



THE VILLAGE OF
OAK LAWN

Carnival & Event Application

Application Date: _____

Location: _____

Event Date(s): _____

Contact Person: _____

Phone Number: _____

For Office Use Only

Permit Number: _____

Approved by: _____

Permit Approval Subject to
Final Electrical Inspection

Number of Barricades
Requested _____

Application for permit shall be made to the Village forty five (45) days prior to the proposed event date.

The following information must be submitted prior to permit issuance:

1. Name and address of carnival operator. If a corporation, state of incorporation and names and addresses of all officers.
2. Certificates of insurance providing for liability insurance, with the Village as an additional party insured.
3. Application for contractor's license.
4. Site location in the Village and duration of event.
5. An overall parking plan, addressing those locations at which it is anticipated that patrons will be parking. In the event that said parking plan indicates the use of private parking lots, a letter from the owner(s) indicating the consent of said owners relative to the use of said private parking lot (s) must be submitted.
6. A site plan for the carnival which indicates the proposed locations of all rides, game booths, refreshment booths, trucks and trailers used for transporting the rides and booths and mobile living quarters for employees of said company used to provide said rides and booths.

Misc. Notes and Requirements:

- Liquor Licenses and Raffle Permits must be applied for in the Village Clerk's Office.
- No more than two (2) carnivals may be sponsored by one non-profit organization in any calendar year.
- No carnival shall be scheduled on the community events calendar to commence less than ten (10) days after the scheduled completion of the most recent one, without Village Board approval.
- All food preparation has to be in accordance with State of Illinois requirements.
- Additionally, all the provisions of Chapter 4, Article H of the Village Code must be followed.

Departmental Approvals:

Administration: _____ Building Department: _____

Engineering: _____ Fire Department: _____

Police Department: _____ Public Works: _____

Attachments: Contractor's License Application, Chapter 4, Article H of the Village Code.