



SPECIAL EVENTS APPLICATION PACKET

www.invillapark.com

Event Information

Event _____

Event Location _____

Event Date(s) _____

Event Time(s) _____

Please note that Municipal code prohibits disturbances between the hours of 11:00 pm and 7:00 am

Not-for-Profit (select one) Yes No

Sponsor or Organization Name _____

Organization President _____

Contact Person _____

Applicant Address _____ City _____ Zip _____

Primary Phone # _____ Alternate Phone # _____

E-mail Address _____

Event Description: _____

Please Note: Only fill out this application if NO liquor will be sold at your event. If you plan to sell liquor at your event, please return to the main menu and select the applicable application.



PERMIT # _____

**SPECIAL EVENTS APPLICATION PACKET
STARTER CHECK LIST SHEET**

2 of 12

Permit \$75.00

DOES THIS EVENT INCLUDE ANY OF THE FOLLOWING?

Possible additional charge for items below

- | | |
|---|--|
| Use of Parks & Recreation Facilities (pg 3) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Serving of Food (pg 4) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| P.A. or Sound System (pg 4) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Portable Toilets (pg 4) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Raffle (pg 4) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Refuse Receptacles (pg 4) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Special Fencing (pg 4) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Special Lighting/Electrical Service (pg 5) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Special Water Service (pg 5) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Stage(s) (pg 5) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Temporary Structure(s) (pg 5) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Road Closure (pg 5) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Parking Lot Closure (pg 6) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Barricades (pg 6) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Carnival Rides (pg 6) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Need for Police Officers (pg 6) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Evacuation Plan (pg 6) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Site Plan (pg 7) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |
| Fireworks (pg 7) _____ | NO <input type="checkbox"/> YES <input type="checkbox"/> |



**SPECIAL EVENTS APPLICATION PACKET
PARKS AND RECREATION BUILDING RENTALS**

**THE FOLLOWING INDOOR LOCATIONS ARE AVAILABLE FOR RENTAL FROM VILLA PARK
PARKS AND RECREATION**

Iowa Community Center		
<input type="checkbox"/> Gym Res. = \$55/hr Non-Res. = \$75/hr Max. Capacity 150 No Kitchen Available	<input type="checkbox"/> Room 10 Res. = \$30/hr Non-Res. = \$50/hr Max. Capacity 30 No Kitchen Available	<input type="checkbox"/> Room 12 Res. = \$30/hr Non-Res. = \$50/hr Max. Capacity 30 No Kitchen Available
North Terrace Park	Community Recreation Building	Cortesi Veterans Memorial Park
<input type="checkbox"/> North Terrace Building Res. = \$55/hr Non-Res. = \$75/hr Max. Capacity 20 Kitchen Included Set-Up <u>Not</u> Provided	<input type="checkbox"/> Upper Level Res. = \$55/hr Non-Res. = \$75/hr Max. Capacity 140 Kitchen & Coffee Pot Included	<input type="checkbox"/> The Depot Res. = \$75/hr Non-Res. = \$95/hr Max. Capacity 49 No Kitchen Available

If you are requesting to utilize any of the above listed Parks and Recreation Department spaces in **addition** to the Village services listed in the following pages, please contact the Parks and Recreation Department at (630) 834-8525 to ensure the space you are requesting is available. In this situation there is **NO** \$75 special events permit charge for events scheduled at any of the above locations, however building reservation fees apply and are specific to each site.

If you are requesting use of one of the above facilities **only**, you **only** need fill out and submit the Parks and Recreation Form found here:

The Parks & Recreation Department reserves the right to prioritize regularly scheduled classes and events hosted by the Village.

The Illinois Prairie Path, Great Western Trail, and Salt Creek Trail:

The Illinois Prairie Path, Great Western Trail, and Salt Creek Trail are all property of the County of DuPage. Any event with plans to utilize these trails should be sure to contact DuPage County for prior approval. Proof of your permit application with the County should be attached to this Special Event Application upon submission to the Village.



**SPECIAL EVENTS APPLICATION PACKET
OTHER CONSIDERATIONS**

FOOD

I will have food service or food vendors at the event. Yes No

Applicant must contact the DuPage County Health Department as vendors are subject to inspection. Please attach a list of the food vendors and indicate their location on your site plan. A food vendor permit and health department approval are required any time food is **prepared and sold** on site.

PA OR SOUND SYSTEM

I will have a PA or sound system at the event. Yes No

Name of Vendor: _____

Additional Charge: \$ _____

Please be aware that the use of amplified electronic equipment, or loudspeaker should not disturb the peace and quiet of persons adjacent to the area between 11:00 pm and 7:00 am. The location of the system should be listed on the site plan. An inspection by the Public Works Department and an electric permit may be required. Applications will be notified of this need as soon as possible upon submission.

PORTABLE TOILETS

I will have portable toilets at the event. Yes No

Name of Vendor: _____

The location of the toilets should be listed on the applicant's attached site plan (see page 7).

RAFFLE

I will have a raffle at the event. Yes No

Additional Charge: \$ _____

Raffle permits are regulated by the State of Illinois and are only issued to not-for-profit organizations. Articles of Incorporation or Charter must be submitted as an attachment to this application. Organizations must have been incorporated for at least five (5) years and the sales for raffle tickets may not exceed 180 days.

REFUSE RECEPTACLES

I will provide my own receptacles Yes No

I need the Village to provide receptacles Yes?* No

*If yes, number of receptacles needed: ___ Charge: \$ _____

It is the applicant's responsibility to coordinate sufficient quantities of delivered containers, refuse collection, and the collection of emptied containers with a licensed hauler. Failure to clean up from your event within 24 hours may result in the denial of future permits for this event/applicant. It is the responsibility of the applicant to clean all litter resulting from an event. Your site plan must list the approximate location of receptacles.

SPECIAL FENCING

I will be using special fencing. Yes No

I need the assistance of Village personnel for fencing installation and removal (added expense per employee) Yes No

Please list the location of the fence on your site plan for review by the Public Works department so that they may identify any potential conflicts with utilities. Liability insurance is required for fencing placed in the public right-of-way. An applicant's fencing vendor must provide a copy of their certificate of insurance with general liability insurance limits that are satisfactory to the Village when Village Personnel are not used for fencing installation and removal.



SPECIAL EVENTS APPLICATION PACKET OTHER CONSIDERATIONS

SPECIAL LIGHTING/ELECTRICAL SERVICE	We need street lights:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	We need a source for electricity:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Additional Charge: \$ _____		

All applicants will need to provide their own source of power for their specific needs. The purpose of use of special electric devises, such as generators, will be subject to permit and inspection by the Fire Department, Building Department, and/or Public Works. Be sure to list the locations of all special street lighting and electrical service sources on the site map. If a deposit is required, the applicant will be notified after the submission of this application.

SPECIAL WATER SERVICE	We need access to a hydrant for water service.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	OR: I have coordinated water access with the residents/owners at _____ and will need a meter reading before and after the event.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please attach a description of the planned water feature and list its location on the site map. Meter reading arrangements are to be coordinated with the Public Works department, who will contact the applicant after the submission of this application. Access to a hydrant requires a deposit and the completion of the application found here:

STAGE(S)	We will be using _____ number of stage(s).		
	The stage(s) requires electric access. *Inspection Required	Yes* <input type="checkbox"/>	No <input type="checkbox"/>

For stages with planned locations in a street, the applicant must acquire liability insurance and provide a certificate of insurance from the stage vendor indicating that the supplier has general liability insurance limits acceptable to the Village. All stages are subject to Village inspection. Be sure to list the location of the stage on the site plan.

TEMPORARY STRUCTURES/TENTS	I will have a temporary structure or tent(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	The structure(s) require electric access.	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
	*Inspection is required for structures with electric hookup		

The applicant must acquire liability insurance for all temporary structures provided by outside vendors, including vehicles, tents, inflatable objects, and any recreation structure intended to be located on private or Village-owned property, including areas between the street and sidewalks. The applicant must also provide a copy of a certificate of insurance form from the vendor(s) indicating that the vendor has general liability insurance limits that are acceptable to the Village. Locations and sizes of all temporary structures must be listed on the site plan. An emergency evacuation plan must be submitted to the Fire Department.

ROAD CLOSURE PERMIT	I am requesting a road closure.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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A permit must be obtained to close a street. For permit consideration, please check "Yes" and submit a street map or diagram indicating the location of the closure. A permit and proof of liability insurance is required by the applicant.

Applicants are responsible for notifying all local businesses and homeowners that will be impacted by the requested road closures.



PERMIT # _____

SPECIAL EVENTS APPLICATION PACKET OTHER CONSIDERATIONS

6 of 12

PARKING AND LOT CLOSURES I am requesting a parking lot closure. Yes No

On the site plan, indicate the location of the parking lot, including a lot number as applicable. Be sure to list any other parking related considerations.

Time/Start _____ Time/End _____

Street(s)/Parking lot to be blocked _____

From Intersection of _____

To Intersection of _____

I have contacted the property owner and received permission to block this lot. Yes No

BARRICADES I need the Village to provide barricades. Yes No
Number of barricades needed: _____ Additional Charge: \$ _____
I would like the barricades to be delivered to the event site. Yes No

Barricades may be available by rental from the Village at a cost of \$1.00 per barricade per day. Barricades may be delivered by the Village to the person making the request on the day before the scheduled event, and picked up the day following the event (except if the day of delivery or pickup is a Saturday, Sunday, or holiday). Barricades, when delivered, must remain in custody of the person designated; that person will be responsible for placing and removing the barricades in the road area. Applicants will be charged for lost or stolen barricades. **Applicants are responsible for notifying all local businesses and homeowners that will be impacted by the requested road closures.**

CARNIVAL RIDES There will be carnival rides at this event. Yes No
Vendor _____

Carnival rides must be installed by the carnival ride vendor. The vendor must provide their proof of insurance within 30 days of the event. Vendor must provide list of games and rides prior to the event.

POLICE OFFICERS I am requesting Police Officers for Traffic Control. Yes No
*Additional charges may apply.

Police Officer requests are subject to the Police Department's manpower needs and approval of the Chief of Police. If the Village of Villa Park Police Department services are not requested, but security measures are necessary, the applicant must provide State of Illinois Licensed security guards to control access and egress from the secured site.

EVACUATION PLANS The Fire Chief will determine if Evacuation Plans are necessary and will work with the event organizer to plan accordingly.

Emergency evacuation plans may be required by the Fire Department for the safety and protection of the event attendees. In the case of an emergency, such as severe weather, those events with planned temporary structures must determine a site in which event attendees can be safely moved to.



**SPECIAL EVENTS APPLICATION PACKET:
FIRE DEPARTMENT CONSIDERATIONS**

SITE PLAN

I have prepared a site plan.

Yes No

Applicants hosting events on public property are required to submit a site plan (diagram) detailing the locations of features of their event. Be sure to identify the location of all road and parking lot closures, food and/or alcohol vendor locations, refuse receptacles, PA or sound system hookup, portable toilets, special fencing, special lighting or electrical service/hookup, special water service (in relation to existing hydrants as applicable) and the location of stages, temporary structures and/or tents.

FIRE DEPARTMENT

The Fire Chief or a designee serves as the administrator for the Fire Department and coordinates on-site EMS/Fire Services. If it is necessary to have Fire Personnel at an event, the Fire Chief or a designee will communicate these needs to the event coordinator/organizer.

Fire Department Inspections: The Fire Chief or a designee evaluates the need for inspections, relating to the event features (vendors, tents, fireworks, carnivals, cooking, etc.) and schedules event inspections to the Fire Prevention Bureau.

Support: The Fire Chief or a designee will evaluate all special event applications for EMS or Fire Personnel and deployment needs. As necessary, a logistics and operation plan will be developed; including an evacuation plan when necessary (The Fire Department will coordinate the plan/plans).

FIREWORKS

There will be Fireworks at the event.
Vendor: _____

Yes No

**Illinois Complied Statues (ILCS)
(425 ILCA 35/) Pyrotechnic Use Act**

“Pyrotechnic display” means the detonation, ignition, or deflagration of display fireworks or flame effects to produce visual or audible effects of an exhibitioner nature before the public, invitees, or licensees, regardless of admission is charged, and as may be further defined in the Pyrotechnic Distributor and Operator Licensing Act.

(425 ILCS 35/2.2)

Section 2.2 Consumer Displays

Each consumer display shall be handled by a competent individual who has received training form a consumer fireworks training class approved by the Office of the State Fire Marshal. Applications for consumer display permits shall be made in writing at least 30 days in advance of the date of display, unless agreed to otherwise by the local jurisdiction issuing the permit and the Fire Chief of the jurisdiction in which the display will occur.

Permits may be granted hereunder to any adult individual applying for a permit who provides proof that he or she has received the requisite training. The local jurisdiction issuing the permit is authorized to conduct a criminal background check of the applicant as a condition of issuing a permit.

A permit shall be issued only after inspection of the display site by the Fire Chief or a designee providing the fire protection coverage to the area of the display, is in full compliance with the rules adopted by the State Fire Marshal. Nothing in this Section shall prohibit the issuer of a permit from adopting more stringent rules.



**SPECIAL EVENTS APPLICATION PACKET
WAIVER AND HOLD HARMLESS AGREEMENT**

In consideration of the _____ (name of organization) and its Members, employees, volunteers or guests, being allow to participate in _____, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to the _____ (name of organization) participation in the Activity.

To the fullest extent permitted by law, the _____ (name of organization) hereby agrees to defend, indemnify and hold harmless the Village of Villa Park its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the Village of Villa Park its officials, agents and employees, arising in consequence of the _____ (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of Villa Park, its agents or employees. The _____ (name of 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 connections therewith, and, if any judgment shall be rendered against the Village of Villa Park, its officials, agents and employees, in any such action, the _____ (name of organization) at its own expense, satisfy and discharge the same.

The undersigned shall provide the Village of Villa Park a certificate of insurance (generally \$1,000,000—\$2,000,000 depending on the event) reflecting coverage for general liability or other insured coverage (i.e. dram shop coverage) in satisfactory amounts. The Village of Villa Park, its officials, agents, employees and volunteers are to be covered as additional insured as it respects the _____ (name of organization) participation in the Activity.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the _____ (the Activity).

Dated _____

Name of Organization _____

Signature of Authorized Person _____

Title _____

Nothing set forth in this Agreement shall be deemed a waiver by the Village/City of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the Village/City or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.



**SPECIAL EVENTS APPLICATION PACKET
AFFIDAVIT OF APPLICANT**

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Villa Park to approve this Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Villa Park, the State of Illinois and the United States of America in the conduct of the Special Event described herein.

Signature

Date

Thank you!

Thank you for filling out the Special Event Permit Application. Staff will evaluate the needs of your organization and will be in contact with you in the coming weeks to finalize plans for the successful execution of your event.

Please proceed to the following pages to review the fee schedule. Based on the needs of your organization, payment will be due prior to the event and will be collected upon approval of your application. Some services (i.e. water usage or personnel expenses) may be billed after the event.

Final approval of your application will be provided via a completed and signed application (page 11) sent to the email address provided.

We look forward to working with you!

EVENT _____

PERMIT # _____



**SPECIAL EVENTS APPLICATION PACKET
VILLAGE SERVICES COST SHEET
TO BE COMPLETED BY THE VILLAGE**

10 of 12

It is the Village of Villa Park's policy to equitably permit, assist, and promote community events. Organizers agree to the fees associated with the activity by their submission of a special event application packet or accepting a permit to conduct an activity.

Village sponsored or Village co-sponsored events are exempt from the fee schedule listed below.

\$ _____	\$75.00	Special Event Permit Fee	10.43110
\$ _____	\$75.00	Liquor Permit (per day)	10.41022
\$ _____	\$10.00	Raffle Permit (per day)	10.43110
\$ _____	\$1.00	Barricades (daily per barricade if under 5, actual rental fee if over 5)	10.43110
\$ _____	\$20.00	Barricade Delivery (if <5; if >5 barricades, \$100)	10.43110
\$ _____	\$5.00	Village-Provided Refuse Receptacles (per receptacle, includes disposal)	10.43110
\$ _____	\$50.00	Inspections (per inspection)	10.43110
\$ _____	\$50.00	Electric Usage Rental Fee	10.43110
\$ _____	\$150.00	Village-Provided Generator (per day)	10.43110
\$ _____	\$150.00	Penalty Fee for Hosting a Special Event Without Permits (plus Village expenses)	10.43110
\$ _____	\$150.00	Penalty Fee for Less than 30 Days Notice Prior to Event	10.43110
\$ _____	\$35—\$45	Special Fencing Installation and Removal (hourly per employee)	10.43110
\$ _____	\$35—\$45	Clean Up & Trash Disposal Following Event (2 hour minimum, & per employee)	10.43110
\$ _____	\$40.00	Fire Department Personnel (2 hour minimum per employee)	10.43110
\$ _____	\$50.00	Sworn Police Personnel (2 hour minimum per officer)	10.43110
\$ _____	TBD	Actual Water Usage (\$10 per 1,000 gallons, \$50 minimum)	82.4800
\$ _____	TBD	Other	10.43110
\$ _____		TOTAL	

*Rate is based on normal business hours vs. overtime, 2 hour minimum per Village employee

NOTE: The Village of Villa Park provides this estimate in good faith, however, charges may change dependent on the actual use of the Village services in support of the special event.



**SPECIAL EVENTS APPLICATION PACKET
TO BE COMPLETED BY THE VILLAGE**

APPROVAL RECOMMENDED: I have reviewed the attached Special Event Application Packet and find the information acceptable to my department, subject to any conditions or restrictions as stated on page 12.

Event

Date Issued

Community Development Director

Date

Finance Director

Date

Fire Chief

Date

Director of Parks & Recreation

Date

Police Chief

Date

Director of Public Works

Date

Village Manager

Date

PERMIT # _____



**SPECIAL EVENTS APPLICATION PACKET
COMMENTS, CONDITIONS OR RESTRICTIONS
TO BE COMPLETED BY THE VILLAGE**

12 of 12

Community Development Department:

Finance Department:

Fire Department:

Parks and Recreation Department:

Police Department:

Public Works Department:

Village Manager's Office:
