



Special Events Permit Application Process

The Village of Oak Park
Office of the Village Clerk
123 Madison St.
Oak Park, IL 60302

708.358.5670
708.358.5108 fax
clerk@oak-park.us
www.oak-park.us

Do I need a permit?

The Village of Oak Park regulates special events that affect the public right of way or public health. Such events require a special events permit. If you answer yes to any of the following questions, you will need a permit:

- Does your event extend to public property, such as a sidewalk, alley, street or parkway?
- Are you cooking and/or serving food to the public?
- Are you serving alcohol to the public?
- Are you obstructing or redirecting vehicular or pedestrian traffic?
- Are you placing anything on public property such as stage, tent, temporary structure, kiosk, tables, and chairs?
- Do you anticipate the need to hire off duty police for security purposes?
- Do you need signage to reserve parking spaces?

If a permit is required, complete the following Special Events Application Form and submit to:

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Oak Park, IL 60302**

Applications must be submitted at least 60 days before the event or 90 days prior if a liquor license is required or if 500 or more participants are expected. A \$75 late fee will be charged to applicants who do not submit their application within the required time frame.

Special Events Checklist

The following checklist will help you understand the information needed and steps that must be taken to apply for a special events permit:

- Submit completed application and \$50 application fee before deadline – 90 days for 500 or more attendees or liquor license, 60 days otherwise.
- Include narrative describing event, including listing all participating merchants, vendors, exhibitors and units, as well as any amplified presentations or musical events.
- Include reproducible layout/drawing of event with all of the following applicable items (grid available on page 6):
 - __ Sanitation facilities
 - __ First aid facilities
 - __ Emergency vehicle access (12 foot minimum width)
 - __ Tents/temporary structures
 - __ Utility lines/generator/potable water source
 - __ Lighting
 - __ Area restriction devices such as barricades or other screening – including any detour routes if the street is to be closed
- Attach list of permits or licenses sought, such as Health, Tent and/or Liquor License.
- If streets to be closed are bus routes or public highways, provide documentation of arrangements made with the appropriate bodies demonstrating approval of the closings.

Fees

- \$50 application fee. Late fee is \$75 if application is not submitted 90 days for 500 or more attendees or liquor license, 60 days otherwise.
- Proof of full payment of any related fees prior to the issuance of the Special Events Permit.

- Payment of 25 percent of the cost estimate for Village services provided to the applicant requesting the permit – due seven days prior to event.
- Payment of balance due, including any additional costs to the Village – due within 15 days after receipt of invoice

Food

- If food will be served outside of licensed food establishments, attach a list of vendor(s) and location(s). If initial notification to the Village is not provided, the list of food vendors must be submitted to the Oak Park Department of Public Health at least 14 days prior to the event.
- Notify food vendors that they will be required to complete a Temporary Food Vendor Application and receive a permit. For details, contact the Oak Park Department of Public Health at 708.358.5480 or e-mail **health@oak-park.us**.

Other

- Area restriction devices such as barricades or other screening, including any detour routes if the street is to be closed.
- Refuse removal arrangements, whether Village or outside contractor. The Oak Park Public Works Department can provide a list of waste haulers who are licensed in the Village – call 708.358.5700 for more information.
- Required personal injury and property damage insurance or other such insurance as deemed necessary by the Village. Endorsements requested for all insurance certificates.
- Attach information on use of volunteers, including how many, for what purpose and a description of any training received by these volunteers.

Notice

- If your special event will be held more than once during the year with the same location and arrangements, you need to submit only one application listing all dates.
- Block parties, block parades and other events otherwise regulated by Village Code and agreements, such as GALA fireworks, Friday night high school football games and the Oak Park Farmers’ Market, are not covered by this application. A Block Party Application is available under the Living in Oak Park tab at **www.oak-park.us**.

Contact

For more information, contact the Office of the Village Clerk at 708.358.5676 or e-mail **clerk@oak-park.us**.

Other contacts:

- Barricades 708.358.5700, **publicworks@oak-park.us**
- Building & Property Standards Department 708.358.5430, **building@oak-park.us**
- Business License Officer 708.358.5670, **clerk@oak-park.us**
- Fire Department 708.445.3300, **fire@oak-park.us**
- Health Department 708.358.5480, **health@oak-park.us**
- Police Department 708.386.3800, ext. 5517, **police@oak-park.us**
- Public Works 708.358.5700, **publicworks@oak-park.us**
- Refuse 708.358.5707, **publicworks@oak-park.us**



Outdoor Special Event Permit Application

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SPONSOR/CONTACT INFORMATION

Name of Sponsor	Contact Person
Contact Address	
Contact Phone	Contact E-mail Address

EVENT INFORMATION

Name of Event	
Event Date(s)	Rain or Alternate Date(s)
Event Location/Route (map/layout should be attached)	
Event Times	from _____ a.m. / p.m. until _____ a.m. / p.m.

STREET CLOSURES AND PARKING

Street(s) will not be closed will be closed (Please attach map or sketch of all closures.)

If closed, which streets and blocks?

Closed from _____ a.m. / p.m. until _____ a.m. / p.m.

Does this street have parking meters that will need to be covered during the event? yes no

Does this street normally have access to a permitted parking lot? yes no

If yes, what is the lot number and location?

List any other parking-related requests or considerations

VILLAGE SERVICES AND OTHER REQUESTS

Alcohol will will not be served other than inside currently licensed establishments
 If alcoholic beverages will be served outside, attach list of vendor(s) and location(s). Vendors must have current liquor licenses of required types.

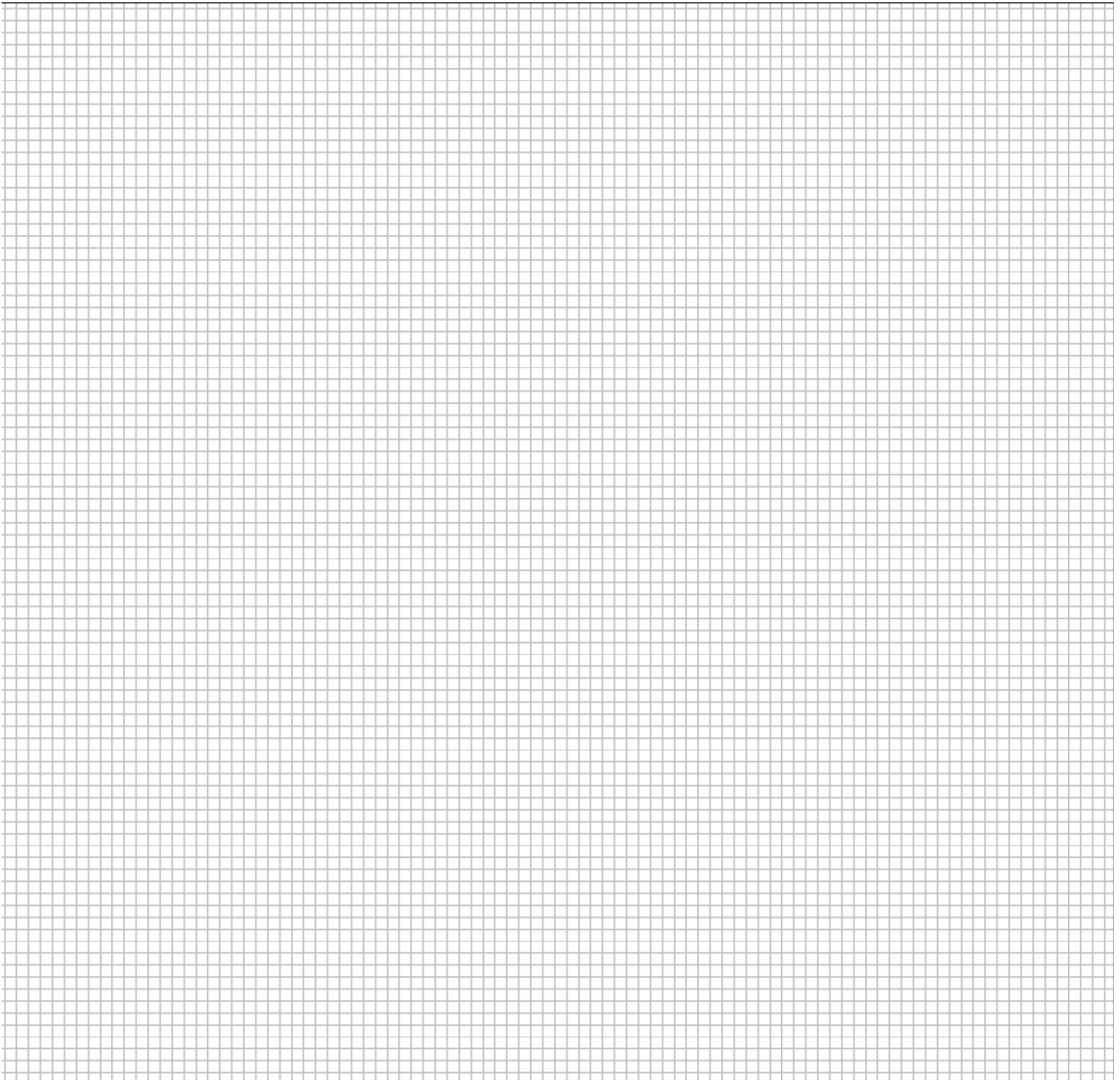
Barricades will will not be used
 The Village can provide barricades. If the applicant picks up and returns the barricades undamaged, no charges will be assessed. However, if Village staff deliver and pick up the barricades, the applicant will be charged for staff time. Barricades must be erected in accordance with Village directions. Contact Public Works at 708.358.5700 and ask for Streets Division Supervisor for more information.

Fireworks will (If yes, attach copy of state fireworks application.) will not be used

Food will will not be served other than inside licensed restaurants
 All food vendors must obtain a food permit. Vendors will be inspected by the Oak Park Department of Public Health. Contact the department for more details at 708.358.5480 or e-mail health@oak-park.us.

Please include reproducible layout of event with all of the following applicable items. This drawing indicates the following (check all that apply):

- Sanitation facilities
- First aid facilities
- Emergency vehicle access (12 foot minimum width)
- Tents/temporary structures
- Utility lines/generator/potable water source
- Lighting
- Area restriction devices such as barricades or other screening – including any detour routes if the street is to be closed
- Map of route for parades, races, etc.



Make copies of this page as needed.