. Appeals can be made to the Village Manager, whose decision is final.

Site Plan: A site plan showing the event layout is required. Failure to provide this may result in application denial.

References: For new event applications, please provide three (3) professional references along with your submission.

Application Timeline



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Policies and Procedures

Park Usage: The Village does not grant exclusive use of their parks or outdoor facilities.

Park Usage Fees: Park usage fees include administration services prior to the event by Park and Recreation staff, as well as general event setup, and post event clean up handled by the Village of Lake Zurich Public Works. (See External Special Event Fees)

Scheduling Runs/Walks: Runs/walks with road closures are limited to Sunday mornings and must be completed by 12 PM.

- Only one (1) run/walk is permitted per month unless an exception is approved.
- Only one (1) triathlon will be permitted to operate per year, and must be in July. Street closures require organizers to notify residents and businesses within two (2) weeks of event day.
- Races with street closures may require IDOT approval. Event organizers may need to submit supporting documents. Races that extend outside of Lake Zurich require event organizers to obtain proper approvals and supporting forms from outside cities or villages. (See *Resources*)
- The required number of safety and police personnel for races will vary depending on the type of race, participant count, and location. A meeting with the Traffic Division Sergeant is mandatory to assess needs, and all recommendations regarding staffing must be adhered to. (See *Fees*)

Public Safety Costs: Applicants are responsible for any public safety costs related to event including staff and equipment. The need for public safety personnel or equipment at events is determined by the Village of Lake Zurich. All fees are based on actual costs. The Village will invoice after the event. If an event is cancelled with less than 72 hours notice, the applicant/organization will be responsible for paying two hours pay per safety personnel per contract requirements. This includes cancellations due to weather. Applicants are not allowed to provide their own public safety staff (police/fire/medical) without prior approval of the Village of Lake Zurich (See External Special Event Fees)

Revenue Reports: For ticketed events with paid entry, post-event financial reports must be submitted within 30 days.

Liability Insurance/COI: The contractor will maintain a general liability policy with \$1,000,000 combined single limits with a \$2,000,000 aggregate, naming the Village as an additional insured must be submitted one month before the event. (See *Resources*)

Liquor Licenses: Events serving alcohol require a separate permit and liquor liability insurance. Applications must be submitted at least 30 days before the event. (See *Resources*)

Meetings: The Village staff may require meetings leading up to your event to discuss details.

Agreement Termination: The Village can cancel the agreement at any time and is not liable for expenses incurred due to termination.

Regulation Compliance: Applicants must comply with all relevant laws and ordinances, or future event requests may be denied. (See *Park Rules*)

Emergency Procedures: Organizers must submit an Emergency and Crisis Management Plan and provide contacts using either the provided templates or their own. (See *Resources*)

Parking: Parking is only allowed in designated parking spaces. Parking on the grass is not allowed. For events with over 500 attendees, external parking approval is required from Garden Homes Commercial Properties. COI required. (See *Resources*)

Additional Handicap Parking: Any additional handicap parking is to be provided by the event organizer. The Village recommends a designated handicap drop off area. (See *Resources*)

Event Equipment: Applicants must provide all necessary equipment.

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Restroom Facilities: Event organizers must provide adequate restroom facilities, including ADA-compliant and must provide adequate cleaning services for facilities during the event. The Paulus Park restrooms have four standard toilets and two accessible stalls in both the men's and women's facilities and are open from May 1st to October 1st. (See *Resources*)

Site Cleanup & Trash Disposal: Organizers are responsible for event trash maintenance and post-event cleanup and trash removal. Failure to comply may result in additional charges or denial of future permits.

Digging & Staking: Digging or staking is prohibited in paved areas. Non-paved areas require clearance through JULIE. The Applicant Organization is responsible for contacting JULIE (1-800-892-0123, or dial 811) prior to event set-up. The date and time that you are legally allowed to begin your digging/staking will be 48 hours/2 business days from the time that JULIE processes your request but no more than 14 days after receipt of confirmation. The applicant will be responsible for the cost of any damages to underground utilities, including irrigation lines. (See *Resources*)

Electrical: Applicants can use on-site power or provide their own generators. (See *Park Map*)

On Site Food Vendors: All food vendors on-site require a temporary food service permit and inspection is required for outdoor events where food is served to the public on a temporary basis. Permits can be obtained by Lake County Health Department. Vendor list must be present to the Park and Recreation Department and are subject to inspection on the day of event by Lake County Health Department and Fire Marshal. Final list of vendors due one week prior to event. (See *Resources*)

Park Concessionaire: Paulus Park does have an on-site concessionaire operating from April 15-September 15. (See *Resources*)

Vendors: All outside vendors must be approved by the Park and Recreation Department. Final list of vendors due one week prior to event. Unapproved vendors found on-site will be removed at the Village's discretion.

Attractions: Organizers planning to include amusement rides, carnival attractions and inflatables must provide details in their application. All attractions must be approved by the Park and Recreation Department, and may need to be inspected by Illinois State officials. Illinois Department of Labor Inspection Reports are due 30 days prior to event day. Unapproved attractions will be removed or shut down. Attractions must be relocated after three days to limit park grounds damage.

Inspections: Event locations must comply with all relevant codes. Applicants are responsible for scheduling inspections and paying associated fees. The Village of Lake Zurich's building and zoning department requires an inspection of assembly tents as well as fire retardant certificates (tents larger than 10x10).

Raffles: As per Village Ordinance 3-2-12, raffles are only available for non-profit organizations. A Raffle Permit must be submitted to the Police Department at least 30 days in advance of the event. (See *Resources*)

Merchandise Sales: Sales require prior approval and must be out of the public right-of-way unless otherwise authorized.

Amplified Sound: All sound must be approved before the event. Speakers must face away from the lake to minimize noise pollution and protect wildlife and event organizers must be mindful on the impacts of sound on the surrounding residents.

Outside Security: Any external security hired for an event must be reviewed and approved by the Village Police Department.

Filming: Filming on private property is unregulated, but filming on public sidewalks must not block access. Only event attendees may be filmed, and organizers must display signage indicating that filming is in progress.

Tree Usage: Any tree decorations require Village Arborist approval, along with a pre-event and post-event walk-through for placement and clean-up.

Fireworks/Pyrotechnics: Fireworks and pyrotechnics are not allowed on Village property.

Scaffolding: Any scaffolding brought on to the property will require additional inspections and approvals from the Village of Lake Zurich.

Set Up: Set-up must begin at the approved date and time designated by the event organizer and park authorities. Any changes to the set-up schedule must be communicated and approved ahead of time. Setup on public roadways is only allowed after 5 AM on the event day.

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Event Signage: For event signage outside of event dates, a sign permit is required. (See *Resources*)

Deliveries: Event staff must be present for the delivery of all event amenities, such as portable restrooms, event equipment, and other materials. The event staff is responsible for guiding delivery vehicles to ensure they follow approved paths and procedures. Any set up that restricts areas of the park to the public outside of specified event days may incur an additional Set Up Fee. (See *External Special Event Fees*)

Vehicles: All vehicles entering the park must be approved in advance and adhere strictly to the designated driving paths for safety and protection of park grounds. (See *Park Map*)

- No vehicles are allowed to enter the park once the event has started.
- Vehicles are permitted to exit the park only after the event has concluded. If the event concludes during park opening hours, approval must be sought for vehicular traffic, and all vehicles must be led out by an event staff member to ensure safety.
- Any exceptions for vehicle movement during park opening hours must be granted by park authorities.

Tear Down: Cleanup must be completed immediately after the event unless otherwise authorized.

External Parking Lot: If external parking has been secured for the event, organizers are responsible for site maintenance during event, and post event trash removal. Specific trash bags must be used. (See *Resources*)

General Compliance: All event staff and vendors are required to comply with park rules and event guidelines to ensure the safety of attendees and the preservation of park facilities. (See *Park Rules*)

Cancellation Policy

Event Cancellation by the Organizer

Organizers must provide written notice of cancellation at least 30 days prior to the event date. Cancellations made within 30 days will result in loss of security deposit.

Event Cancellation by Village of Lake Zurich

The Village reserves the right to cancel or reschedule events due to unforeseen circumstances, including but not limited to severe weather, safety concerns, or public health emergencies. In such cases:

- Organizers will have the option to reschedule the event at no additional cost, or receive a refund a security deposit.
- The Village will make every effort to notify organizers as soon as possible of any such cancellations.

Weather-Related Cancellations

- Outdoor events are subject to weather conditions. The Village and the event organizer will coordinate on decisions regarding postponement or cancellation in case of severe weather.
- Refunds for weather-related cancellations will follow the same terms as cancellations by the Village of Lake Zurich.

No-Show Policy

- If the event organizer fails to hold the event without providing notice, organizers will lose their security deposit, and future applications for events will be denied.
- If an event is cancelled with less than 72 hours notice, the applicant/ organization will be responsible for paying two hours' pay per safety personnel per contract requirements. This includes cancellations due to weather.

Special Considerations

- Any requests for exceptions to this policy must be made in writing and will be reviewed on a case-by-case basis.

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VIOLATION	PENALTY
Damage to park property.	Loss of security deposit and recover costs of repair.
Unauthorized vehicles in park.	Loss of security deposit.
Failure to Pay Service Fees: Not paying Village service or public safety fees within 30 days post-event.	Loss of security deposit and denial of future requests.
Non-compliance with Laws and Ordinances	Loss of security deposit and denial of future requests.
Use of Unapproved Vendors	Removal of vendor by Village staff, and denial of future requests.
Unauthorized Attractions: Including unapproved attractions or failing to relocate attractions after three days.	Removal/shutdown of attraction by Village staff, and denial of future requests.
Non-compliance with Park Rules: Event staff or vendors not following park rules, endangering safety, or damaging park facilities.	Loss of security deposit and denial of future requests.
Misrepresentation of Non-Profit Status	Loss of security deposit and denial of future requests.
Misrepresentation of Event	Loss of security deposit and denial of future requests.
Failure to provide appropriate quantity/ratio of toilets and/or accessible toilets.	Loss of security deposit.
Failure to observe approved route.	Loss of security deposit and denial of future requests.
Failure to obtain required permits by deadline.	Cancellation of event, and loss of security deposit and denial of future events.

EXTERNAL SPECIAL EVENTS

EVENT INFORMATION	
Event Name	
New or Returning Event	
Organization Name	
Event Type/Purpose <i>Check all that apply</i>	<input type="checkbox"/> Ticketed <input type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input type="checkbox"/> Public
Event Date(s) and Time(s)	
Set Up Date(s) and Time(s)	
Event Location	
Approximate Attendance	
Are you charging an admission or suggested donation fee? Price?	
Applicant's Name/Responsible Party	
Organization/Applicant Address/City/State/Zip	
Is your Organization a Non-Profit? <i>Include 501(c)(3) EIN #</i>	
Applicant Phone Numbers	
Applicant E-Mail Address	
Event Day Contact Name and Phone <i>*Representative must be on site and available during event hours</i>	

DETAILED DESCRIPTION OF EVENT:

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VILLAGE OF LAKE ZURICH DEPARTMENTS	✓	OFFICE USE ONLY
Do you require any street closures? <i>Street closures require Police, Fire, Park Advisory, Village Board and/or IDOT approval and may incur additional fees</i>		
Will there be food vendors at the event?		
Will there be other vendors showcased at your event? <i>Local Businesses, artisans, etc.</i>		
Will there be attractions at your event? <i>Inflatables, Carnival Rides etc.</i>		
Do you require Safety Personnel assistance? <i>Police, Fire, First Aid</i>		
Will you be Serving Alcohol?		
Number & Location of Porta Potties <i>For events over 500, additional porta potties are needed.</i>		
Will there be live music at your event?		
Will there be tents/canopies? <i>Tent Permit will be required for larger than 10x10.</i>		
Will there be raffle items? <i>Raffle Permit will be required.</i>		
Will you be using electric provided or bringing in generators?		
Will you be bringing in large decorations, and/or decorating the trees?		
Does the applicant/organization owe any outstanding invoices to the Village?		
Will you be bringing in outside security?		

EXTERNAL SPECIAL EVENTS

EVENT DOCUMENTATION/FORMS/PERMITS REQUIRED FOR ALL EXTERNAL SPECIAL EVENTS <i>Please keep a copy for your reference</i>	✓	OFFICE USE ONLY
Event COI		
Event Map/Site Plan <i>Please attach to application</i>		
Final Walk Through Scheduled		
Emergency and Crisis Management Plan Submitted		

ADDITIONAL DOCUMENTATION/FORMS/PERMITS <i>If applicable to event</i>	✓	
Lake County Health Department contacted <i>Please forward all Food Permits to Park and Recreation Team</i>		
JULIE contacted <i>For any stakes longer than 6 inches</i>		
Property and Business owners along route notified <i>Events with street closures</i>		
Liquor License		
External Parking Agreement <i>For Events Over 500 attendees</i>		
External Vendor List		
Tent Permit		
Sign Permit		
Raffle Permit		
Emergency and Crisis Management Plan		
IDOT Approval		
Revenue Reports		

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HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the Village of Lake Zurich and assume all risk arising from or in any way related to the event. This agreement is included within the External Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept an External Special Event Application.

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations. As a user of the park, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injury, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any activities connected with or associated with the use of Village parks. I agree to waive and relinquish all claims I may have against the Village of Lake Zurich and its officers, agents, servants, employees and volunteers. I further agree to indemnify and hold harmless and defend the Village of Lake Zurich and its officers, agents, servants, employees and volunteers from any and all claims sustained by me and/or my guests. I have read and fully understand the above details and waive and release all claims.

It will be my responsibility to assure our group follow all External Special Event policies outlined in the policy/application including the Village of Lake Zurich park rules.

SIGNATURE: _____ DATE: _____

APPLICATION FEE

Payment can be made online:

- Go to <http://lakezurich.org/349/Pay-Online>
- Click **EVENT BOOTH FEES** Box (Brown Box)
- Click **GENERAL PURPOSE**
- Fill in your information
- In "Payment Type" Choose **OTHER**
- In "Payment Description" Type 20767607

Payment can also be mailed to:

200 S. Rand Rd. Lake Zurich, IL 60047 Attn: Marisa Boynton-External Special Events

REFERENCES

For new events, please provide three (3) professional references.

NAME	ORGANIZATION	PHONE	EMAIL

EXTERNAL SPECIAL EVENTS

Lake Zurich Park & Recreation External Special Event Fees

General Fees

Item	Price	Notes
Application Fee	\$25.00	New events only
Security Deposit	50%	of Park Usage Fee
Lake Zurich Based Non Profit	50%	Discount on Park Usage Fees

Paid Entry/Ticketed Events Park Usage Fee Add On

For Races see below

Duration	Price	Notes
1-3 consecutive days	2.5%	Gross Sales Revenue
4+ Days	5%	Gross Sales Revenue

Free Entry Events Park Usage Fee

For Races see below

Attendance	Price	Notes
Under 500	\$500.00	Per Day
501-1000	\$750.00	Per Day
1001-3000	\$1,000.00	Per Day, requires External Parking Support Add On
3001-5000	\$1,500.00	Per Day, requires External Parking Support Add On

Race Park Usage Fee-Standard 5K

Extended race routes may incur additional fees

Race Participants	Price	Notes
Under 250	\$500.00	Per Day, may require Race Road Support and First Aid Fees
251-500	\$500.00	Per Day, plus Race Road Support and First Aid Fees
501-1000	\$750.00	Per Day, plus Race Road Support and First Aid Fees
1001-3000	\$1,000.00	Per Day, plus Race Road Support and First Aid Fees
3001-5000	\$1,500.00	Per Day, plus Race Road Support and First Aid Fees

Add On Fees

Officer/Safety Personnel requirements vary by event parameters. 2 Hour Minimum per Officer/Personnel.

Item	Price	Notes
External Parking Support		
1000-3000 ppl	\$90/hr	Per Officer, 3 Officers
3001-5000 ppl	\$90/hr	Per Officer, 4 Officers
Race Road Support		
5K Under 250 ppl	\$90/hr	Per Officer, # Officers varies per type of race
5K 250+ ppl	\$90/hr	Per Officer, 10 Officers
Other Races	\$90/hr	Per Officer, # per Traffic Sergeant Guidelines
First Aid		
	\$90/hr	Per Medic, 2 Medics Minimum

Miscellaneous Fees

Item	Price	Notes
Public Works: Day of Event	\$50.00	Per Hour
Park and Recreation Staff	\$50.00	Per Hour
Lifeguards	\$18.00	Per Hour
Liquor License	\$100-\$300	Varies on type of event, number of days
Tent Permit	\$170.00	
Sign Permit	\$115.00	
Raffle Permit	\$0.00	Available to Non Profit organizations only

RESOURCES

Liability Insurance Requirements/COI

By signing or submitting a proposal the firm certifies that if awarded the contract, they will have the following insurance coverages at the time the contract is awarded. If any subcontractors are involved, the subcontractor will have the same insurance. The contractor further certifies that they or any subcontractor will maintain these coverages during the entire term of the contract.

- The contractor will maintain a general liability policy with \$1,000,000 combined single limits with a \$2,000,000 aggregate. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the State of Illinois. The insurer must have an A. M. Best rating of A- or better. The insurer must list the Village of Lake Zurich as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.
- The firm will maintain automobile liability insurance with limits of at least \$1,000,000. The coverage is to be written with a symbol "1". The insurer must be licensed to conduct business in the State of Illinois. The insurer must have an A. M. Best rating of A- or better.
- The contractor will maintain workers' compensation coverage in compliance with the laws of the State of Illinois. The coverage must have statutory limits and be with an insurer licensed to conduct business in the State of Illinois. The insurer must have an A. M. Best rating of A- or better. As an alternative, it is acceptable for the firm to be insured by a group self-insurance association that is licensed by the Illinois Bureau of Insurance. The contractor will also carry employers' liability insurance with a limit of at least \$100,000 bodily injury by accident/\$500,000 bodily injury by disease policy limit/\$100,000 bodily injury by disease each employee.

You may contact an insurance agent of your choice to obtain liability insurance coverage. (Check out irmarisk.org, click on TULIP, for coverage limits.) Please inform your insurance agent that the wording on the certificate must read:

"The Village of Lake Zurich, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof; it is understood and agreed that by naming the Village of Lake Zurich as additional insured, coverage afforded is considered to be primary and any other insurance the Village of Lake Zurich may have in effect shall be considered secondary and/or excess."

If you would like to take out proper insurance policy from the Village of Lake Zurich's Risk Management Agency, IRMA, please follow these instructions:

1. Go to irmarisk.org (Intergovernmental Risk Management Agency)
2. Click on TULIP on the left-hand side of the screen (Tennant User Liability Insurance Program)
3. Click on 'Click here To Obtain a Quote for a Non-Sports Event'
4. Fill out quote application
5. An automated quote will generate.
6. Continue to fill out information for the application
7. Address information of the Village venue needs to be provided.
8. Application will be e-mailed to you – a copy must accompany your application one month prior to the event. (Deliver to The Paulus Park Barn, Attn. Marisa Boynton, 200 S. Rand Road, Lake Zurich, IL 60047).

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RESOURCES

Village of Lake Zurich Permits:

<https://www.lakezurich.org/>

Liquor License: [Liquor & Gaming Licenses | Lake Zurich, IL - Official Website](#)

Tent Permit: [Temporary-UseSpecial-Event-Application \(lakezurich.org\)](#)

Sign Permit: [Sign-Permit-Application \(lakezurich.org\)](#)

Raffles

Raffle Permit: [Raffle Permit Application-2020_202005220942327940.doc \(live.com\)](#)

Raffle Proceeds Report: [Raffle License Proceeds Report.docx \(live.com\)](#)

Lake County Health Department

<https://www.lakecountyil.gov/2319/Forms-and-Applications>

Event Coordinator Information: [Lake County Event Coordinator](#)

USPS Every Door Direct Mail

[Every Door Direct Mail | USPS](#)

Paulus Park: 60047-C009, 60047-C002

Breezewald Park: 60047-C009, 60047-C0010

For other locations-please contact Park and Recreation Office

JULIE Locates

[JULIE Before You Dig | JULIE 811 Utility Locating Services \(illinois1call.com\)](#)

External Parking-225 S. Rand Rd. Parking Lot

Garden Commercial Properties

Maggie Landry

820 Morris Turnpike

Short Hills, NJ 07078

973-467-5000 ext 6981

321-288-0873 (cell)

For COI

US Realty 87

820 Morris Turnpike

Short Hills, NJ 07078

Trash Bags: [Amazon.com: Plasticplace Contractor Trash Bags 55-60 gallon | 3.0 Mil | Clear Heavy Duty Garbage Bag | 38" x 58" \(50 Count\) : Health & Household](#)

Paulus Park Concessionaire

Kiki's Cotton Candy: Onsite April 15-September 15

Bob and Maria Colson: kikiscottoncandy@gmail.com

EXTERNAL SPECIAL EVENTS

RESOURCES

Toilet Requirements for Special Events

American Restroom Association: [FEMA Special Events Contingency Planning Toilets - American Restroom Association \(ARA\)](#)

The Paulus Park restrooms have four standard toilets and two accessible stalls in both the men's and women's facilities and are open from May 1st to October 1st.

ADA Accessibility

[A Planning Guide for Making Temporary Events Accessible to People With Disabilities | ADA National Network \(adata.org\)](#)

Amusement Ride and Attractions Safety

[Amusement Ride And Attractions Safety - Amusement Ride and Attraction Safety Division](#)

Emergency Action Plan Template

Contact the Park and Recreation Office if you are in need of a template.

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PARK RULES

Open Fires: Bonfires are not allowed in the park or on the beach.

Grilling: Charcoal is only to be used in the grills provided at our pavilions. Gas and propane grills are allowed. The grills base must be at least 24 inches from the surface on which it rests; grills are not permitted on picnic tables. Coals must be thoroughly extinguished, cooled and disposed of in disposal receptacles NOT garbage cans. All fires must be carefully supervised and extinguished before the group leaves the site.

Fireworks: No fireworks allowed at any time.

Pets: Pets are not allowed on property for External Special Events other than Service Animals.

Vehicles: No vehicles are allowed in any of our parks (park pathways, grass, etc.) except for the parking lots. Driving through the park is prohibited. Motor vehicles left in the parking lot after the park closes will be towed.

Swimming: For parks near the water, swimming is only allowed in the designated beach areas when a lifeguard is on duty. Beach admission is by a pass or daily fee at Paulus Park only. (Breezewald Park is open to residents with proof of residency or pass holders). Please contact the Park & Recreation Department for further information.

Fishing: Fishing is allowed on Lake Zurich. Anyone over 15 years old requires an Illinois fishing license and must have it on their person when fishing. Fishing in the swimming area is prohibited.

Sound: Loudspeakers, public address systems, musical instruments, bands or amplified equipment are not allowed without the permission of the Park and Recreation Department (certificate of insurance required).

Firearms or other weapons: It is unlawful for any person to bring or possess any gun, firearm, knife, explosive device or any other weapons of any kind in any Village park at any time. It shall be unlawful for any person to throw, cast or shoot any stone, arrow or other projectile or missile in any Village park at any time.

Catering: No caterers are allowed to stay on site in our parks without permission of the Park and Recreation Department (certificate of insurance/permits are required).

Vendors and Peddlers: All vendors and peddlers are prohibited in all Village parks at all times except only with the specific prior written approval from the Village.

Aircrafts: It is prohibited to operate any aircraft of any type in Village parks.

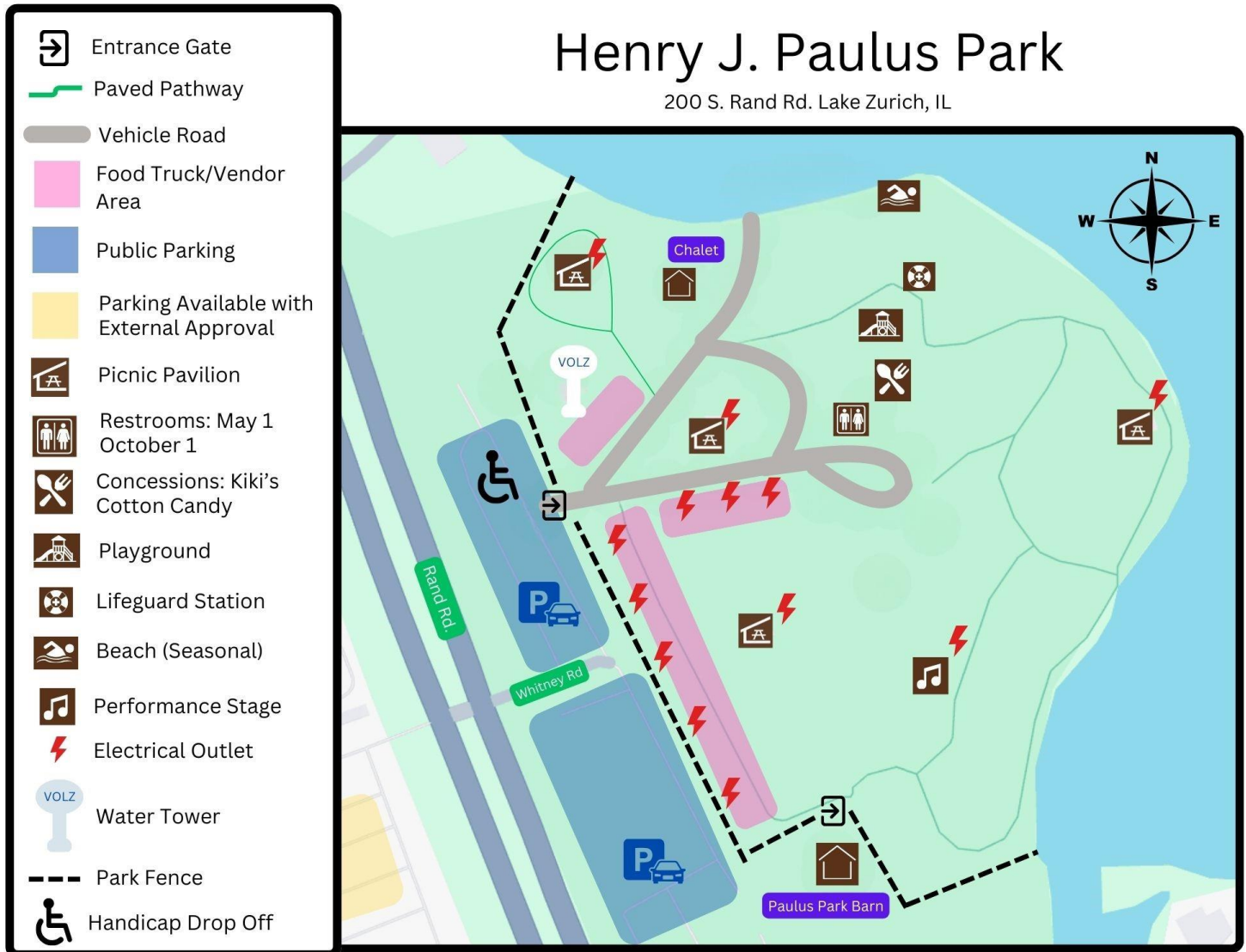
Signs: It shall be unlawful for any person to place or maintain any signs in any Village park without the proper approved Village permit.

Boating: The Village of Lake Zurich is only permitted to sell non-motorized boat permits to Lake Zurich residents during the boating season. Watercrafts include but are not limited to: Kayaks, Canoes, Paddle Boats, Row Boats, and Long Boards. All crafts must stay in the No Wake area of Lake Zurich, wear a PFD, carry a whistle for emergencies, and review the rules of the lake. Daily usage permits (\$5) and seasonal permits (\$50 per craft) for non-power watercraft access may be purchased and are available at the Paulus Park Barn during normal business hours, Monday-Friday, 8:30am-4pm, or at Paulus Park Beach during the listed hours of operation. Permits are required and boating violators are subject to fines.

Non-Motorized Pier: Only non-motorized watercraft is allowed to dock on Paulus Park pier. No watercraft is allowed to pull up to public beach areas.

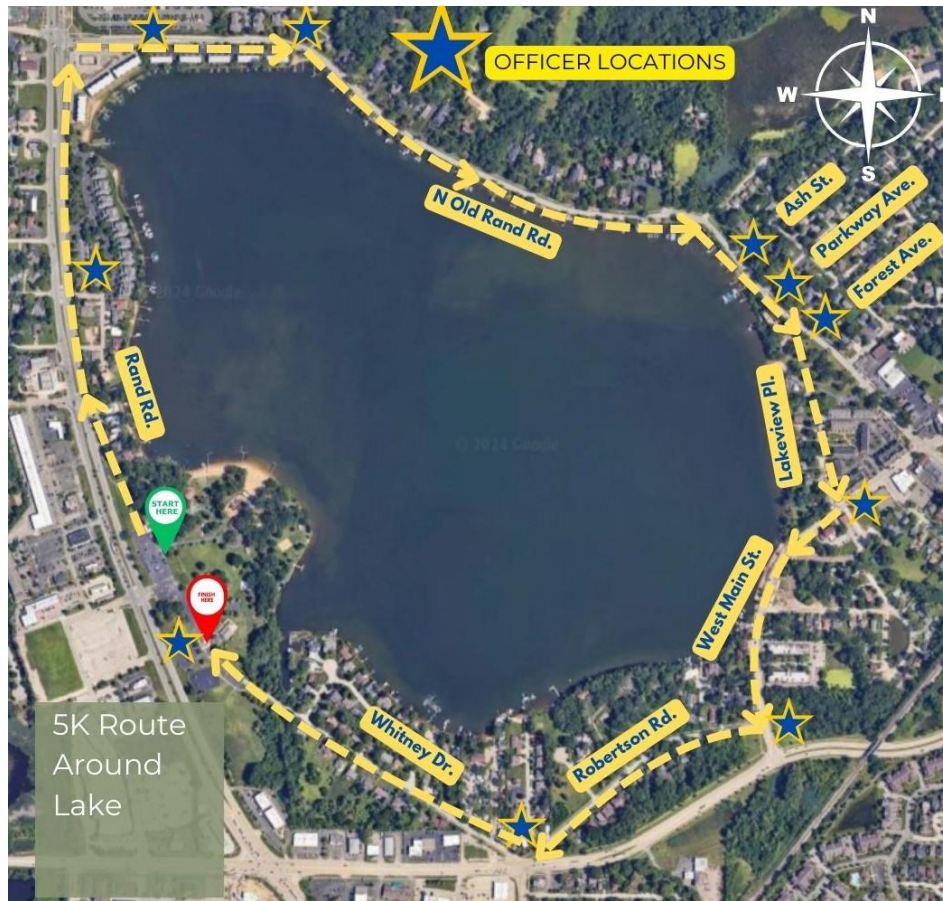
EXTERNAL SPECIAL EVENTS

PARK MAP



EXTERNAL SPECIAL EVENTS

5K ROUTES



EXTERNAL SPECIAL EVENTS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agency		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS:	
INSURED 4543992 Name of Insured		INSURER A: Insurance Agency INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED BY THE INSURER(S) NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. THIS SHOWN MAY HAVE BEEN REVISED BY A CLAIM.

INSR LTR	TYPE OF INSURANCE	ADD'L ISS INSP	POLICY NUMBER	DATE	EXPIRY DATE	COVERAGE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Policy Number	DATE	DATE	EACH OCCURRENCE DAMAGE SCHEDULED BODILY INJURY (Ea occurrence) PROPERTY DAMAGE (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ 1,000,000 \$ 100,000 \$ 5,000 \$ 1,000,000 \$ 2,000,000 \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> LOC					COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ 1,000,000 \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETARY/EXECUTIVE OFFICER/MEMBER INCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
VILLAGE OF LAKE ZURICH 200 S. RAND ROAD LAKE ZURICH, IL 60047	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE