Special Events Permit Application

Village of Woodridge

Administration Department ▪ Five Plaza Drive ▪ Woodridge, IL ▪ Phone (630) 719-4705 ▪ Fax (630) 960-7808

APPLICANT INFORMATION

Sponsoring Organization: _____

Event Organizer/Contact Person:_____

Organizer Address: _____

City: _____State: _____ Zip Code: _____

E-Mail Address: _____

Phone: _____ Fax: _____ Cell: _____

Event Day On-Site Person in Charge: _____
(if different from event organizer)
Phone: _____ Fax: _____ Cell: _____

EVENT INFORMATION

Event Name: _____

Description and Purpose of Event: _____

Location: _____

Date of event: _____ Time: _____ to _____
(if multiple dates and/or times are requested, please attach a detailed list)

Set-Up Date: _____ Time: _____ to _____

Teardown Date: _____ Time: _____ to _____

Estimated Attendance _____ Is the event open to the general public? ___ Yes ___ No

The undersigned hereby agrees to defend, indemnify and hold harmless the Village of Woodridge, its officials, agents and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the Village of Woodridge, its officials, agents and employees, arising in whole or in part or in consequence of the organizer's event or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of Woodridge, its agents or employees. The undersigned 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 Woodridge, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same. **I have the authority from my organization to sign and submit this application on their behalf. I understand that any changes made to this application after approval are subject to Village approval.**

_____ _____
Signature of Organizer Date

ADDITIONAL LICENSES AND PERMITS

Please check the following items that will be included in the event. Each of these items requires an additional license or permit. Please contact the Assistant Village Administrator at (630) 719-4705 to obtain the appropriate application(s).

☐ Alcoholic beverages

☐ Fireworks

☐ Raffle

☐ Use of public streets, sidewalks or other public property

SUPPORTING DOCUMENTS

The following items must be submitted with every special events permit application:

☐ An original letter of authorization from the owner(s) of the property where the special event is to occur, authorizing the use of the property for the event.

☐ A 8 ½" x 11" site layout plan for the event and/or a map of the route to be traveled. (The size may be increased up to 11" x 17" as necessary to accommodate the proposed information.)

☐ A written description of the planned role and responsibilities of volunteers, if any.

☐ A written description and map of the traffic control and parking plan.

☐ An emergency response plan for weather, medical and other emergencies, which shall include but not be limited to an early warning system, a communications plan, an evacuation plan, shelter locations, first aid center, and provision for emergency medical staff.

☐ An event security and safety plan for both during the event and overnight as appropriate.

☐ A post-event clean-up plan.

☐ A resident/business notification plan. The applicant shall provide written notification to adjacent residents and businesses at least two (2) weeks in advance of any proposed street and/or parking lot closures.

☐ A description of any proposed tents, including size, location and need for electrical hook-ups.

☐ A description of any amusement rides, amusement attractions, carnival, or fair.

☐ A lighting plan including the type of lights to be used, their locations, power source, and measures to be taken to protect adjacent properties from light spillover.

☐ A sound control plan including the hours during which music will be played, the location and direction of any proposed amplifiers, and measures to be taken to minimize the impact on adjacent properties.

☐ A description of any proposed food, drink or alcoholic beverage preparation or sales.

SUPPORTING DOCUMENTS (Continued)

☐ A written explanation of requested Village services, if any (traffic control, installation of crowd control fencing, setting up street barriers, etc).

☐ Completed applications for other applicable permits and/or licenses including but not limited to electrical hook-ups, raffles, and liquor licenses, whether required by the Village, County, or any other regulatory agency.

☐ Evidence of public liability insurance in an amount determined appropriate by the Village Administrator or designee.

☐ Description of restroom facilities. Restroom facilities as deemed appropriate by the Building Commissioner shall be provided for events longer than two (2) hours in duration.

☐ An original signed reimbursement of fees agreement in a form provided by the Assistant Village Administrator.

☐ Any additional information which the Village Administrator or designee shall find reasonably necessary to a fair determination as to whether a special event permit should be issued.

Questions? Contact Peggy Halik, Assistant Village Administrator at (630) 719-4705