



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:

Village of Oak Park
Office of the Village Clerk
123 Madison St.
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 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 take to apply for a special events permit:

- Submit completed application and \$100 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
 - ___ Electric power source
- Attach list of permits or licenses sought, such as Health, Tent and/or Liquor License, Electric.
- Submit certificate of insurance, naming Village of Oak Park as an additional insured.
- If the streets to be closed for an event are bus routes or public highways, the Village will make needed arrangements. Please allow up to two months for this process. Call 708.358.5676 for more details.

Fees

- \$100 application fee. Late fee is \$150 if application is not submitted 90 days for 500 or more attendees or liquor license, 60 days otherwise. See attached schedule for additional event fees that may apply.

- Proof of full payment of all prior years' fees.
- 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 the event

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, 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 at **www.oak-park.us/blockparties**.

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**
- 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**

Keep pages 1 and 2 of this packet for your records.



Outdoor Special Event Permit Application

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

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.
Number of people projected to attend this event: _____	

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.

Police will notify you should officers and/or vehicles be required.

Portable bathrooms will will not be used

If yes, list number and where they will be located.

Public address system will will not be used

If yes, who will provide, where it will be located and the number and type of musical/entertainment and/or presentations.

Refuse receptacles will will not be used

If refuse receptacles will be required, the applicant must coordinate sufficient quantities of containers, refuse collection and removal of emptied containers with an independent hauler. Applicant must provide written verification of adequate refuse disposal accommodations, subject to approval by the Village. If verification such as a contract with a private hauler is not provided with this application, it must be provided at least 14 days prior to the event. Applicant will be charged for any post-event cleanup provided by the Village. 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.

Special fencing will will not be used

If yes, list who will provide it and where it will be located.

Lighting/Electric All participants will need to provide their own source of power for their specific needs, the Village will not provide electrical services of any sort.

List equipment that requires electric power

List source of the electric power

Special water service will will not be required

If food is being served, organizers must provide a potable water source. Those wishing to use a Village hydrant or other water source will need to provide a \$1,500 refundable deposit. Vendors may also use their own source.

Stages will will not be used

If yes, list who will provide and where it will be located.

Temporary structures (such as tents) will will not be erected

If yes, list number, type and location.

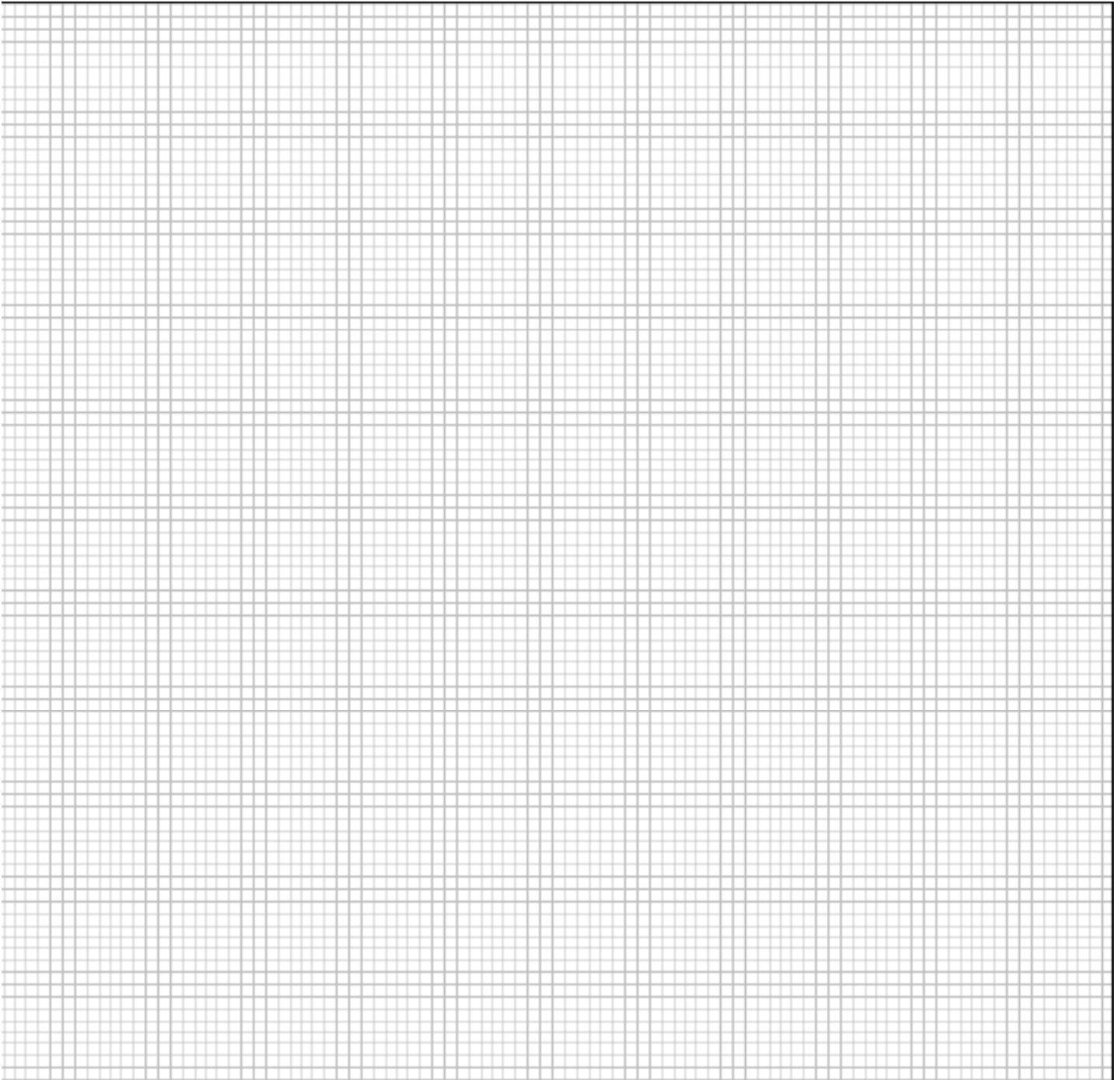
INSURANCE

Liability insurance for the event is is not attached

Note: Prior to the approval of a special event, the Village requires the sponsor(s) to obtain a special event insurance policy that includes the Village of Oak Park as an additional insured. The insurance must, at minimum, be in the amount of: \$1,000,000/occurrence and \$2,000,000 total aggregate claims. The Village must receive proof of insurance in the form of a policy endorsement, in addition to a certificate of insurance, prior to a permit being issued, or the event will not be allowed to proceed. Call 708.358.5676 or 708.358.5666 for more information.

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.
- Equipment that requires electric power
- Location of the electric power source



Make copies of this page as needed.



Off-Duty Police Paid Detail Request Form

The Village of Oak Park
Police Department
123 Madison St.
Oak Park, IL 60302

708.386.3800
708.386.4364 fax
police@oak-park.us
www.oak-park.us/police

TODAY'S DATE _____

EVENT DETAILS

Location of Event _____

Date of Event _____ Time of Event _____

Police will be needed for _____ Traffic Control (usually when barricades are being put up or taken down)

_____ Security from: _____ a.m. / p.m. until _____ a.m. / p.m.

Number of Officers Needed _____

CONTACT INFORMATION

Contact Person _____

Contact Primary Phone Number _____ Secondary Phone Number _____

Off-duty police details are at an **hourly rate of \$30 per hour**, with a three hour minimum per officer.

For more information on requesting an off-duty police officer, call 708.386.3800 or e-mail **police@oak-park.us**.

Please retain a copy of this form for your records.



2018 Special Event Fee Schedule

PURSUANT TO SECTION 17-323(I)(6) OF THE OAK PARK VILLAGE CODE

The Village of Oak Park allows for the use of public property for Special Events subject to recovery of costs related Village equipment and personnel services in support of such Event¹. Village expenses are annually published and include salary and benefits, which may be higher when personnel are required outside of assigned work hours (i.e. “off duty”). In addition, for some employees, premium pay rates exist in labor contracts for Sundays and Holidays and such premium rates are reflected below.

Upon application for a Special Event Permit, the Village will determine the estimated cost of Village equipment and personnel services which are required for the requested Event. Estimated cost information will be provided at the time of permit issuance. The Event sponsor shall deposit with the Village at least seven business (7) days prior to the date of the special event twenty five percent (25%) of the cost estimate. Failure to pay the full deposit shall void the permit and the Event will be cancelled.

Five (5) business days after conclusion of the permitted event, the Village will issue a final invoice which will include:

1. Credit for 25% deposit;
2. Balance due for actual Village equipment and personnel services;
3. Direct and reasonable costs incurred by the Village to provide for cleanup of public property if such service is not performed by the Event sponsor/applicant as required; and
4. Direct and reasonable costs for loss or damage to Village property

Full payment of the final invoice is due to the Village, within fifteen (15) days after the conclusion of the permitted event pursuant to Chapter 30 of the Village Code. Future permits will not be issued to applicants or sponsors that fail to comply with Chapter 30.

¹ All conditions for special event permits may be found in Chapter 30 of the Village Code. This fee schedule is intended only to inform applicants and sponsors of current year fees.

Application	Fee	Due Date	Applies To
Special Event Permit Application Fee	\$100	90 calendar days in advance	Events with 500 or more participants OR Events with Alcohol
Additional Fee for Late Application	\$150	60 calendar days in advance	Alcohol Free Events

Personnel	On Duty Hourly Rate	Off Duty Hourly Rate	Sundays Holidays
Sworn Police thru 3/31/18	\$75	\$38	\$105
Sworn Police anticipated after 4/1/18	\$75	\$75	\$105
Civilian Police Staff	\$32	\$32	\$48
Fire Department Sworn	\$48	\$72	\$72
Public Works Staff	\$42	\$53	\$70
Public Health Inspector (Sanitarian)	\$51	\$77	\$103
Other Village staff	\$ 30 - \$ 45 as determined by Village Manager	\$ 45 - \$ 67 as determined by Village Manager	\$ 60 - \$ 90 as determined by Village Manager

Equipment (in additional to personnel costs)	Hourly Rate
Fire Engine/Ambulance	\$50
Police Car	\$15
Police/Fire Mobile Command Unit	\$50
Public Works Pickup Truck	\$15
Public Works Dump Truck	\$20
Public Works Street Sweeper	\$20

Permits	Fee
Tent Permit	\$100.00
Temporary Food Service Permit	\$100.00 on an annual basis
Liquor License	\$15.00 If application is made not less than 30 days prior to event.
	\$100.00 If application is made less than 30 days prior to event.