VILAGE OF TINLEY PARK

Special Events Permit Application

16250 South Oak Park Avenue
Tinley Park, Illinois 60477
(708) 444-5000 Fax (708)444-5099
www.tinleypark.org

THIS FORM MUST BE COMPLETED & SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT

GENERAL EVENT INFORMATION

Event Name:_____

Event Location:_____

❒ Event organizer has permission of property owner to hot this event on his/her property.
(Letter granting permission is attached).

Event Date:_____ Event Hours:_____

Rain Date:_____ Estimated Attendance:_____

Type of Event: (Check all that apply)

[ ] Festival
[ ] Sporting Event/Run/Walk
[ ] Carnival, Circus and Rides
[ ] Annual/Recurring Event
[ ] Parade
[ ] Arts and Crafts Fair
[ ] Fundraiser/Charitable Event
[ ] Sidewalk Sale
[ ] Car Wash for Fundraising
[ ] Grand Opening

[ ] Other, please describe:_____

General Description/Purpose of Event:_____

_____

ORGANIZATION INFORMATION

Sponsoring Organization: _____

❒ Organization is registered with the State of Illinois as a Non-Profit Organization
Address:_____
Phone:_____
Web Site:_____
Contact Name:_____
Address:_____
Phone:_____
Cell Phone:_____
Onsite Contact:_____
Address:_____
Phone:_____ Fax:_____
Cell Phone_____ Email:_____

EVENT OPERATION

Set-up to Event: Date:_____ Hours:_____
Dismantling Event: Date:_____ Hours:_____

❒ **Notification of Residents:** The Special Events Coordinator can provide a list of addresses affected by event operation for a pre-event date notification of residents by organizer. City Watch/Notification Messages can be coordinated through the Special Events Office for events co-sponsored by the Village.

❒ **Metra Notification Requested:** Event is taking place near the train station. The Special Events Coordinator will notify Metra officials about the event. Safety officers (Police/EMA) may be required at crossing depending on event type.

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SECURITY

❒ **Police or EMA Request for Traffic Cont**rol – Please indicate number, type and location on site plan/route map.

❒ **Other Traffic Control Needs**
Please specify:_____

❒ **Safety/Security -** Please **i**ndicate the type of security that will be needed for the event including police officers, money escorts, ambulance on-site, etc. (Outdoor events serving liquor require police officers on-site.)

Parking Plan for attendees including handicap parking: _____

Parking Plan for employees, volunteers and other vehicles:_____

PUBLIC WORKS

❒ Barricades for Traffic Control – Please mark type needed/location on site plan/route map.

❒ Crowd Control Fencing – Total Footage:_____

❒ Garage Removal – All areas must be clean of debris
List plan for garbage removal from event site including name of company and phone number:
_____
_____

❒ Street/Parking Lot Closures – Please indicate on site plan/route map all streets what will be closed.

❒ Water – Please contact Public Works at 708-444-5500 for permission and requirements.

❒ Electric/Power Generator

Indicate plan for use of any power generator. Those requiring electrical service from the Village. Please complete an Electrical Line Request (Addendum 1), included in this packet, for the Public Works Electrical Department:

_____

_____

_____

_____

SIGNAGE

Indicate plans for signage or banners:_____

_____

_____

The Village does not allow event signage in the right-of-way. Event signage on private property is allowed with a proper temporary sign permit. Permit is available through the Building Department (708-444-5100). Use of Village-owned signs in specific locations is allowed for public events on public property hosted by government entities. Those who fit the criteria may apply to use the Village-owned signs by completing the Use of Village Sign System (Addendum 2) to this application. **All temporary signs must be removed the morning after the event.**

FACILITIES

❒ Portable Restroom Facilities

Name of Company:_____ Phone:_____

Please indicate location of portable restrooms on the site plan/site map. The Village recommends at least two port-a-potties for every 100 people, one handicap stall per 200 people and two hand-washing stations per 100 people. Contact the Special Events Coordinator with questions on appropriate numbers for our event.

❒ Tents

Tents or temporary structures over 10’ x 10’ require inspections (tents must be set up by noon on Friday for weekend events). Contact the Building Department at 444-5100 for a permit. Please indicate size and description of tent, if electric will be used inside of tent for lighting or heating, name of tent company and phone number below.

ENTERTAINMENT

List the names and phone numbers of all performers along with the times/dates of their performances during the event. **Please note that all entertainment must be respectful of the noise ordinance and all amplified outdoor music/entertainment must end promptly at 10:00 p.m.**

Name:_____ Phone:_____

Time:_____ Date:_____

Name:_____ Date:_____

Time:_____ Date:_____

FOOD

List the name, address and phone number for all food vendors along with the Illinois Sales Tax ID Number. For all vendors outside the Village, a copy of their latest health inspection and sanitation certificate is required. **A health inspection will be required prior to the start of the event.**

Name:_____

Address:_____

Phone:_____ Tax ID:_____

Name:_____

Address:_____

Phone:_____

Name:_____

Address:_____

Phone:_____ Tax ID:_____

LIQUOR SALES

Contact the Liquor Commissioner at 708-444-5021 for requirements and approval.

MERCHANDISE

List the name, address, phone number and Illinois Sales Tax ID number for each merchandize vendor:

Vendor Name:_____

Address:_____

Phone:_____ Tax ID:_____

Vendor Name:_____

Address:_____

Phone:_____ Tax ID:_____

SITE MAP/ROUTE MAP

Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet. Remember to make flow of parades, runs, walks, etc.

The following locations must be included:

Food Vendors (FV)
Beverage Vendors (BV)
Toilets (T)
Hand-Washing Sinks (HWS)
Retail Merchants (RM)
First Aid (FA)
Garbage Receptacles (G)
Number of Barricades (B)
Fire Lane (FL)
Fire Extinguishers (FE)
Public Entrances/Exits (PE)
South Stages/Amplified Sound (S)
Resident Streets Surrounding Event

VILLAGE SERVICES/INSURANCE/WAIVERS

VILLAGE SERVICES

The Village works with all organizations to equitably permit, assist and promote community events. Organizations agree to reimburse the Village for costs associated with the activity by their submission of this special events permit application and by accepting a permit to conduct an event in the Village. Village sponsored or Village co-sponsored events are exempt from Village service fees. Not-for-profit organizations may request a waiver of fees. Organizations granted waiver by the Village Manager's office will receive a copy of the value of the in-kind services upon completion of the event.

Please indicate the departments from which you will need assistance:

[ ] Police Department
[ ] Fire Department
Public Works – Streets
[ ] Emergency Management Agency (EMA)
[ ] Health Inspector
[ ] Public Works – Electrical
[} Other; please specify: _____

_____

INSURANCE

Certificate of insurance is included in this packet. A Certificate of Insurance listing the Village of Tinley Park as an additional insured will be required for all events. Minimum coverage is $2 million.

WAIVER

❒ A request for waiver of fees has been submitted. Please fax letter detailing your request to the Village Manager at (708) 444-5099 or attach to this application.

ACKNOWLEDGEMENT

I hereby certify that all the information provided in this application is true and correct to the best of my knowledge and that I have not provided false or misleading information. I understand that failure to supply adequate or correct information will be subject to the revocation of permission to hold such an event or use of Village property.

I have read and fully understand the application form and all requirements and procedures necessary in obtaining a special event permit.

_____ _____
Sponsoring Organization President/CEO Date

_____ _____
Event Coordinator Date

ELECTRICAL USE REQUEST ADDENDUM 1

Event Name: _____

Event Location: _____

Event Day(s): _____ Event Hours: _____

Contact Name: _____ Phone: _____

Contact Name: _____ Phone: _____

OUTLETS

CIRCUITS	NUMBER OF RECEPTACLES
15 AMP Circuit	
20 AMP Circuit	
30 AMP Circuit	
40 AMP Circuit	

POWER

ITEM	NUMBER	TOTAL AMPS
Appliances		
Motors		
Electric Heat/Heaters		
Lighting		
Other		

Please indicate any special requirements or usage requests below:

_____

_____

_____

Send any specifications from the manufacturer that may be helpful in providing service for your event.

FOR OFFICE USE ONLY

Approved by _____ Date: _____

ELECTRICAL USE REQUEST ADDENDUM 2

Event Name:_____ Event Date:_____

Contact Name:_____ Phone:_____

Events hosted on public property within the Village by a public entity and marketed to and open to the public may only advertise on signs at **eight** approved locations.

To request posting on special events signage, please check the locations from the list below. Each location allows for signs on both sides. Signs must be 6 feet wide by 3 feet long with no grommets. An 18 gauge vinyl materials is recommended. Signs must be installed and removed by the Village employees. Signs may be posted up to 14 days prior to the event and will be removed the morning following the event. Upon approval of this request, you will be contacted with additional instructions.

Location of Signs:

- Tinley Park Post Office – Northwest Corner of 171st Street and Harlem Avenue

  [ ] North Side [ ] South Side

- RM Post Property – 7800 West 159th Street

  [ ] East Side [ ] West Side

- Tinley Park Fire Station #4 – Southside of 191st Street and East of 80th Avenue

  [ ] North Side [ ] South Side

- Chi-Town Harlem Davidson – Northeast Corner of 178th Street and LaGrange Road

  [ ] North Side [ ] South Side

- 80th Avenue Train Station – 80th Avenue and 181st Street

  [ ] North Side [ ] South Side

- 80th Avenue Train Station – 80th Avenue and Timber Drive

  [ ] North Side [ ] South Side

- 171st Street and 80th Avenue – Northeast Corner

  [ ] North Side [ ] South Side

Please include a copy of sign or indicate below what the sign will display and layout of sign:

_____

_____

_____