Village of Tinley Park
Frequently Asked Questions

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

- **What is a special event permit?**

  The Village of Tinley Park developed the special event permit application procedure to improve communication and coordination related to activities that occur in public areas within the Village. This application process will benefit all parties who plan events within our community through increased safety and Village awareness.

- **How do I apply?**

  To apply, obtain an application at the Village Hall or online at our Web site, www.tinleypark.org. Applications must be submitted 30 days in advance at minimum. For larger events, applications must be submitted 90 days in advance at minimum.

- **When is the special event permit required?**

  A special event permit is required when Village services are needed, when an event is to be held on public property, when alcohol will be sold at an outdoor event or when the use of a large outdoor tent is required for public events.

- **What fees and/or other permissions are associated with the special event permit?**

  The special event permit itself has no fees.

  Tents: If your event will be held outside in a large tent where the public will be invited, a tent permit is required and can be obtained from the Building Department at the Village Hall for a minimum fee of $15.00. There are no special permits needed for private parties held at homes unless there will be use of public property that will effect the village.

  Signs or Banners: If you are putting up a temporary sign or banner for the event, a permit must be applied for and approved by the Zoning Department. The permit can be obtained from the Building Department for $15.00.

  Liquor: If you are serving alcohol at your event, you must obtain a liquor license for outdoor liquor sales. Those who hold a current liquor license should contact the Liquor Commissioner for a one day special event license. Contact 708-444-5021 for further information.

  Food: Those selling or serving food must comply with food sanitation regulations. A copy can be obtained from the Special Events office by calling (708) 444-5044 or through the Office of Health and Consumer Protection, (708) 444-5070. The Village prefers use of Tinley Park businesses as those have already been inspected and met codes. There is a $100 fee for inspection of restaurants that are not Tinley Park restaurants. A copy of the restaurant's current sanitation license and inspection must accompany the event permit application for non-Tinley Park restaurants.

- **What documentation should I include with this application?**

  The application for the special event permit should include a route map, a certificate of insurance (naming the Village of Tinley Park as additionally insured), and any flyers or publicity associated with the event.

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What is the review process?

The permit is routed to each department in the Village and returned to the Special Events Coordinator. The routing process requires at least 30 days. Issues considered in the review process include:

- The safety of the participants and the general public;
- The impact on our business community and residential neighborhoods;
- The adverse effect on traffic patterns;
- The requested route's impact on emergency response vehicles;
- Environmental impact;
- The participant's liability waiver or application.

What signs may I use to publicize events?

Village ordinance prohibits signs being placed on public property, which is from the street to the sidewalk or within 10 feet from the street if there is no sidewalk. Signs placed on public property will be removed and those organizations placing the signs are subject to fines up to $750. To place signs on private property, contact the Building Department for a temporary sign permit. Sign permits must be approved by the Zoning Department. Non-profit groups may submit information to the Village for placement on the electronic message board at Hickory Street and Oak Park Avenue. In addition, non-profit groups hosting an event on public property within the Village that is open to the public, may advertise on signs at 11 approved locations. This sign request is found at the end of the Special Event Permit Application.

What is required under our noise ordinance?

The Village of Tinley Park prohibits loud noise between 10:00 p.m. and 7:00 a.m. To avoid any problems, ensure that your event adheres to this regulation.

What do I need to do to host a block party in my neighborhood?

Block Party permits are different than the special event permit. An application for community block parties is available online or through the Clerk's Office at the Village Hall. These also require a 30 day notice to be filed and approved by the Village Board. For information, call 708-444-5000.

Whom should I contact for more information?

For more information regarding special event permits, please contact Special Events Coordinator, Vicki Sanchez at 708-444-5044 or vsanchez@tinleypark.org. When you submit a special event permit application, the Special Events Coordinator will contact the necessary departments on your behalf.