



ORLAND PARK

Development Services Department

14700 Ravinia Avenue · Orland Park, Illinois 60462 · Phone (708) 403-5300 · Fax (708) 403-6215

Website www.orlandpark.org · Email developmentservices@orlandpark.org

CANOPY, TENT, EVENT PERMIT

☐ Canopy ☐ Tent ☐ Event Permit

Cashier Code – BD

Permit No. _____

- ✓ A SITE PLAN IS REQUIRED SHOWING WHERE THE TENT/EVENT WILL BE SET UP AND ALSO THE DIMENSIONS OF THE TENT
- ✓ IF YOU ARE LEASING YOUR BUSINESS SPACE, WRITTEN PERMISSION FROM YOUR LANDLORD IS REQUIRED!
- ✓ TENTS ARE ONLY ALLOWED ON THE SITE WHERE YOUR BUSINESS IS LOCATED. NO OFF SITE SALES ARE ALLOWED.
- ✓ TENTS IN EXCESS OF 200 SQUARE FEET AND CANOPIES IN EXCESS OF 400 SQUARE FEET SHALL REQUIRE A PERMIT AND AN INSPECTION BY A BUILDING OFFICIAL.

APPLICANT _____ PHONE # _____

ADDRESS _____

REASON FOR TENT/EVENT /CANOPY _____

DATES: FROM _____ TO _____

HOURS OF OPERATION _____

WILL FOOD BE SERVED? _____ YES _____ NO

If "yes," health inspections and fees will be required.

WILL THERE BE ELECTRICITY REQUIRED? _____ YES _____ NO

If "yes," an electrical permit is required for electrical hook-ups & generators.

(Exterior grade extension cords are required for any use outside!)

CONCERT AT CENTENNIAL PARK WEST? _____ YES _____ NO

If "yes," Board approval is required and additional fees will be required. Date of Approval _____

(see page 11 for detailed requirements)

Does this event include a concert at Centennial Park West? If yes, this application must be reviewed and approved by the Village Board of Trustees. All required site plans (including tent and electrical specifications), traffic plans, security plans, food and/or alcohol plans must be submitted prior to the item being considered by the Village Board.

SIGNATURE OF OWNER/AGENT _____

FEE _____

DATE ISSUED _____

See Event Fee Schedule for fee information

BUILDING OFFICIAL

Canopy / Tent Requirements

Provide the following information to the Building Division before a permit can be issued:

1. A site plan drawn to scale showing the location and size of the canopy / tent in regards to the building and other canopies / tents. The tent shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
2. A flame resistant certificate per NFPA 701 or ASTM E 84 by an acceptable testing laboratory.
3. A note on the submitted plans stating, "No smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the canopy / tent."
4. A note on the submitted plans stating "a 4A 60BC fire extinguisher will be provided and mounted no higher than 48" above finished floor to the handle."
5. Number (#) of canopies / tents and their sizes.
6. Number of attendants for occupant load.
7. If you are using a tent with the side down, defined exits shall be required to be shown on the plans based on the number of attendants.
8. Occupant load signs will be printed by the Building Division and placed at the tent entrances / exits.

Below are the Code sections from the 2006 International Fire Code for reference only.

2403.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

2403.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:

- 2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929 m²).
- 2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.
- 2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.
- 2.4. Fire apparatus access roads are provided in accordance with Section 503.

2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

2403.12.5 Aisle. The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.
2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.

2403.12.6 Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

2403.12.6.1 Exit sign illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or
2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the *ICC Electrical Code*.

2404.3 Label. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.6 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

2404.11 Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

2404.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent, canopy or membrane structure unless approved by the Fire Code Official.





Village of Orland Park

SPECIAL EVENT PERMIT APPLICATION

Frederick T. Owens Village Hall • 14700 South Ravinia Avenue • Orland Park, IL 60462 • 708/403-5300

Development Services Department • developmentsservices@orland-park.il.us

Please keep pages 1-3 for your records. Return the application only.

PERMIT APPLICATION PROCESS

1. Choose a park, specific park location, and date for your event. You are encouraged to choose an alternative location and/or date in the event that your first choice is not available. Events of 20 or more people and those events with special features are required to secure a Special Event Permit. If you are unsure whether or not a permit is required for your event, please call Development Services at (708) 403-5300.
2. Please be sure to complete all sections of this application. All proposed activities and events are subject to the approval of the Village. The Village will not consider your submittal if the application is incomplete.
3. Submit your completed application by mail, delivery in person, e-mail, or fax to Development Services. Submittal of an application does not grant you a permit or confirmation to conduct your planned event; all applications are subject to review. Completed applications and requested documentation/information must be submitted at least 30 days prior to your event.
4. The Village of Orland Park processes applications for permits in the order of receipt. The Village will not consider your submittal without a completed application and all necessary paperwork.
5. Upon receiving your completed application, the Village will contact you to inform you of the status of your application. You will be informed of any remaining fees that must be paid, along with any additional documentation requirements. The Village reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, cosponsors, event participants, event vendors, event activities, or the event itself. Moreover, the Village may postpone approval of event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a permit.
6. Applicants are required to submit a "Certificate of Insurance in the amount of \$1,000,000.00 worth of General Liability coverage that names the Village of Orland Park as additional insured" for the event and the date(s) of all preparation for such event occurring on Village property. Applicants must submit an Endorsement issued under their General Liability policy of insurance for the event that reflects that the Village of Orland Park is an additional insured for the event. A sample certificate is attached.

PERMIT APPLICATION PROCESS....continued

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Village of Orland Park against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Village of Orland Park may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Village of Orland Park will survive the termination or expiration of the Permit.

7. Applicants are required to inform the Village of Orland Park of any and all amendments to the original application prior to the event day.
8. Once all the Village's requirements have been fulfilled, including receipt of all documents and full payment, a Special Event Permit will be issued.
9. PLEASE NOTE: Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Village and changes/modifications relative to the event from the other Village departments are at the sole expense and risk of the Event Organizer.

EVENT RULES AND REGULATIONS

All events and applicant's guests, vendors, concessionaires and exhibitors are subject to and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the Village of Orland Park, the State of Illinois, and the United States of America. Below is a summary of some of the Village's Event Rules and Regulations.

AMENDMENTS OR REVISIONS

- It is the responsibility of the applicant to properly inform the Village of any and all amendments and/or revisions to the original application. The applicant must inform the Village upon the immediate discovery of such amendments and/or revisions to the original application prior to the event day. All amendments and/or revisions are subject to the review of the Village.

AMENITIES

- The Village does not provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents, canopies, fencing, generators, electric or other equipment.
- Amenities and event features are provided at the sole expense and risk of the Event Organizer.
- Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the State of Illinois, Village of Orland Park, are at the sole expense and risk of the Event Organizer.

ASSIGNMENT

- Permits are not assignable and are non-transferable.

CANCELLATION

- All cancellations must be made in writing.
- Group, Commemorative, and Promotions permit cancellations must be received at our office no later than 10 days prior to the event.
- Athletic, Corporate, and Festivals/Concerts permit cancellations must be received at our office no later than 10 days prior to the event.

VILLAGE PROPERTY

EVENT HOURS

- Events are restricted to the public hours of the park.
 - If access to the park is necessary for set-up or breakdown either before or after public hours, then the applicant may be charged a fee to cover all costs associated with the request.
-

GRILLING

- Grilling must be confined to enclosed metal containers and may only take place within dedicated grilling areas. Hot coals must be cooled or doused with water after use and must be disposed of in red coal containers. Disposing of coals on grass, at the base of a tree or at any other location is strictly prohibited
 - Grilling with charcoal is not permitted on fields. Charcoal is only permitted at permanent grills or with the use of the Village's Supercooker rental.
-

INCLEMENT WEATHER

- No rain dates will be issued. Refunds will not be granted for inclement weather.
 - The Village reserves the right to cancel or relocate an event due to poor weather conditions prior to or on the day of the event that may cause excessive damage to Village property.
-

PARK SERVICES

- Contact the Recreation Department at 708/403-7275 to reserve the following, subject to availability. Fees apply.
 - Picnic tables are subject to availability.
 - Supercooker
 - Barricades
-

PROHIBITED ACTIVITIES

- No bonfires or open flame: "No person shall light or make use of any fire in the park except that fires for cooking purposes may be made in portable metal containers or grills under such regulation as may be prescribed by the Village of Orland Park."
 - No parking and/or driving vehicles on grass, athletic fields, recreation courts, service roads and pathways.
 - No markings on paths. Signs must be used and then removed.
-

SIGNAGE

- Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, or park feature on Village property is strictly prohibited.
- No markings are allowed on paths. All signage must be removed at the end of the event.

**SPECIAL EVENT PERMIT APPLICATION****Return this application to Development Services.**

INSTRUCTIONS: Please carefully read the "Event Rules and Regulations" (page 3 and 4) and "Fee Schedule" (page 6) before completing this application. Incomplete applications, without the required application fee will not be processed.

APPLICANT INFORMATION

DATE OF APPLICATION

PERMIT #

NAME OF EVENT ORGANIZER/PRODUCER CONTACT

ORGANIZATION/PRODUCTION COMPANY *(if applicable)*

FEDERAL TAX ID or 501(c)(3) NUMBER

STREET ADDRESS

APT/UNIT/SUITE

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

DAYTIME PHONE

FAX

CELL PHONE

EVENT DAY ONSITE CONTACT *(if different from event organizer)*

DAYTIME PHONE

CELL PHONE

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No☐ Yes

Name of Organization: _____

Additional Documentation Required: If you checked "Yes" above please submit an endorsement letter from the organization (on their official letterhead) on whose behalf you are organizing the event.

EVENT INFORMATION

EVENT NAME

☐ 153rd Street Metra Station/Centennial Park	MUST PROVIDE SITE PLAN	DATE(S)
☐ PRIVATE PROPERTY	SPECIFIC LOCATION	DATE(S)
☐ OTHER	SPECIFIC LOCATION	DATE(S)
EVENT TIMES	STEP-OFF TIME (Applicable only for events with a route.)	
Start Time: _____ Finish Time: _____		

Additional Information Required: If your event includes multiple days and/or varying times, please attach a schedule.

SET-UP DATE(S)	SET-UP TIME(S) From: _____ To: _____
TEAR DOWN DATE(S)	TEAR DOWN TIME(S) From: _____ To: _____
NUMBER OF PARTICIPANTS	NUMBER OF SPECTATORS

EVENT DESCRIPTION

Provide a detailed description and site plan of your event. Document(s) with this information or other materials describing this event may be attached.

Tear down and removal of all event materials, structures, equipment on private property must be completed within 48 hours of the event.

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No☐ Yes

Event Name: _____

Location: _____ Date: _____

TYPE OF SPECIAL EVENT PERMIT AND RIGHT OF WAY PERMIT

Please check all items that apply.

- | | |
|--|--|
| <p>☐ Arts and Craft Sale Held Outdoors</p> <p>☐ Assembly/Rally/Open Air Meeting (On ROW)</p> <p>☐ Bicycle Ride/Bike-A-Thon (On ROW)</p> <p>☐ Block Parties & Street Dances
Contact the Recreation Department at 708/403-7275.</p> <p>☐ Car Wash Events for Fundraising Only</p> <p>☐ Carnival, Circuses and Rides</p> <p>☐ Ceremony/Wedding Procession (on ROW)</p> <p>☐ Christmas Tree Sales on Open Lot</p> <p>☐ Corporate Function/Gathering/
Promotion Outdoors</p> <p>☐ Film Production</p> <p>☐ Foot Race/Marathon/Walk-A-Thon (on ROW)</p> <p>☐ Fundraiser/Charitable Event/Raffle
Contact the Village Clerk's Office at 403-6150 to obtain a raffle license.</p> <p>☐ Gambling/Gaming (Illinois State Regulated)</p> <p>☐ Other Event (Please describe): _____</p> | <p>☐ Book Signing</p> <p>☐ Park Rental</p> <p>☐ Parade (on right-of-way)</p> <p>☐ Parking/Temporary off-site event parking</p> <p>☐ Potluck Event</p> <p>☐ Sidewalk Sale
Contact Development Services at 708/403-5300.</p> <p>☐ Tent Canopy Structure
(Separate permit required) See attached</p> <p>☐ Vehicle Shows Outdoors</p> <p>☐ Zoos and Animal Exhibits</p> <p>☐ Radio Personality</p> <p>☐ Intersection Solicitation
Contact the Clerk's Office at 708/403-6150.</p> <p>☐ Football Homecoming</p> <p>☐ Baseball/Softball Picnics</p> |
|--|--|

EVENT FEATURES

All event features are subject to the approval of the Village. Additionally, certain event features such as street closures and those mentioned below may require separate permits from the Village. For information regarding Village of Orland Park permits, please contact Development Services at 708-403-5300.

ALCOHOL. Alcohol is not allowed on Village property unless a Class F Liquor License is obtained.

ALCOHOL SALE: Are you requesting permission to sell beer or wine at your event?
(Please check No or Yes below. If Yes, please provide additional information as requested below)

☐ No ☐ Yes

PRODUCT SALES AND SAMPLING

Sales, sampling or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from the Village of Orland Park prior to the approval of the request. If any question below is answered "Yes," then obtain the appropriate permits from the Village of Orland Park.

FOOD AND NON-ALCOHOLIC BEVERAGES

Are you requesting permission to sample food and/or beverages?

(Please check only one response.)

☐ Yes, to event participants only ☐ Yes, to the general public ☐ No

Are you requesting permission to sell food and/or beverages? (Please check only one response.)

☐ Yes, to event participants only ☐ Yes, to the general public ☐ No
If yes, a health inspection is required and fees apply.

MERCHANDISE

Are you requesting permission to sample merchandise?

(Please check only one response.)

☐ Yes, to event participants only ☐ Yes, to the general public ☐ No

Are you requesting permission to sell merchandise?

(Please check only one response.)

☐ Yes, to event participants only ☐ Yes, to the general public ☐ No

Electric permit required and fees apply.

LIVE ENTERTAINMENT

Are you planning to provide live entertainment as a feature of the event? All outdoor music must end by 10:30 p.m. Sun-Thurs and 11:30 p.m. Fri and Sat.

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No☐ Yes

Description: _____

Additional Documentation Required: If you checked "Yes" above, please describe the artists/talent you plan to provide in the space provided above. Document(s) with this information may be attached. If electrical wiring/power generation is needed see attached Electrical Permit . Attach the source of power. Fees apply. See schedule.

RAFFLE

Are you planning to operate a raffle?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No☐ Yes

Additional Documentation Required: If you checked "Yes" above, please contact the Village Clerk's Office at (708) 403-6150 to obtain a Raffle Permit. Paperwork must be received in the Village Clerk's Office at least 30 days prior to the event for approval.

TENTS AND CANOPIES

Tents and/or Canopies are required to be permitted from the Village of Orland Park Building Division (708) 403-5300. If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The event organizer is responsible for any damage caused to park property/facility and must consult park staff prior to installation. Tent company/installers are responsible for calling JULIE. A copy of flame retardant certificate must be provided for all tents.

Will your event feature tents and/or canopies?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No☐ Yes

Number of Tents/Canopies: _____

Tent/Canopy Size(s): _____

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

Additional information required: If you checked "Yes" above, please indicate the number of tents with the corresponding size. Document(s) with this information may be attached. All tents and/or canopies must be indicated on the Site Map. A copy of all permits issued by the Village Building Department must be submitted 30 days prior to your event; otherwise, late fees may apply. See attached permit and canopy/tent requirements.

VENDORS

Vendors are organizations and businesses that may sell or advertise products and/or services to your event participants. Sales, sampling or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from the Village of Orland Park prior to approval of the request. If you answer "Yes" below, submit the appropriate permits from the Village of Orland Park. Health Inspection is required for food vendors. Attach all vendors' names, addresses, phone numbers and Illinois Sales Tax ID No. on attached permit. The Village's health inspectors will forward temporary food service applications to each vendor. Fees apply. See fee schedule.

Will your event feature vendors?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.

☐ No☐ Yes

Description: _____

PROMOTIONAL FEATURES

Will your event feature any inflatables, banners, or other promotional elements? The location of all promotional features must be identified on your Site Map.

Will your event feature INFLATABLES?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No

☐ Yes

Name of vendor: _____

Certificate of insurance required from each vendor.

Description: _____

Will your event feature BANNERS?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No

☐ Yes

Description: _____

Will your event feature OTHER PROMOTIONAL ELEMENTS?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No

☐ Yes

Description: _____

Additional Information Required: If you checked "Yes" above, please identify the location of all promotional features on your Site

STAGE/PLATFORMS, PORTABLE TOILETS, DUMPSTERS, FENCING AND OTHER STRUCTURES

If you are planning to erect, install, or use any of these structures, please describe below and identify the location of all structures on your Site Map. Include sizes and quantities of individual structures. A separate sheet with this information may be attached. Some structures, such as large stages/platforms, may require a separate building permit from the Village of Orland Park Building Division (708) 403-5300. If a building permit is required, a letter from the Village verifying the number and sizes of stages/platforms will be needed before the Building Division will issue a permit. A copy of all permits issued by Building Division must be submitted to the Village 30 days prior to your event; otherwise, late fees may apply. Therefore, please plan accordingly by submitting all appropriate paperwork to the Village at least 45 days prior to your event day.

Will your event include the use of PORTABLE TOILETS?

The Village recommends 2 Port-O-Johns and one handicapped stall per 100 people and 2 hand-washing stations per 100 people. Please provide the name of the company providing the restrooms and their phone number.

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from Village property within 24 hours after your event or at a time specified by the Parks Department.)

☐ No

☐ Yes

Company providing the restrooms: _____

Company's phone number: _____

Number of Portable Toilets: _____

Description(s): _____

continued

STAGE/PLATFORMS, PORTABLE TOILETS, DUMPSTERS, FENCING, AND OTHER STRUCTURES contd.

Will your event include the use of DUMPSTERS on village property?

The Village requires that all areas must be clean of debris. Attach plan of how garbage and waste will be removed from event site. Please provide the name of the trash company and their phone number in the description. Dumpster placement at Centennial Park will be in parking spaces 577 to 580 in the Metra East Daily Parking Lot. Dumpsters must be removed within 24 hours. (Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

☐

No

☐

Yes

Trash Company: _____

Trash Company's phone number: _____

Number of Dumpsters: _____ Description(s): _____

Will your event include the installation of FENCING?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

☐

No

☐

Yes

Description: _____

Will you event include the use of OTHER STRUCTURES not identified above?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

☐

No

☐

Yes

Number of Structures: _____

Description(s): _____

Additional information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, dumpsters, fencing, and all other structures on the Site Map. Document(s) with this information may be attached. A copy of all permits issued by the Building Department must be submitted to the Village 30 days prior to your event; otherwise, late fees may apply.

ADVERTISING

Please note that all costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Village of Orland Park and changes/modifications relative to the event from the Building Department and/or the Village's Special Events Office and other Village departments is at the sole expense and risk of the Event Organizer.

How will your event attendees be notified or invited to the event?

(Please describe below. Document(s) with this information may be attached.)

Description: _____

Will your event be publicly advertised?

Please check No or Yes below. If Yes, identify all methods/medias you intend to use and submit examples of all marketing materials. Document(s) with this information may be attached.)

☐
☐

STREET CLOSURES OR USE OF PUBLIC WAY

If your event is requesting the closure of/use of a public street or public way (including sidewalks or street crossings) you must obtain approval and all necessary permits from the Village of Orland Park. For more information regarding Village requirements, please contact Development Services at (708) 403-5300. All proposed routes are subject to Village approval. The Village is not responsible for any costs associated with the denial of a proposed route. Attach what types of traffic control devices (i.e., traffic signal, Police, barricades, specialized equipment, cones or signs. Also attach if there will be any control fencing. No markings on paths are allowed. Signage must be used and removed. See attached fee schedule.

Will you be requesting permission to close a street or other public way from the Village of Orland Park for your event (subject to police approval)?

(Please check No or Yes below. If Yes, please describe below. Document(s) with this information may be attached.)

☐ No

☐ Yes

Description: _____

ROUTE MAP (if applicable)

If your event is a run, walk, or other activity in which participants will be following a course, then you must attach a map and a written description of the proposed route. All proposed routes are subject to Village approval and use of any space outside the park (such as a Village street) must be approved by the Village. Additionally, the Village is not responsible for any costs associated with the denial of a proposed route. For more information regarding Village requirements, please contact Development Services at (708) 403-5300.

SITE MAP (required for all applicants)

Attach a Site Map if you plan to include any of the previously mentioned event features at your event. The Site Map should indicate the relative location of the following: tents and canopies with sizes; stages, inflatables, portable toilets, dumpsters, fences, and other structures; locations of alcohol, food, and merchandise service/sale; and proposed street closures. All Site Maps are

SECURITY PLAN

Depending on the size and activities of your proposed event, The Village of Orland Park may require the presence of security personnel. Event organizers are responsible for the actions and conduct of any and all persons and organizations (participants, spectators, sponsoring organization, its Officers, Employees or agents or any person under their control insofar as permitted by law) associated with the permitted event. Furthermore, the event organizer is responsible for and will bear all costs related to policing, cleaning, and restoring the park upon conclusion of the event or activity and will reimburse the Village for any such costs incurred by the Village.

Have you made provisions for onsite security services? Any event requiring the use of the Orland Park Police Department will be billed per officer per hour. For more information, contact the Police Department at (708) 349-4111, Commander Thomas Kenealy.

CONCERT EVENTS AT CENTENNIAL PARK WEST

Use of Centennial Park West for concert events by other individuals or organizations will be considered on a case-by-case basis for approval by the Village Board. All applicants to be considered must meet the requirements as outlined by the village staff for addressing parking, traffic control, hours of operation, fee payment, security and noise. These requirements may vary based on anticipated attendance, sound amplification, time of day/year and other event variables.

- An additional fee for use of Centennial Park West for concert events by organizations other than The Village of Orland Park is \$1,000.00.
- Use of Centennial Park West for concerts organized by individuals or organizations other than The Village of Orland Park is limited to Fridays, Saturdays and/or Sundays
- The frequency of concert events organized by individuals or organizations other than The Village of Orland Park is limited to no more than one concert event per month with the hours of the concert performance to end no later than 9:00 p.m., unless specifically authorized by the Village Board.

SPECIAL EVENTS PERMIT REQUIREMENTS

If public property (including streets) are used, please fill out a Hold Harmless Clause. A Certificate of Liability Insurance is required.

Insurance Requirements: The Village of Orland Park requires a \$2,000,000 Certificate of Insurance listing the Village of Orland Park as an additional insured. This insurance is mandatory for all events. Requirements and a sample policy are attached.

Garbage/Clean-Up: Clean-up is the responsibility of the applicant/ group/organization. Any clean-up that is not done properly will be completed by Village of Orland Park staff and billed back to the event organizer at \$25.00 per person/per hour.

Additional Fees requiring separate permits:

Canopy, Tent, Event Permit	\$90.00
Electrical Permit/Inspection	\$90.00 Monday – Friday, 8:00 am – 4:30 pm
Health Inspection	\$90.00 Monday – Friday, 8:00 am – 4:30 pm
Inspections	non-business hours & weekends - \$200.00 per inspection
Carnival/Circus Licensing Fee	\$150.00 per day

An additional fee for use of Centennial Park West for concert events by organizations other than The Village of Orland Park is \$1,000.00.

Park Services: Please contact the Recreation Department at 708/403-7275. Fees apply.

- Picnic tables subject to availability
- Supercooker
- Barricades

Approval Time Line: The Village of Orland Park requests a minimum of thirty (30) days to review application of special event. The applicant is required to have all necessary forms completed and in the Office of Special Events no later than fourteen (14) days prior to the date of event.

FORM OF PAYMENT

The Village will issue a Receipt of Fees upon approval of the completed application. Fees may be paid by cash, check, money order or credit card at the Cashier's Window in the lobby of the Village Hall when the applicant picks up the approved permit.

SIGNATURE

Applicant will indemnify and defend the Village of Orland Park, its officials, agents, and employees (the "Indemnitees") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses that the Indemnitees may suffer, incur, or sustain or for which it or they may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

NAME OF APPLICANT (please print)

SIGNATURE OF APPLICANT

DATE

Thank you for completing your Special Event Permit Application.
Before you submit your application to the Village of Orland Park,
please make sure that the following steps have been completed:

Have you signed and dated your application?

Attached your event site map?

Provided all documents and information as requested throughout the application?

FOR VILLAGE USE ONLY

- ☐ Application completed
- ☐ Tent/event permit
- ☐ Electrical permit
- ☐ Insurance
- ☐ Site plan
- ☐ Tent flame retardant certificates
- ☐ Other
- ☐ Permit issued