



VILLAGE OF VILLA PARK

SPECIAL EVENTS APPLICATION PACKET

www.invillapark.com

1 of 13

INSTRUCTIONS & TOP SHEET

This special events application package has been created to coordinate in one package the needed applications and costs associated for special events utilizing Village resources in Villa Park. The package also helps to speed up Village response time to the applicant by coordinating the information between Village departments.

STOP! PLEASE READ INSTRUCTIONS FIRST

- THE FOLLOWING EVENTS REQUIRE A SPECIAL EVENTS APPLICATION PERMIT; SIDEWALK SALE, TENT SALE, SEASONAL SALE, ORGANIZED RUNS, PARADE, CARNIVAL, AMUSEMENT.
- APPLICATIONS MUST BE SUBMITTED **30 DAYS PRIOR TO AN EVENT!** PLEASE VISIT THE DOCUMENT CENTER AND ONLINE FORMS PAGE ON THE VILLAGE WEBSITE (www.invillapark.com).
- PLEASE FILL OUT THE PAGES COMPLETELY.
- PAGE 2 IS THE SPECIAL EVENTS APPLICATION COVER SHEET. IT IS IMPORTANT AND PROVIDES THE CONTACT INFORMATION FOR THE VILLAGE TO REACH THE APPLICANT.
- PAGE 3 IS THE HOLD HARMLESS AGREEMENT THAT IS REQUIRED TO BE SIGNED BY ALL APPLICANTS.
- PAGE 4 IS THE STARTER CHECKLIST. THE STARTER CHECKLIST WILL GUIDE THE APPLICANT THROUGH THE REQUIRED PERMITS AND QUESTIONS THE APPLICANT WILL NEED TO ADDRESS FOR A SPECIAL EVENT APPROVAL.
- PAGES 5 THROUGH 9 DEAL WITH SPECIFIC AREAS THAT ARE TO BE ANSWERED IN THE STARTER CHECKLIST.
- PAGE 11 IS THE COST ESTIMATE SHEET WITH THE FEES ASSOCIATED FOR VILLAGE SERVICES.
- PAGES 12 AND 13 ARE FOR OFFICE USE ONLY.
- PLEASE REMEMBER TO INCLUDE A SITE PLAN OR DIAGRAM. (IF NECESSARY)
- PLEASE REMEMBER THAT CERTAIN SERVICES AND ACTIVITIES REQUIRE PROOF OF INSURANCE, WITH THE VILLAGE OF VILLA PARK NAMED AS AN ADDITIONAL INSURED.
- FAILURE TO OBTAIN APPROPRIATE PERMITS MAY RESULT IN DENIAL OF FUTURE PERMITS FOR THIS EVENT/APPLICANT.

VILLAGE CONTACT INFORMATION

630-834-8500 - VILLAGE ADMINISTRATION OFFICES
630-834-7447 - NON-EMERGENCY POLICE DEPARTMENT
630-833-5350 - NON-EMERGENCY FIRE DEPARTMENT
630-834-8970 - PARKS & RECREATION DEPARTMENT
630-834-8505 - PUBLIC WORKS DEPARTMENT



**SPECIAL EVENTS APPLICATION PACKET
COVER SHEET**

www.invillapark.com

SUBMIT ALL MATERIALS TO:

SPECIAL EVENTS APPLICATION

ATTN: PUBLIC WORKS

Village of Villa Park

20 S. Ardmore Ave.

Villa Park, Illinois 60181

Phone: 630-834-8505 Fax: 630-834-8509

Event _____

Event Location _____

Event Date(s) _____ Event Time(s) _____

Not-for-Profit (check one) Yes No

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

Sponsor or Organization Name _____ Organization President _____

Contact Person _____

Applicant Address _____ City _____ Zip _____

Primary Phone # _____ Alternate Phone # _____

E-mail Address _____

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



**SPECIAL EVENTS APPLICATION PACKET
HOLD HARMLESS AGREEMENT**

HOLD HARMLESS AGREEMENT

**WAIVER AND HOLD HARMLESS AGREEMENT
FOR ORGANIZATION**

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)

Agreed this _____ day of _____, _____.

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
STARTER CHECK LIST SHEET**

Permit \$75.00

DOES THIS EVENT INCLUDE ANY OF THE FOLLOWING

Possible additional charge for items below

- | | | | |
|--|----|-----|---------------|
| USE OF PARK & REC. FACILITIES _____ | NO | YES | — see page 5 |
| USE OF VILLAGE OWNED PROPERTY _____ | NO | YES | — see page 5 |
| SERVING OF FOOD _____ | NO | YES | — see page 6 |
| P.A. OR SOUND SYSTEM _____ | NO | YES | — see page 6 |
| PORTABLE TOILETS _____ | NO | YES | — see page 6 |
| RAFFLE _____ | NO | YES | — see page 6 |
| REFUSE RECEPTACLES _____ | NO | YES | — see page 6 |
| SAFETY OR SPECIAL FENCING _____ | NO | YES | — see page 6 |
| SPECIAL STREET LIGHTING/ELECTRICAL SERVICE _____ | NO | YES | — see page 7 |
| SPECIAL WATER SERVICE _____ | NO | YES | — see page 7 |
| STAGE(S) _____ | NO | YES | — see page 7 |
| TEMPORARY STRUCTURE(S) _____ | NO | YES | — see page 7 |
| CLOSING OF A ROAD _____ | NO | YES | — see page 8 |
| CLOSING OF A PARKING LOT _____ | NO | YES | — see page 8 |
| USE OF BARRICADES _____ | NO | YES | — see page 8 |
| NEED FOR POLICE OFFICERS _____ | NO | YES | — see page 8 |
| EMERGENCY EVACUATION PLAN _____ | NO | YES | — see page 8 |
| SERVING OF ALCOHOL _____ | NO | YES | — see page 9 |
| FIRE WORKS (additional forms required) _____ | NO | YES | — see page 10 |
| NEED FOR MAINTENANCE WORKERS _____ | NO | YES | — see page 11 |



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

THE FOLLOWING LOCATIONS ARE AVAILABLE FROM VILLA PARK PARKS AND RECREATION

There is **NOT** a \$75 special events permit charge. Please consult the Parks and Recreation website for rental fees.

- Iowa Community Center Gym (Max. Capacity 150)(No Kitchen Available)
- Iowa Community Center Room 10 or 12 Classroom (Max. Capacity 30)
- North Terrace Building(Max. Capacity 20)(Kitchen Included)
- Community Recreation Building, Upper Level Max. Capacity 140) (Kitchen and Coffee Pot Included)
- Cortesi Veteran’s Memorial Park Train Depot Building (Max. Capacity 49)
- Lufkin Pool
- Jefferson Pool

PARKS	SOCCER FIELDS	BASEBALL/SOFTBALL DIAMONDS
Lions	Iowa U6	Lions (Lighted Fields) 1 and 2
Rotary (5 picnic tables included)	Jackson U6 and U8	Rotary 1
Jefferson	Jackson U10 and U12	Jefferson 1 and 2 and 3and 4
Willowbrook	Jackson (football/cheer)	Highridge 1
Illinois Prairie Path	Jefferson	Jackson 1 and 2 and 3
Ruggard Gazebo	Twin Lakes	Franklin
Twin Lakes (4 picnic tables included)		Twin Lakes
Cortesi Veteran’s Memorial Park		

To rent any of the locations listed above, contact the Villa Park Parks and Recreation Dept. at

Website: www.invillapark.com

or

Iowa Community Center
338 N. Iowa Ave.
Villa Park, IL 60181
Phone: 630-834-8970
ax: 630-834-8982

Community Recreation Building
320 E. Wildwood Ave.
Villa Park, IL 60181
Phone: 630-834-8525
Fax: 630-834-8528



**SPECIAL EVENTS APPLICATION PACKET
OTHER CONSIDERATIONS**
(Initial only those considerations that are applicable)

FOOD

I will have food service or food vendors at the event. _____

VENDORS ARE SUBJECT TO INSPECTION BY THE DUPAGE COUNTY PUBLIC HEALTH DEPARTMENT . PLEASE ATTACH A LIST OF THE FOOD VENDORS AND INDICATE THEIR LOCATION ON THE MANDATORY SITE PLAN. A FOOD VENDOR PERMIT AND HEALTH DEPARTMENT APPROVAL ARE ALSO REQUIRED.

PA OR SOUND SYSTEM

I will have a PA or sound system at the event. _____

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 P.M. AN 7:00 A.M. PROVIDE LOCATION OF SYSTEM ON SITE PLAN AND THE VENDOR OR PERSON SUPPLYING IT. AN INSPECTION AND ELECTRIC PERMIT MAY BE REQUIRED.

PORTABLE TOILETS

I will have portable toilets at the event. _____

Provided by _____ .

INDICATE ON THE SITE PLAN THE LOCATION OF THE PORTABLE TOILETS AND LIST THE NAME OF THE VENDOR SUPPLYING THE PORTABLE TOILETS.

RAFFLE

I will have a raffle at the event. _____

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. ORGANIZATIONS MUST BE INCORPORATED AT LEAST FIVE (5) YEARS AND THE SALES FOR RAFFLE TICKETS MAY NOT EXCEED 180 DAYS.

REFUSE RECEPTACLES

I will provide my own receptacles _____

I will need Village provided receptacles. _____

IT IS THE APPLICANT'S RESPONSIBILITY TO COORDINATE SUFFICIENT QUANTITIES OF DELIVERED CONTAINERS, REFUSE COLLECTION, AND COLLECTION OF THE EMPTIED CONTAINERS WITH A LICENSED HAULER. FAILURE TO CLEAN UP WITHIN 24 HOURS OF THE EVENT MAY RESULT IN DENIAL OF FUTURE PERMITS FOR THIS EVENT/APPLICANT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CLEAN ALL LITTER RESULTING FROM THE EVENT. PROVIDE A SITE PLAN SHOWING THE LOCATION OF THE REFUSE RECEPTACLES.

SPECIAL FENCING

I will be using special fencing. _____

I will need Village personnel for fencing installation & removal. _____

PROVIDE FENCE LOCATION ON THE SITE PLAN FOR REVIEW BY PUBLIC WORKS TO ASSESS POTENTIAL CONFLICTS WITH UTILITIES. LIABILITY INSURANCE IS REQUIRED FOR FENCING LOCATED IN THE PUBLIC RIGHT-OF-WAY. AN APPLICANT'S FENCING VENDOR MUST PROVIDE A COPY OF A CERTIFICATE OF INSURANCE WITH GENERAL LIABILITY INSURANCE LIMITS SATISFACTORY TO THE VILLAGE WHEN VILLAGE PERSONNEL ARE NOT USED FOR FENCING INSTALLATION AND REMOVAL.



**SPECIAL EVENTS APPLICATION PACKET
OTHER CONSIDERATIONS**

(Initial only those considerations that are applicable)

SPECIAL STREET LIGHTING/ELECTRICAL SERVICE I will need street light or electrical. _____

ALL APPLICANTS WILL NEED TO PROVIDE THEIR OWN SOURCE OF POWER FOR THEIR SPECIFIC NEEDS. THE USE OF SPECIAL ELECTRIC DEVICES, SUCH AS GENERATORS, WILL BE SUBJECT TO PERMIT AND INSPECTION BY THE FIRE DEPT., BUILDING DEPT., AND/OR PUBLIC WORKS. PROVIDE LOCATIONS ON THE SITE MAP OF ALL SPECIAL STREET LIGHTING AND ELECTRICAL SERVICE SOURCES. A DEPOSIT MAY BE REQUIRED

SPECIAL WATER SERVICE I will need water service. _____

METER ARRANGEMENTS ARE TO BE COORDINATED WITH PUBLIC WORKS. PLEASE PROVIDE A DESCRIPTION OF THE WATER NEEDS FOR THE EVENT. *PROVIDE LOCATION ON SITE PLAN. A DEPOSIT MAY BE REQUIRED.

STAGE(S) I will be using ____ number of stage(s). _____
I will require electric. _____, (Inspection required)

FOR STAGES WITH PLANNED LOCATIONS IN A STREET, APPLICANT MUST ACQUIRE LIABILITY INSURANCE AND PROVIDE A COPY OF CERTIFICATE OF INSURANCE FROM THE STAGE VENDOR INDICATING THE SUPPLIER HAS GENERAL LIABILITY INSURANCE LIMITS ACCEPTABLE TO THE VILLAGE. ALL STAGES ARE SUBJECT TO VILLAGE INSPECTION. INDICATE THE LOCATION OF THE STAGE ON THE SITE PLAN.

TEMPORARY STRUCTURES/TENTS I will have a temporary structure(s) _____
provided by _____.
I will require electric to the structure(s). _____

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 PROPERTY OR VILLAGE PROPERTY, INCLUDING AREAS BETWEEN THE STREET AND SIDE-WALKS. THE APPLICANT MUST ALSO PROVIDE A COPY OF A CERTIFICATE OF INSURANCE FROM THE VENDOR(S) INDICATING THE VENDOR(S) HAVE GENERAL LIABILITY INSURANCE LIMITS ACCEPTABLE TO THE VILLAGE. LOCATIONS OF TEMPORARY STRUCTURES MUST BE SHOWN ON THE SITE PLAN.

TENT SIZE MUST BE INDICATED ON THE SITE PLAN. ALL TENTS WITH ELECTRICAL SERVICE ARE SUBJECT TO VILLAGE INSPECTION. AN EMERGENCY EVACUATION PLAN MUST BE SUBMITTED TO THE FIRE DEPARTMENT. CONTACT THE FIRE DEPARTMENT FOR MORE INFORMATION.

SITE PLAN I have prepared a site plan or site map. _____

PREPARE A SITE PLAN OR DIAGRAM SHOWING ALL APPLICABLE ITEMS , INCLUDING ROAD AND PARKING LOT CLOSURES, FOOD VENDOR LOCATIONS, REFUSE RECEPTACLES, PA OR SOUND SYSTEM, PORTABLE TOILETS, SPECIAL FENCING, SPECIAL STREET LIGHTING OR ELECTRICAL SERVICE, SPECIAL WATER SERVICE AND STAGE(S) TEMPORARY STRUCTURES/TENTS. SHOW LOCATIONS OF PLACES SERVING ALCOHOL AND/OR VENDING OR FOOD SERVICE.



PERMIT # _____

SPECIAL EVENTS APPLICATION PACKET
ROAD CLOSURE APPLICATION
(Initial only those considerations that are applicable)

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ROAD CLOSURE PERMIT

I am requesting a road closure. _____

A PERMIT MUST BE OBTAINED TO CLOSE A STREET. FOR PERMIT CONSIDERATION, PLEASE COMPLETE THIS PAGE AND INCLUDE A STREET MAP OR DIAGRAM INDICATING THE LOCATION. A PERMIT AND PROOF OF LIABILITY INSURANCE IS REQUIRED BY THE APPLICANT.

PARKING LOT CLOSURE

I am requesting a parking lot closure. _____

INDICATE ON THE SITE PLAN THE LOCATION OF THE PARKING AND PROVIDE THE LOT NUMBER AND ANY OTHER PARKING RELATED CONSIDERATIONS.

Date Requested _____

Time/Start _____ Time/End _____

Street(s)/Parking lot to be blocked _____

From Intersection of _____

To Intersection of _____

BARRICADES

I am requesting barricades. _____

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 FOLLOWING DAY (EXCEPT IF THE DAY OF DELIVERY OR PICK-UP IS ON A SATURDAY, SUNDAY OR HOLIDAY). BARRICADES, WHEN DELIVERED, WILL REMAIN IN CUSTODY OF THE PERSON DESIGNATED AND THAT PERSON WILL BE RESPONSIBLE FOR PLACING AND REMOVING THE BARRICADES IN THE ROAD AREA. APPLICANTS WILL BE CHARGED FOR LOST OR STOLEN BARRICADES.

CARNIVAL RIDES

I will be having carnival rides. _____ Vendor _____

CARNIVAL RIDES WILL BE INSTALLED BY THE CARIVAL RIDE VENDOR AND THEY WILL PROVIDE THIER OWN PROOF OF INSURANCE.

POLICE OFFICERS

I am requesting Police Officers for Traffic Control. _____

POLICE OFFICER REQUESTS ARE SUBJECT TO THE POLICE DEPARTMENT'S MANPOWER NEEDS AND APPROVAL OF THE DEPARTMENT HEAD. IF THE VILLAGE OF VILLA PARK POLICE DEPT. SERVICES ARE NOT REQUESTED, THE APPLICANT MUST PROVIDE STATE OF ILLINOIS LICENSED SECURITY GUARDS TO CONTROL ACCESS AND EGRESS FROM THE SECURED SITE.

EVACUATION PLANS

Emergency Evacuation plans may be required.

EMERGENCY EVACUATION PLANS MAY BE REQUIRED BY THE FIRE DEPARTMENT FOR THE SAFETY AND PROTECTION OF THE EVENT ATTENDEES. IN THE CASE OF SEVERE WEATHER AND AN EVENT WITH A TEMPORARY STRUCTURE, DETERMINE WHERE THE EVENT ATTENDEES CAN BE SAFELY MOVED TO.



**SPECIAL EVENTS APPLICATION PACKET
ALCOHOL PERMIT APPLICATION**

(Initial only those considerations that are applicable) 9 of 13

SALE OR SERVICE OF ALCOHOL I plan to sell or serve alcohol on private property. _____

IF ALCOHOLIC BEVERAGES WILL BE SOLD OR SERVED ON PRIVATE PROPERTY, **A VILLAGE OF VILLA PARK DAILY PERMIT TO SELL OR SERVE ALCOHOLIC LIQUOR MUST BE OBTAINED.** FOR PERMIT CONSIDERATION, PLEASE COMPLETE THIS SECTION AND INCLUDE LOCATION OF PROPOSED ALCOHOL SERVICE IN SITE PLAN. PLEASE REFERENCE ATTACHED VILLA PARK MUNICIPAL CODE, **SECTION 3-311 LOCATION RESTRICTIONS**, WHICH DETAILS THE DAILY PERMIT EXCLUSIVE AVAILABILITY TO CHURCHES, SOCIAL, CIVIC, OR FRATERNAL ORGANIZATIONS OR RECOGNIZED ASSOCIATIONS OR GROUPS.

LIQUOR LICENSE APPLICANTS MAY BE SUBJECT TO A CRIMINAL BACKGROUND CHECK INCLUDING FINGERPRINTS CONDUCTED BY THE VILLAGE OF VILLA PARK POLICE DEPARTMENT. APPLICANTS ARE RESPONSIBLE FOR THE BACKGROUND CHECK PROCESSING FEE. FAILURE TO COMPLY WITH THIS PROCESS WILL RESULT IN A RECOMMENDATION FOR PERMIT DENIAL BY THE CHIEF OF POLICE.

TO OBTAIN A DAILY PERMIT TO SELL OR SERVE ALCOHOLIC LIQUOR, LICENSE APPLICANTS MUST ACQUIRE DRAM SHOP INSURANCE, NAMING THE VILLAGE AS AN ADDITIONAL INSURED ON THE INSURANCE, AND PRESENT PROOF OF INSURANCE AT TIME OF APPLICATION.

DAILY PERMIT LICENSE

The undersigned hereby makes application for the issuance of a Daily Permit License to sell or serve alcoholic liquor for the following organization. **(Sec. 13-1704)**

Organization _____

Name of Representative _____

Purpose of Permit (i.e., picnic, church fair, etc.) _____

Date(s) Requested _____

I/We, the undersigned, agree to abide by all Village Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the Village of Villa Park, its Trustees, officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the selling or serving of alcohol at the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Villa Park Daily Permit to Sell or Serve Alcoholic Liquor for or during the scheduled event.

SIGNATURE

DATE



**SPECIAL EVENTS APPLICATION PACKET:
OTHER CONSIDERATIONS**
(Initial only those considerations that are applicable.)

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 (FIRE DEPT. WILL COORDINATE THE PLAN(S)).

FIREWORKS

I will be having Fireworks at the event. _____

**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
VILLAGE SERVICES COST SHEET**

VILLAGE SERVICES COST SHEET TO BE COMPLETED BY THE VILLAGE

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.

FEE SCHEDULE:

\$ _____	\$75.00	SPECIAL EVENT PERMIT FEE
\$ _____	\$75.00	DAILY LIQUOR PERMIT
\$ _____	\$10.00	RAFFLE PERMIT (per day)
\$ _____	\$1.00	BARRICADE (daily per barricade if under 5, actual rental fee if over 5)
\$ _____	\$20.00	BARRICADE DELIVERY (delivery and pick-up if under 5, \$100 if over 5)
\$ _____	\$ 5.00	VILLAGE PROVIDED REFUSE RECEPTACLES (per receptacle, includes disposal)
\$ _____	\$35-\$45	SPECIAL FENCING INSTALLATION & REMOVAL (hourly per employee*)
\$ _____	\$35-\$45	CLEAN UP & TRASH DISPOSAL FOLLOWING ACTIVITY (2 hour minimum per employee*)
\$ _____	\$50.00	INSPECTIONS (per inspection)
\$ _____	\$40.00	FIRE DEPARTMENT PERSONNEL (2 hour minimum per employee*)
\$ _____	\$50.00	SWORN POLICE PERSONNEL (2 hour minimum per officer*)
\$ _____	\$50.00	ELECTRIC USAGE DEPOSIT
\$ _____	\$150.00	VILLAGE PROVIDED GENERATOR (per day)
\$ _____	\$3000.00	WATER METER BOND (refundable cash deposit)
\$ _____	\$ _____	ACTUAL WATER USAGE (\$10 per 1000 gallons, \$50 minimum)
\$ _____	\$150.00	PENALTY FEE FOR HAVING A SPECIAL EVENT WITHOUT PERMITS (plus Village expenses)
\$ _____	\$150.00	PENALTY FEE FOR LESS THAN 30 DAY NOTICE OF SPECIAL EVENT
\$ _____	\$ _____	OTHER
\$ _____	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
OFFICE USE ONLY**

OFFICE USE ONLY

THIS CHECK LIST FOR OFFICE PERSONNEL TO MAKE SURE THAT THE SPECIAL EVENT APPLICATION PACKAGE IS COMPLETE.

HAS THE APPLICANT:

Filled out the cover sheet?	Yes	No	N/A
Filled out the starter checklist?	Yes	No	N/A
Provided a site plan or diagram?	Yes	No	N/A
Completed Village Property Rental Agreement?	Yes	No	N/A
Filled out an alcohol permit and provided required documents?	Yes	No	N/A
Obtained Health Department Approval Forms?	Yes	No	N/A
Provided articles of incorporation or charter?	Yes	No	N/A
Provided Food Vendor Permits?	Yes	No	N/A
Initialed all sections that apply?	Yes	No	N/A
Obtained a certificate of insurance?	Yes	No	N/A
Provided required documentation?	Yes	No	N/A
Signed the hold harmless agreement?	Yes	No	N/A
Obtained Required Village Approvals?	Yes	No	N/A
Completed an Evacuation Plan?	Yes	No	N/A

Received by: _____ Date: _____
Employee Signature



**SPECIAL EVENTS APPLICATION PACKET
OFFICE USE ONLY**

OFFICE USE ONLY

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 below.

Event Date Issued

Village Manager Date

Community Development Director Date

Finance Director Date

Fire Chief Date

Director of Parks & Recreation Date

Police Chief Date

Director of Public Works Date

Conditions or Restrictions:

