

# VILLAGE OF OAK LAWN SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT  
Village Clerk's Office 9446 Raymond Avenue Oak Lawn, Illinois 60453

**INSTRUCTIONS:** PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

## GENERAL EVENT INFORMATION

Name of Event

Exact Address of Event

Type of Event (Check all applicable)

Festival  Run/Walk  Parade  Car Show  Craft Fair  Fireworks  Other \_\_\_\_\_

Date(s) of Event

Hours of Event

Total Hours (Step-up - Tear down)

Phone number/website for publication

Estimated attendance

Last years actual attendance

Describe the event's community and/or cultural benefit

## SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

Contact person from Sponsoring Organization

Sponsoring Organization Address

City

Zip

Phone Number

E-Mail

Website

## ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

E-mail

Organizer/Coordinator Address

City

Zip

Phone Number

Cell Phone Number

Fax Number

## EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

E-mail

Emergency Contact Address

City

Zip

Phone Number (24hours)

Cell Phone Number

Fax Number

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## EVENT OVERVIEW

Are you providing/serving food at your event that is considered potentially hazardous, being prepared on-site, or being re-packed and sold in bulk?  Yes  No If yes, how many vendors? \_\_\_\_\_

Below are some foods exempt from a permit (not all are listed):

-Pre-packaged, non-potentially hazardous foods (i.e. packaged cookies, chips, crackers, bread, etc.)

-Non-potentially hazardous, minimally cut, unprocessed fruits or vegetables (i.e. apples, bananas, etc.)

QUESTIONS ON WHAT QUALIFIES AS EXEMPT? CALL (708) 499-7837

Are you erecting either: **(1)** tent(s) larger than 20'x40' (or 800 sq. ft.) or **(2)** that accommodates more than 100 people or **(3)** temporary structure(s) (i.e. stage) taller than 2' in height or **(4)** that will be equipped with temporary electrical power?  Yes  No

Are you serving alcoholic beverages at your event?  Yes  No **Alcohol vendors must submit a Special Event Liquor License 60 days prior to the event. You must obtain a Special Event Liquor License for your event. Questions? Contact (708) 499-7837**

Will the event include a Race/Walk or Parade?  Yes  No **If yes, you must complete, Page 3, Section 1.**

Will electronic sound amplification equipment or a public address system be used at the event?  Yes  No **If yes, you must complete, Page 3, Section 2.**

Are you utilizing streets or other Village property for your event?  Yes  No **If yes, you must complete, Page 3, Section 3.**

## ACKNOWLEDGEMENT/SIGNATURE

**By signing this document, I certify that the information provided above is correct. I agree to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.**

\_\_\_\_\_  
Signature of Organizer

\_\_\_\_\_  
Date

Application must include the following documentation

- Special Event Application (Page 1, 2, 3, 4)
- Certificate of Insurance (see Section 5)
- Site Plan and/or Race/Parade Route Map

**\*You MUST submit a new site plan or parade/race route on an annual basis.**

*APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.*

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Name of Event

**SECTION 1: RACE/WALK, PARADE INFORMATION**  Not Applicable

Starting Location	Ending Location
Approximate Number of Attendees (runners/marchers)	Approximate Number of Vehicles (cars/floats)
Location of Assemble (Registration)	Location of Personal Vehicle Parking

Please attach a course map, with location of the staging area, start/finish lines, and water/first aid stations

**SECTION 2: NOISE CONTROL PLAN**  Not Applicable

Please attach a Site Plan, with the location of the stages and sound systems, the location and direction of all speakers, and the proximity to residential properties

Amplified sound will be used from: (am/pm)	Amplified sound will be used to: (am/pm)
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Describe the sound system(s)

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary:

The Village has the right to require applicants to revise locations, hours, or plans to control amplified music/speech.

**SECTION 3: PARKING LOT/PROPERTY USAGE/CLOSURE INFORMATION**  Not Applicable

Public Parking Lot / Property Intended for "Event"

Lot Number or Location	Date of Closure	Time of Closure	Date to Reopen	Time of Reopen
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

1. No staking in the street or public parking lot is permitted.
2. Only chalk or other Village approved marking is permitted (no spray paint).
3. Any debris/stains must be removed immediately prior to the opening of the street/public parking lot.
4. No structures may be erected on any street/public parking Lot without prior approval/permit.

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## SECTION 4: INDEMNITY/HOLD HARMLESS AGREEMENT

Name of Sponsoring Organization

Name of Event

Date(s) of Event

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the Village of Oak Lawn, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Village of Oak Lawn, its officials, agents and employees, arising in whole or in part or in consequence of the Event, and/or its employees, and or subcontractors' participation in Event, or which may in any way result therefore. The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Oak Lawn, its officials, agents and employees, in any such action, the Organization shall, at its own expense, satisfy and discharge the same.

The Organization expressly understands and agrees that any performance bond or insurance policies required by the Village of Oak Lawn, or otherwise provided by the Organization shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Oak Lawn, its officials, agents and employees as herein provided.

The Organization expressly understands and agrees that the Village shall be named as an additional insured party on the insurance policy and that the Organization shall have no permission or authority to engage in the Event until evidence deemed acceptable to the Village has been provided to establish that the Village has been named as an additional insured party on the insurance policy.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE/POSITION

\_\_\_\_\_  
DATE

## SECTION 5: INSURANCE REQUIREMENTS

### INSURANCE REQUIREMENTS

Sponsoring Organization will be required to provide an original Certificate of Insurance evidencing the following insurance minimums:

Commercial General Liability - minimum \$1,000,000 per occurrence

Final acceptance of applicant is contingent on applicant naming the Village of Oak Lawn, their employees, agents and officials as additional insured.