



## **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 Airport Manager. 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” (hereafter referred to as the “application”) from the office of the Chicago Executive Airport Manager (hereafter referred to as the “Airport Manager”) during regular business hours or electronically via email to Dennis Rouleau, Airport Manager, [drouleau@chiexec.com](mailto:drouleau@chiexec.com).
2. The applicant shall return the completed application the Airport Manager a minimum of ten (10) business days prior to the scheduled date of the special event. Submission of a completed application 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 Airport Manager.
3. Upon receipt of the completed application by the Airport Manager, he/she 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 application 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 Airport Manager, upon completion of the review process by all reviewing agencies.
5. The Airport Manager shall review the application packet. Based upon the information provided by the reviewing parties, the Airport Manager shall approve or deny the request to conduct the special event.
6. Once approved or denied by the Airport Manager, 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 Airport Manager.

**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 AIRPORT MANAGER AND MAY REQUIRE APPROVAL BY THE FAA).*

• FOOD SERVED: \_\_\_\_\_ NO \_\_\_\_\_ YES (DESCRIBE): \_\_\_\_\_

- **ALCOHOLIC BEVERAGES:** \_\_\_\_\_ **YES (DESCRIBE):** \_\_\_\_\_

*(ATTACH A COPY OF CURRENT LIQUOR LICENSE FOR BUSINESS AND/OR CATERING COMPANY. ATTACH 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 PYROTECHIC DISPLAYS AND/OR USE OF OPEN FLAMES ARE SUBJECT TO REVIEW AND APPROVAL BY BOTHE FIRE DEPARTMENTS AND OBTAINMENT OF A WAIVER BY THE AIRPORT MANAGER 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)**

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

**AIRPORT MANAGER REVIEW:**

\_\_\_\_\_ **APPROVE** \_\_\_\_\_ **DENY (REASON):** \_\_\_\_\_

---



---



---



---

**SIGNATURE OF AIRPORT MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_