

SPECIAL EVENTS PERMIT APPLICATION FORM

Application and \$35 processing fee shall be submitted 60 days prior to Special Event along with any additional permit fees.

PART A: APPLICANT INFORMATION

Applicant Name: _____

Doing Business As (Name): _____

Applicant Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Is this business / organization a registered Not-For-Profit? YES NO

If YES, please provide a copy of your NFP status, and state/federal ID # _____

Name of Business Manager / Event Contact: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

PART B: EVENT INFORMATION

Name of Event: _____

Event Location: _____

Description / Purpose of Event:

Date(s) Requested (Month & Day): _____

Time of Event and/or Hours of Operation (Include for each day requested):

Type of Event:

All Special Events are to submit a Certificate of Insurance and a site plan.

Attached Site Plan

Attached Certificate of Insurance:

1. The Special Event must be named in the Certificate of Insurance, including dates of the event.
2. The Village of Hanover Park must be listed as a certificate holder and additional insured.
3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Applicant is required to submit additional permit fees as follows:

Sidewalk Sale \$25 Tent Sale \$25 Vendor-Nonpermanent Location \$40

Road Race: Run/Walk/ or Bike Ride Parade

Public Assembly / Demonstration

Carnival \$500/day (also complete Part C) Circus \$100/day (also complete Part C)

Live Theatrical or Musical Performance on public right of way (also complete Part C)

Animal Exhibit \$50/day (also complete Part C)

Other (Please Specify) _____

Other Activities That Will Take Place:

Sale and/or Consumption of Alcohol (Requires a Raffle License Application to be submitted to the Village Clerk's Office)

Raffle (Requires a Raffle License Application to be submitted to the Village Clerk's Office)

Temporary Signage (Requires a Signage Application to be submitted to the Community Development Department)

Sale of, cooking of, and /or consumption of food (Requires a Health Inspection). Please list the foods:

Admission fee will be charged. Admission cost \$_____

Animals will be present (Requires a Health Inspection). Please list type and number:

Event Logistics:

Does the applicant or business own the property where the event will take place?

YES NO

If "NO", please attach a letter from the landlord granting use of the property.

How many participants / attendees are expected? _____

Any street closures requested? Yes No

If "YES" what streets? _____

Justification for street closure: _____

What is your plan for cleanup and disposal of waste at the site, during and after the event?
Please explain:

Will the location of the event displace any parking spaces? YES NO

If yes, how many spaces: _____

Is the event a fundraiser? YES NO If "YES", name the beneficiary.

Check All Equipment That Will Be In Use:

Tents (Requires a Temporary Tent Application to be submitted to the Building Inspection Department)

Number of tents: _____ Size of each: _____

Temporary Seating

Tables / Chairs

Number proposed outdoors _____ Number proposed indoors _____

Restrooms

Type of Restroom: **Portable** **Located inside existing facility**

If using portable toilets, please list rental company information along with drop off and pickup dates and times: _____

Temporary stage/structure (Requires a Temporary Structure Application to be submitted to the Building Inspection Department)

Amplifiers/Sound System

Electrical Hook Up (Applicant is responsible for contacting JULIE to mark approved area.)

Outdoor Water Use.

NOTE: Applicant will be invoiced for the cost of any Village services used in association with the event including, but not limited to police, fire, public works, and engineering.

PART C: AMUSEMENTS (Carnivals, Circuses, Performances on Public Right-of-Ways)

Name of Company: _____

Doing Business As: _____

Address: _____ **Phone Number:** _____

City: _____ **State:** _____ **Zip Code:** _____

Date Business Was Incorporated: _____ **List Any Branch Locations:** _____

List the Name of Officers, directors, or stockholders owning more than 20% of the stock or any corporation, partnership or limited liability corporation associated with this business. Include their address, contact and date of birth. (Attach a separate sheet if necessary.)

Name	Date of Birth	Driver's License Number	Home Address Phone Number	Title	% Of Ownership

List any and all managers, employees, staff, and volunteers who will be on site, as well as their date of birth and contact information. Attach government issued ID.

Name	Date of Birth	Driver's License Number	Home Address Phone Number	Title

Attach a list with the name(s) of any applicant, owner, director, stockholder, officer, manager, or any employee having contact with the public who has been convicted of any of the following: (Include date of conviction.)

- (a) Any offense involving sexual misconduct with children or other sex offenses as defined in the Illinois Compiled Statutes.
- (b) A felony based upon conduct or involvement in such business OR activity related to similar business or activity, within the past ten years; or
- (c) Any felony unrelated to conduct or involvement in such business or activity or related or similar business or activity, but which felony involved the use of a deadly weapon, traffic in narcotic drugs, or violence against another person, including rape, within the last five years; or
- (d) A misdemeanor or licensing ordinance violation, based upon conduct or involvement in such business activity or related or similar business or activity, within the past two years.
- (e) Applicant is responsible for supplying the Village with a complete list of employees who will be working at the event to insure compliance with the above.

Amusement Ride Operators shall comply with the Carnival and Amusement Rides Safety Act (430 ILCS 85/1 et seq. as amended from time to time.)

Applicant affirmatively states that he/she: Has Has Not made similar application for other similar permits or licenses at other locations.

If so, state the location: _____

Indicate Disposition of Application: _____

PART D: APPLICANTS STATEMENT OF AGREEMENT

I hereby affirm that the above information is true and correct in describing the intent of this application. Everything that I have stated on this application is correct to the best of my knowledge. Failure to comply with the application and disclosure requirements shall constitute grounds to deny the permit.

I have read the provisions of this application and agree to abide by the ordinances, rules and regulations of the Village. I understand that issue of the permit is contingent upon compliance of all conditions and requirements. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Hanover Park.

Applicants must follow the procedures set forth in the Village of Hanover Park Special Events Policy & Ordinances. Failure to do so will result in the termination of the permit for the special event.

The Village of Hanover Park requires a cancellation notification within seven (7) days of the event taking place. Failure to make proper notification shall result in the sponsor being liable for any costs to the Village associated with the event.

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Print Name

Date

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Signature of Applicant

Title

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20____, by

Notary Signature

OFFICE USE ONLY DEPARTMENT REVIEW

Respond to Village Clerk's Office within 1 Weeks

Village Clerk Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

Fire Department Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

Police Department Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:

Public Works Review:

Approved: Denied:

Cost Estimate: \$ _____

Comments:
