

2024-0560

**Permit #**

\*\*SKIPPED\*\*

**\* BUSINESS OR ORGANIZATION NAME**

ORLAND TOWNSHIP

**\* BUSINESS OR ORGANIZATION NAME ADDRESS**

14807 S RAVINIA AVENUE  
ORLAND PARK IL 60462

**\* PHONE #**

(708) 403-4222

**\* EMAIL**

LINDSAYT@ORLANDTOWNSHIP.ORG

**\* CONTACT PERSON**

LINDSAY NAPLETON

**\* CONTACT PERSON ADDRESS**

14807 S RAVINIA AVENUE  
ORLAND PARK IL 60462

**\* PHONE #**

(708) 403-4222

**\* EMAIL**

LINDSAYT@ORLANDTOWNSHIP.ORG

**\* CHAIRPERSON OF SPECIAL EVENT**

PAUL O'GRADY

**\* CHAIRPERSON ADDRESS**

14807 S RAVINIA AVENUE  
ORLAND PARK IL 60462

**\* PHONE #**

(708) 403-4222

**\* EMAIL**

POGRADY@ORLANDTOWNSHIP.ORG

**\* EVENT DAY CONTACT PERSON**

LINDSAY NAPLETON

**\* EVENT DAY CONTACT PERSON ADDRESS**

14807 S RAVINIA AVENUE  
ORLAND PARK IL 60462

**\* PHONE #**

(630) 417-5903

**\* EVENT DAY CONTACT PERSON EMAIL**

LINDSAYT@ORLANDTOWNSHIP.ORG

**\* LOCATION AND ADDRESS OF EVENT**

ORLAND TOWNSHIP GROUNDS- 14807 S RAVINIA AVENUE

**\* TYPE OF EVENT:**

PET-PALOOZA : PET PANTRY FUNDRAISER/COMMUNITY EVENT

**\* EVENT ON PUBLIC PROPERTY**

ALL OTHER VILLAGE PROPERTY RENTALS

**\* EVENT ON PRIVATE PROPERTY**

OUTDOOR EVENT

COMMERCIAL FILMING/PICTURES

**\* DESCRIPTION OF EVENT**

COMMUNITY EVENT WITH VENDORS RELATED TO PET BUSINESSES, SMALL BUSINESSES, PET ADOPTIONS. KID GAMES, BOUNCE HOUSES, FOOD, AND ENTERTAINMENT. ALL PROCEEDS BENEFIT THE ORLAND TOWNSHIP PET PANTRY

**\* LIST DATES OF EVENT WITH HOURS OF OPERATION**

SATURDAY, SEPTEMBER 21 12:00-300 PM

**\* SET-UP DATE & TIME**

09/20/2024 12:00 PM

**\* TEAR-DOWN DATE & TIME**

09/21/2024 3:00 PM

**\* APPROXIMATE NUMBER OF PERSONS INVITED AND/OR EXPECTED TO ATTEND OR PARTICIPATE**

1000

(Additional Fees May Apply)

**\* WILL FOOD BE SERVED?**

YES

**\* WILL YOUR EVENT INCLUDE A FOOD TRUCK? (Food being prepared and served from the vehicle)**

NO

**\* WILL ALCOHOL BE SERVED? (If YES, contact Mayor's Office at 708-403-6160 and complete the "Application for Temporary Liquor License.")**

NO

PHONE #

\*\*SKIPPED\*\*

**EMAIL**

\*\*SKIPPED\*\*

**\* WILL GENERATORS BE UTILIZED?**

YES

**If YES, please describe the size/type:**

GENERATORS FOR BOUNCE HOUSES

**\* WILL THERE BE A RAFFLE? (Contact Village Clerk at 708-403-6150)**

YES

PHONE #

\*\*SKIPPED\*\*

**EMAIL**

\*\*SKIPPED\*\*

**\* WILL THERE BE LIVE ENTERTAINMENT? (Music must end by 10:30PM Sun-Th, 11:30PM Fri-Sat)**

YES

**\* WILL THERE BE TEMPORARY SIGNAGE? (Banners, Inflatables, Etc.)**

YES

**\* WILL THERE BE A TENT?**

YES

**\* WILL THERE BE ANY STRUCTURES OTHER THAN A TENT? (Stage, Etc.)**

YES

**If YES, list structures:**

2 STAGES

**\* WILL THERE BE ANY ROAD OR SIDEWALK OR RIGHT-OF-WAY CLOSURES?**

YES

**\* WILL THE EVENT BEGIN AT ONE LOCATION AND TERMINATE AT ANOTHER?**

NO

If YES, complete the questions below. If NO, sign and date to complete application.

**1. The route to be traveled, the starting point, the termination point, and the location of any stopping point, speakers' platforms, or similar, if any. (A. Provide Map, B. Google Aerial Image with route traced is OK.)**

\*\*SKIPPED\*\*

Attachment

\*\*SKIPPED\*\*

**2. The approximate number of persons who, and animals and vehicles which, will constitute the event, types of animals, and description of the vehicles.**

\*\*SKIPPED\*\*

**3. The hours when the event will start and terminate.**

12:00-3:00 PM

**4. Please provide a statement as to whether the event will occupy all or a portion of the width of the streets proposed to be traversed.**

\*\*SKIPPED\*\*

**5. The location of any assembly areas for the event.**

\*\*SKIPPED\*\*

**6. The time and location at which units of the event will begin to assemble at any such assembly area or areas.**

\*\*SKIPPED\*\*

Please attach the above information if your event falls into the applicable category.

**\* APPLICANT NAME**

LINDSAY NAPLETON

**\* DATE**

07/09/2024

\* I attest that the information provided above is to the best of my knowledge accurate. I understand that by checking this box and providing my name and date above, this also acts as my signature.

Checking this box also acts as my signature.



# PET-pALOOZA



Hosted by Orland Township Supervisor Paul O'Grady & the Board of Trustees  
**Saturday, Sept. 21, 2024 • Noon to 3 p.m.**

Township Grounds at 14807 S. Ravinia Ave., Orland Park • Benefiting the Orland Township Pet Pantry  
Orland Township residents, along with their furry, four-legged family members, are invited for a day of family fun at the 12<sup>th</sup> annual Pet-Palooza. Rain or shine, come "paw-ty" at our pet-friendly festival.

## Pet-Palooza will include:

- 🐾 More than 75 pet-friendly/pet-centered businesses and organizations!
- 🐾 Pet Adoptions
- 🐾 Pet products and information
- 🐾 Free samples from local restaurants - many of which have pet-friendly patio areas



## The Kids' Zone:

- 🐾 Games & prizes!
- 🐾 Face painting!
- 🐾 Inflatable bounce-houses!
- 🐾 Trackless train rides!
- 🐾 Princesses, superheroes & other characters!



🐾 Pet contests with prizes!

**2023 SuPETvisor Zeus!**



## Rover's Rest Zone:

- 🐾 Water bowls
- 🐾 Shade
- 🐾 Cooling mist
- 🐾 Cooling pools for hot paws

🐾 Live entertainment!

- All participating pets should have up-to-date vaccinations.
- Owners are responsible for cleaning up after their pets.
- All pets must be on leashes of six feet or less.
- All animals must wear proper tags.
- Costumes for pets (and their owners!) are encouraged but not required.

## PET-PALOOZA RULES

🐾 "Ask the Vet" booth!



Think you have the next 'SuPETvisor'?

Orland Township residents can nominate their beloved pets to be Orland Township's 'SuPETvisor' of The Year! Learn more here:



Admission is FREE, however a donation of a five-pound bag of pet food or a cash donation to the Orland Township Pet Pantry is strongly encouraged and greatly appreciated. All proceeds benefit the Orland Township Pet Pantry, "Crashy's Closet," which was founded by Supervisor O'Grady and provides pet food and supplies to families in need.

Activities and vendors are added daily, so to keep up-to-date, visit: [orlandtownship.org](http://orlandtownship.org) OR [facebook.com/orlandtownshippetpalooza](https://facebook.com/orlandtownshippetpalooza)

For additional information, including how to become a participating vendor, please call Orland Township at (708) 403-4222

# TOWNSHIP OF ORLAND



**Paul A. O'Grady**  
Supervisor

**Cindy M. Murray**  
Clerk

**Patrick Feldner**  
**Maria Sanfilippo**  
**John Lynch**  
**Michael Maratea**  
Trustees

**Rich E. Kelly**  
Assessor

**Antonio Rubino**  
Highway Commissioner

#### *Office Locations*

**Administrative Office**  
**Assessor's Office**  
**Youth & Family**  
**Counseling Services**  
14807 S. Ravinia Avenue  
Orland Park • IL 60462

Main Fax Number  
(708) 403-4260

**Administrative Office &**  
**Youth & Family Counseling**  
**Services Office**  
Telephone Number  
(708) 403-4222

**Assessor's Office**  
Telephone Number  
(708) 403-4712

**Highway Department Office**  
16125 S. Wolf Road  
Orland Park • IL 60467

Telephone Number  
(708) 403-5148

Fax Number  
(708) 403-5165

[www.orlandtownship.org](http://www.orlandtownship.org)

July 8, 2024

Village of Orland Park  
14700 Ravinia Avenue  
Orland Park, IL 60462

Village of Orland Park,

Orland Township hosts its annual Pet-Palooza on the Township grounds each year. The event is designed to benefit the Orland Township Pet Pantry while promoting other local rescues, non-profit organizations, and local businesses. Attendees are encouraged to bring their beloved pets or even bring a new pet home.

This is the Township's largest event we host for the community. As Supervisor of Orland Township, the Pet-Palooza event is approved to occur on the Township's property, which is owned by Orland Township.

For further assistance, please contact Executive Administrator Lindsay Napleton, via email [LindsayT@orlandtownship.org](mailto:LindsayT@orlandtownship.org), or via phone 708-403-4222.

Sincerely,

Paul O'Grady  
Supervisor  
Orland Township

## Lindsay Trost

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**From:** Village of Orland Park, IL <communications@orlandpark.org>  
**Sent:** Tuesday, July 9, 2024 10:25 AM  
**To:** Lindsay Trost  
**Subject:** \*NEW SUBMISSION\* Special Event Permit Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

### Special Event Permit Application

**Submission #:** 3323719  
**IP Address:** 50.193.117.57  
**Submission Date:** 07/09/2024 10:24 AM  
**Survey Time:** 7 minutes, 30 seconds

You have a new online form submission.

Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and can be viewed after you login.

#### Permit #

#### BUSINESS OR ORGANIZATION NAME

ORLAND TOWNSHIP

#### BUSINESS OR ORGANIZATION NAME ADDRESS

14807 S RAVINIA AVENUE  
ORLAND PARK,IL 60462

#### PHONE #

(708) 403-4222

#### EMAIL

LINDSAYT@ORLANDTOWNSHIP.ORG

#### CONTACT PERSON

LINDSAY NAPLETON

#### CONTACT PERSON ADDRESS

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PAUL O'GRADY

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ALL OTHER VILLAGE PROPERTY RENTALS

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09/20/2024 12:00 PM

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09/21/2024 3:00 PM

**APPROXIMATE NUMBER OF PERSONS INVITED AND/OR EXPECTED TO ATTEND OR PARTICIPATE**

1000

**(Additional Fees May Apply)**

**WILL FOOD BE SERVED?**

YES

**WILL YOUR EVENT INCLUDE A FOOD TRUCK? (Food being prepared and served from the vehicle)**

NO

**WILL ALCOHOL BE SERVED? (If YES, contact Mayor's Office at 708-403-6160 and complete the "Application for Temporary Liquor License.")**

NO

**PHONE #**

**EMAIL**

**WILL GENERATORS BE UTILIZED?**

YES

**If YES, please describe the size/type:**

GENERATORS FOR BOUNCE HOUSES

**WILL THERE BE A RAFFLE? (Contact Village Clerk at 708-403-6150)**

YES

**PHONE #**

**EMAIL**

**WILL THERE BE LIVE ENTERTAINMENT? (Music must end by 10:30PM Sun-Th, 11:30PM Fri-Sat)**

YES

**WILL THERE BE TEMPORARY SIGNAGE? (Banners, Inflatables, Etc.)**

YES

**WILL THERE BE A TENT?**

YES

**WILL THERE BE ANY STRUCTURES OTHER THAN A TENT? (Stage, Etc.)**

YES

**If YES, list structures:**

2 STAGES

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**Please attach the above information if your event falls into the applicable category.**

**APPLICANT NAME**

LINDSAY NAPLETON

**DATE**



07/09/2024 12:00 AM

**I attest that the information provided above is to the best of my knowledge accurate. I understand that by checking this box and providing my name and date above, this also acts as my signature.**

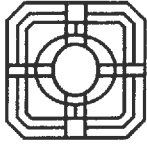
Checking this box also acts as my signature.

Thank you,  
Village of Orland Park, IL

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**This is an automated message generated by Granicus. Please do not reply directly to this email.**





# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT

14700 RAVINIA AVENUE

ORLAND PARK, ILLINOIS 60462

708-403-5300

[www.orlandpark.org](http://www.orlandpark.org)

Date: 7/9/24

To: Village of Orland Park  
14700 Ravinia Ave  
Orland Park, IL 60462

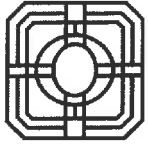
RE: Special Event Insurance and Indemnification

Dear Vendor:

In connection with your participation in Pet-Palooza ("Event"), maintenance of adequate insurance is a necessary precaution to avoid jeopardizing your, and The Village of Orland Park's operations. In connection with our own insurance program and the operations of the Village, we require all Vendors wishing to participate in the Event to provide evidence of insurance coverages. Therefore, kindly submit to our office a Certificate of Insurance indicating the following coverages and minimum limits. Failure to provide evidence of the following coverages will preclude participation in the Event.

- 1) Workers Compensation and Occupational Disease Insurance in accordance with applicable state and federal laws, and Employer Liability Insurance with a limit of liability of at least \$500,000/\$500,000/\$500,000. The policy must include a Waiver of Subrogation in favor of the Additional Insureds listed in 2) below.
- 2) Commercial General Liability Insurance on an occurrence basis with a combined Bodily Injury and Property Damage limit of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate, and issued by a reputable carrier licensed to do business in the State of Illinois. The policy shall include Products Liability, Broad Form Property Damage, Premises Operations, Contractual Liability and Independent Contractor. The policy shall include an endorsement identifying **THE VILLAGE OF ORLAND PARK, its related entities and their respective officers, directors, employees and agents** as Additional Insureds (via ISO form CG2026 11/85). Coverage for the Additional Insureds must be Primary and Non-Contributory, and must include a Waiver of Subrogation in favor of the Additional Insureds.
- 3) In the event Automobiles are utilized in any manner in connection with your operations (i.e. deliveries), Comprehensive Automobile Liability Insurance covering use of all owned, non-owned and hired vehicles with Bodily Injury and Property Damage limit of at least \$1,000,000 Combined Single Limit. The policy must include coverage (either by policy terms or by endorsement) for the Additional Insureds for any liability incurred due to your actions with a covered vehicle.
- 4) Excess Liability Insurance on an occurrence basis with a limit of at least \$2,000,000 per occurrence and \$2,000,000 in the aggregate. The policy must be an Umbrella-Follow Form policy and be excess over the coverages listed in A-C above. This coverage may be waived, or limit requirements reduced, but only at the sole discretion of the Village.
- 5) In the event any alcoholic drinks will be sold or served, Liquor Liability Insurance (i.e. Special Events policy), issued in the names of **THE VILLAGE OF ORLAND PARK, its related entities and their respective officers, directors, employees and agents**, with limits of at least \$1,000,000 per occurrence must be procured. Alternatively, your own existing Liquor Liability Insurance policy must extend coverage to your operations at the Event and name **THE VILLAGE OF ORLAND PARK, its related entities and their respective officers, directors, employees and agents** as Additional Insureds on a Primary and Non-Contributory basis.
- 6) All Risk Property Insurance, on a replacement cost basis, covering all property (belonging to you, your employees or other third parties), all trade fixtures, equipment, stock, merchandise, and all other items of personal property brought onto, kept at or stored upon Village property in connection with the Event. Said policy shall insure against loss or damage by casualties or causes of whatever kind or nature, and shall contain a Waiver of Subrogation in favor of the Additional Insureds.





# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT  
14700 RAVINIA AVENUE  
ORLAND PARK, ILLINOIS 60462  
708-403-5300  
[www.orlandpark.org](http://www.orlandpark.org)

Permit # \_\_\_\_\_

## SPECIAL EVENT - TENT RULES & REQUIREMENTS

- ✓ A site plan is required showing where the tent/event will be set up and the dimensions of the tent.
- ✓ The tent shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
- ✓ A flame resistant certificate per NFPA 701 or ASTM E 84 by an acceptable testing laboratory for tents in excess of 400 square feet.
- ✓ 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 tents are allowed.
- ✓ 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 tent."
- ✓ 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."
- ✓ 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.
- ✓ Occupant load signs will be printed by the Building Division and placed at the tent entrances/exits.

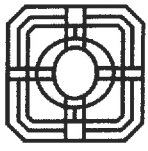
TENT #	SIZE	LOCATION
1.	30 x 60	NORTH PARKING LOT (FOOD PANTRY PARKING LOT)
2.	20 x 20	EAST PARKING LOT
3.	20 x 60	SOUTH PARKING LOT
4.	20 x 30	SOUTH PARKING LOT
5.		

Lindsay Napleton  
Applicant Printed Name

*Lindsay Napleton*  
Applicant Signature

7/9/24  
Date

BUILDING OFFICIAL



## Canopy / Tent Fire Code Requirements

**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 m<sup>2</sup>).

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.

HANDICAP PARKING ONLY  
MUST ENTER THROUGH PGA

Traffic Control  
2 OP GSO OFFICERS

EN.

S Ravinia Ave

SNOW FENCE

BOUNCE HOUSE

BOUNCE HOUSE

BOUNCE HOUSE

MAIN TENT  
ENTERTAINMENT  
CROSTOWN EXOTICS  
PET CONTESTS

COOLING AREA

14807 South Ravinia Avenue

BONUS TENT  
20:40 LICENSING PHOTOGRAPHY  
FIRST AID

COOLING AREA

KID ZONE

FOOD DELIVERIES ONLY

MUSIC & SEATING

PORTA POTTIES

Google

FOOD 20X30

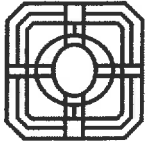
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RESTROOMS  
MUSIC  
T-SHIRTS

FOOD

FOOD 20X30





# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT  
14700 RAVINIA AVENUE  
ORLAND PARK, ILLINOIS 60462  
708-403-5300  
[www.orlandpark.org](http://www.orlandpark.org)

PERMIT # \_\_\_\_\_

## SPECIAL EVENTS – STAGE/PLATFORM, PORTABLE TOILETS, DUMPSTERS, FENCING, AND OTHER STRUCTURES

**You must include a detailed Site Map showing the location of the following: tents and canopies; stages; signage; portable toilets; dumpsters; fences; any other structures; alcohol, food, and merchandise service/sale; and proposed street/sidewalk closures.**

Will your event include the use of **PORTABLE TOILETS**?

The Village recommends two portable toilets, one handicapped stall, and two hand-washing stations per 100 people. *All portable toilets must be removed from Village property within 24 hours after your event.*

Company Name: PERFECT POTTY Phone # 815-464-9433  
Number of Portable Toilets: 4 Number of Handicapped Stalls: 1 Number of Hand-Washing Stations 1 DUAL

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. 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 after your event.*

Waste Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Number of Dumpsters: \_\_\_\_\_

Will your event include the installation of **FENCING or OTHER STRUCTURES**?

Description(s): SNOW FENCE ALONG GRASS AREA OF RAVINIA

Will your event be **publicly advertised**?

How will your event attendees be notified or invited to the event? NEWSPAPER, SOCIAL MEDIA, OUTDOOR BANNER

If your event is requesting a **street or sidewalk closure**, attach map noting what type of traffic control devices (i.e., traffic signal, Police, barricades, specialized equipment, cones or signs) will be used to close the area. Also note if there will be any control fencing. No markings on paths are allowed. Signage must be used and removed.

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. Additionally, the Village is not responsible for any costs associated with the denial of a proposed route.

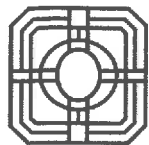
Have you made provisions for **onsite security** services? Any event requiring the use of the Orland Park Police Department will be billed per officer per hour. For more information, contact the Police Department at (708) 349-4111, ask for the Patrol Commander.

*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.*

LINDSAY NAPLETON  
NAME OF APPLICANT (please print)

*Lindsay Napleton*  
SIGNATURE OF APPLICANT

7/9/24  
DATE



# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT  
14700 RAVINIA AVENUE  
ORLAND PARK, ILLINOIS 60462  
708-403-5300  
[www.orlandpark.org](http://www.orlandpark.org)

## SPECIAL EVENT ON VILLAGE PROPERTY Hold Harmless Agreement

To the fullest extent permitted by law, Vendor shall defend, indemnify and hold harmless THE VILLAGE OF ORLAND PARK, its related entities, and each of their respective officers, directors, employees and agents ("Indemnitees"), from and against all claims, damages, losses, costs, expenses, judgments and liabilities (including but not limited to attorney's fees, costs and expenses), that may be asserted against or incurred by any of them due to: (a) any real or personal property damage relating to Vendor's occupancy of the Indemnitees' property or any portion thereof, or Vendor's participation of the Event; (b) any accident or injury (including but not limited to personal injury and bodily injury) to any persons (including Vendor's employees), sickness, disease or death, or to injury or destruction of tangible personal property, including the loss of use thereof, caused by or in connection with: (i) the performance of any services or the furnishing of any goods, materials, food, beverages or other property upon the indemnitees' property by Vendor; or (ii) any negligent act or omission of the Vendor, its employees, contractors or subcontractors, anyone directly or indirectly employed by them or anyone for whose acts any of them and/or (c) any claim, ruling, and/or decision by any local state and/or federal agency or court that the Indemnitees must pay any tax or any kind because of a ruling that Vendor and/or its employees are employees of the Indemnitees, all regardless of whether or not any such claim, damage, loss, cost, expense, judgment or liability it is caused in part by a party indemnified hereunder.

If Vendor suffers any claims, damages or losses caused by any person or entity engaged by or through or for the benefit of the Indemnitees or any other person or entity, Vendor shall not hold or seek to hold the Indemnitees responsible therefore, but rather, Vendor shall proceed solely against such person or entity causing such claim, damage or loss.

In the event such indemnity as described above is prohibited by law, then said indemnity shall only be to the extent caused by the negligent acts or omissions of the Vendor, its agents and employees, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, or to the greatest extent allowed by law.

Vendor's defense and indemnification obligations set forth in the Letter Agreement shall survive the expiration or termination of the Event.

**ORLAND TOWNSHIP**

Printed Name of Vendor Lindsay Napleton

Accepted and Agreed: 7/9/24  
Date

Lindsay Napleton - Administrator  
Signature of Vendor

Building Event Official \_\_\_\_\_

Permit #: \_\_\_\_\_ Date \_\_\_\_\_



# TOWNSHIP OF ORLAND



**Paul A. O'Grady**  
Supervisor

**Cindy M. Murray**  
Clerk

**Patrick Feldner**  
**Maria Sanfilippo**  
**John Lynch**  
**Michael Maratea**  
Trustees

**Rich E. Kelly**  
Assessor

**Antonio Rubino**  
Highway Commissioner

#### Office Locations

**Administrative Office**  
**Assessor's Office**  
**Youth & Family**  
**Counseling Services**  
14807 S. Ravinia Avenue  
Orland Park • IL 60462

Main Fax Number  
(708) 403-4260

**Administrative Office &**  
**Youth & Family Counseling**  
**Services Office**  
Telephone Number  
(708) 403-4222

**Assessor's Office**  
Telephone Number  
(708) 403-4712

**Highway Department Office**  
16125 S. Wolf Road  
Orland Park • IL 60467

Telephone Number  
(708) 403-5148

Fax Number  
(708) 403-5165

[www.orlandtownship.org](http://www.orlandtownship.org)

July 15, 2024

Village Clerk Patrick R. O'Sullivan  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, IL 60462

Dear Clerk O'Sullivan:

Along with the application for a license to sell raffle tickets at our Pet-Palooza, the Orland Township Board submits this letter in response to the fidelity bond requirement.

The Orland Township Board unanimously voted in favor of waiving the fidelity bond. We are aware of the risks involved, but we agreed that the prize values are not extreme enough to warrant a bond.

If you have any questions, please contact Lindsay Napleton at (708) 403-4222.

Sincerely,

Paul O'Grady  
Supervisor

Cindy Murray  
Clerk

John Lynch  
Trustee

Patrick Feldner  
Trustee

Maria Sanfilippo  
Trustee

Michael Maratea  
Trustee

Year: 2024

**VILLAGE OF ORLAND PARK  
14700 RAVINIA AVENUE  
ORLAND PARK, IL 60462**

<i>(To be completed by Village staff)</i>	
Date Approved:	_____
Date Denied:	_____
Approval:	_____
	Village Manager
Expires:	_____
<b>APPROVED APPLICATION SERVES AS LICENSE</b>	

**APPLICATION FOR LICENSE TO SELL  
RAFFLE TICKETS**  
*(This is a three-page application)*

**PLEASE NOTE:** Any misrepresentation or falsification of the information sought below may result in revocation of the License as granted. **Applications must be submitted at least 30 days prior to the raffle date requested.** For information or questions, please call (708) 403-6150.  
**~Each license is valid for not more than 1 raffle per week during any 1 year period.~**

**NAMES OF UNDERSIGNED ORGANIZATION OFFICERS  
(PERSONS SUBMITTING APPLICATION)**

DATE OF APPLICATION: 7/16/24

PRESIDENT OR PRESIDING OFFICER: PAUL O'GRADY

SECRETARY: CINDY MURRAY

ADDRESS OF APPLICANT: 14807 S. RAVINIA AVENUE  
ORLAND PARK, IL 60462

SPONSORING ORGANIZATION REQUESTING LICENSE: ORLAND TOWNSHIP

ADDRESS OF SPONSORING ORGANIZATION: 14807 S. RAVINIA AVENUE  
ORLAND PARK, IL 60462

NAME AND ADDRESS OF RAFFLE MANAGER: LINDSAY NAPLETON  
14807 S. RAVINIA AVENUE  
PHONE 708-403-4222

ADDRESS OF PLACE(S) OR AREA(S) WHERE CHANCES ARE TO BE SOLD OR ISSUED: 14807 S. RAVINIA AVENUE, ORLAND PARK

PURPOSE OF RAFFLE: 12TH ANNUAL PET-PALOOZA FUNDRAISER TO BENEFIT ORLAND TOWNSHIP PET PANTRY- RAFFLE BASKETS AND/OR GIFT CARDS, 50/50

TIME PERIOD WHICH RAFFLE CHANCES WILL BE SOLD OR ISSUED: 12- 3 P.M.

MAXIMUM NUMBER OF RAFFLE CHANCES TO BE SOLD OR ISSUED: 1,000

PRICE OF CHANCES: \$5-\$20 TOTAL PRIZE VALUE: \$15-\$125 LARGEST SINGLE PRIZE: 50/50 SPLIT THE POT  
RAFFLE BASKETS

**TIME, DATE AND LOCATION WHERE WINNING RAFFLE CHANCE WILL BE DETERMINED:**

3:00 P.M.      9/21/24      14807 S. RAVINIA AVENUE, ORLAND PARK  
Time                      Date                      Location of Raffle Drawing (Address, City, State)

**CHECK TYPE OF NON-PROFIT ORGANIZATION AND ATTACH DOCUMENTATION**

Religious \_\_\_\_\_ Charitable \_\_\_\_\_ Labor \_\_\_\_\_ Fraternal \_\_\_\_\_ Business \_\_\_\_\_  
Educational \_\_\_\_\_ Veterans' Organization \_\_\_\_\_ Law Enforcement Agency/ Association \_\_\_\_\_

\*Non-Profit Fund Raising TOWNSHIP GOVERNMENT

*\*(check this box if organized solely to raise funds for an individual or group of individuals suffering extreme financial hardship, as a result of illness, disability, accident or disaster)*

LENGTH OF TIME ORGANIZATION HAS BEEN IN EXISTENCE: 150 YEARS

PLACE AND DATE OF INCORPORATION OF ORGANIZATION: IL, COOK COUNTY

IF NOT A CORPORATION, STATE WHEN AND HOW ORGANIZED: \_\_\_\_\_  
TOWNSHIP GOVERNMENT

NUMBER OF MEMBERS OF ORGANIZATION THAT RESIDE IN VILLAGE: POSSIBLY 10

**NAME OF COMPANY, PRIMARY BUSINESS ADDRESS, NAME OF PRIMARY CONTACT AND AUTHORIZED AGENT, E-MAIL ADDRESS FOR PRIMARY CONTACT, TELEPHONE NUMBER OF ANY THIRD PARTY ORGANIZATION ("THIRD PARTY RAFFLE OPERATOR/ VENDOR") CONTRACTED BY THE ORGANIZATION (RAFFLE MANAGERS ARE RESPONSIBLE FOR ENSURING THAT THIRD-PARTY CONTRACTED PARTIES COMPLY WITH ALL APPLICABLE STATUTES, ORDINANCES AND OTHER REGULATIONS)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The undersigned, under oath attest that we have read and understand Ordinance #5550 entitled "An ordinance of the Village of Orland Park Amending Title 7, Chapter 16 (Raffles) of the Orland Park Village Code" and we further attest to the non-profit character of the prospective license organization.*

*Further the undersigned attest that they comply with all provisions of Ordinance #5550 and understand that violations of this ordinance are subject to fines of not less than one-hundred dollars (\$100.00) and not more than seven-hundred-and-fifty dollars (\$750.00) per violation.*

**President or Presiding Officer**      PAUL O'GRADY  
Type or Print Name

**Signature:**      

**ATTEST:**

**Secretary:**

CINDY MURRAY

Type or Print Name

**Signature:**

*Cindy Murray*

**ATTEST:**

**Third Party  
Operator/Vendor:**

Type or Print Name

**Signature:**

**SUBSCRIBED AND SWORN TO**

before me this

*15<sup>th</sup>*

day of

*July*, 20*21*.

*Sheila McGowan*  
\_\_\_\_\_  
(Notary Public)

Commission Expires:

*4/28/27*





DEVELOPMENT SERVICES DEPARTMENT

14700 RAVINIA AVENUE
ORLAND PARK, ILLINOIS 60462
(708) 403-5300
www.orlandpark.org

DATE RECEIVED: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

APPLICATION FOR TEMPORARY SIGN PERMIT

APPLICANT INFORMATION

Applicant Name: LINDSAY NAPLETON

Phone Number: 708-403-4222

Company: ORLAND TOWNSHIP

Email: LINDSAYT@ORLANDTOWNSHIP.ORG

SITE INFORMATION

Business/Site Name: ORLAND TOWNSHIP

Phone Number: 708-403-4222

Address: 14807 S RAVINIA AVENUE, ORLAND PARK

Email: LINDSAYT@ORLANDTOWNSHIP.ORG

Business Owner: PAUL O'GRADY

Phone Number: 708-403-4222

Property Owner: PAUL O'GRADY

Phone Number: 708-403-4222

CONTRACTOR INFORMATION

OFFICE USE ONLY: CL: \_\_\_\_\_ BOND EXP: \_\_\_\_\_

Sign Contractor: N/A

Phone Number: N/A

Address: N/A

Email: N/A

SIGN INFORMATION

Circumstance: [ ] Coming Soon [ ] Grand Opening [ ] Temporary/Seasonal Use [ ] Other: \_\_\_\_\_
[ x ] Special Event [ ] Store Closing [ ] Prior to Permanent Sign

Duration of Display: Start Date: 08/01/2024 End Date: 09/23/2024 Total Days: 53

Sign Text: PET-PALOOZA, SATURDAY, SEPT. 21, 2024 NOON TO 3 PM

Sign Materials: CHLOROPLAST

Sign Colors: MULTIPLE

Sign Location: [ ] Wall [ x ] Ground

Estimated Cost: \_\_\_\_\_

Sign Type: [ ] Banner [ ] Inflatable [ ] Dual Post

Quantity of Signs: 1

Sign Length: 8 FT Sign Height: 4 FT

Sign Face Area: \_\_\_\_\_

Tenant Type: [ ] Residential [ x ] Non-Residential [ ] Vacant Land

Tenant Frontage (ft): \_\_\_\_\_

Submittal requirements:

- [ ] One (1) color copy of the fully-dimensioned Sign Plan.
[ ] An aerial image, Plat of Survey, and/or Site Plan with the proposed sign location(s) clearly marked.
[ ] A copy of written consent from the owner of the building or land.

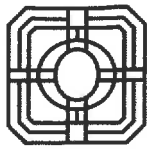
The Applicant hereby certifies the correctness and completeness of this application and agrees that all signage shall comply with all applicable Village regulations (including Section 6-307 (Signs) of the Land Development Code) and shall be installed in accordance with the approved plans.

Applicant Signature: Lindsay Napleton

Date: 07/12/2024

OFFICE USE ONLY: [ ] Application Complete [ ] Verify Occupancy [ ] Approval: \_\_\_\_\_ Fee: \_\_\_\_\_





# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT  
 14700 RAVINIA AVENUE  
 ORLAND PARK, ILLINOIS 60462  
 708-403-5300  
[www.orlandpark.org](http://www.orlandpark.org)

## TEMPORARY FOOD SERVICE PERMIT APPLICATION

<b>Event Information</b>			<b>Application Date:</b>	
<b>Event Name:</b> PET-PALOOZA				
<b>Location:</b> 14807 S RAVINIA AVENUE, ORLAND PARK, IL 60462				
<b>Set Up Date:</b> 9/21/24		<b>Set Up Time:</b> 9 AM		<b>Event Times:</b> 12-3 PM
<b>Event Dates: Starting</b> 9 / 21 / 24 / <b>Ending:</b> 9 / 21 / 24 /				
<b>Will be at this location for</b> 1 <b>days/dates. If not consecutive days, list dates here:</b>				
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	<b>Date:</b>

\*This permit is only good for one location, for a maximum of the fourteen (14) days listed above.

<b>Vendor Information</b>		
<b>Organization/Business Name:</b> ORLAND TOWNSHIP		
<b>Address:</b> 14807 S RAVINIA AVENUE		
<b>City:</b> ORLAND PARK		<b>State:</b> IL
<b>Phone#:</b> 708-403-4222		<b>Zip Code:</b> 60462
<b>Illinois State Tax ID#:</b> 36-2779637		
<b>Organization Chairperson/Business Owner</b>		
<b>Name:</b> PAUL O'GRADY		<b>Phone#:</b> 708-403-4222
<b>For vendors using multiple booths note Booth #:</b>		

<b>Applicant's Signature</b>	<b>Printed Name</b>
<i>Lindsay Napleton</i>	LINDSAY NAPLETON

<b>Health Inspector's Signature</b>	<b>Printed Name</b>

\*Application and fee shall be received at least 30 days in advance of the event. Sanitarian must approve menu and booth questionnaire before a permit can be issued.  
 \*Fee is payable by cash, check or Visa/MasterCard at the Village Hall. The fee is nonrefundable.

<b>For Office Use Only</b>			
<b>Permit Type:</b>	<input type="checkbox"/> Food Festival	<input type="checkbox"/> School	<input type="checkbox"/> Other
<b>San ID #:</b>	<b>Risk Type:</b>		
<b>Fee Type:</b>	<b>Fee Amount:</b>		

<b>Permit #</b>	<b>Date Issued:</b>
-----------------	---------------------

