

**Permit #**

\*\*SKIPPED\*\*

**\* BUSINESS OR ORGANIZATION NAME**

Sterk Family Law Group

**\* BUSINESS OR ORGANIZATION NAME ADDRESS**

11508 W 183rd Place NW  
Orland Park IL 60467

**\* PHONE #**

(815) 600-8950

**\* EMAIL**

info@sterkfamilylaw.com

**\* CONTACT PERSON**

Gwendolyn Sterk

**\* CONTACT PERSON ADDRESS**

11508 W 183rd Place NW  
Orland Park IL 60467

**\* PHONE #**

(815) 600-8950

**\* EMAIL**

klg@sterkfamilylaw.com

**\* CHAIRPERSON OF SPECIAL EVENT**

Kelly Garver

**\* CHAIRPERSON ADDRESS**

11508 W 183rd Place NW  
Orland Park IL 60467

**\* PHONE #**

(815) 600-8950

**\* EMAIL**

klg@sterkfamilylaw.com

**\* EVENT DAY CONTACT PERSON**

Kelly Garver

**\* EVENT DAY CONTACT PERSON ADDRESS**

11508 W 183rd Place NW  
Orland Park IL 60467

**\* PHONE #**

(815) 600-8950

**\* EVENT DAY CONTACT PERSON EMAIL**

info@sterkfamilylaw.com

**\* LOCATION AND ADDRESS OF EVENT**

lawn property of the business complex located at 11508 W 183rd Place NW, Orland Park, IL

**\* TYPE OF EVENT:**

Business After Hours Networking Event

**\* EVENT ON PUBLIC PROPERTY**

ALL OTHER VILLAGE PROPERTY RENTALS

**\* EVENT ON PRIVATE PROPERTY**

OUTDOOR EVENT

COMMERCIAL FILMING/PICTURES

BP-24-00097  
Event - outdoor

**\* DESCRIPTION OF EVENT**

Multi-Chamber of Commerce business after hours networking event. Last year's permit #BP-23-00316. This will be an open house (no tickets required) style networking event for local business to meet and network with each other. Tents, tables, chairs, port-o-potties, handwashing stations will be provided. Food will be catered by a local business (pending bids; will have them assist with add'l permitting). Liquor application will be submitted through Mayor's office. COI forthcoming.

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

Set up of tents, tables, & chairs on Tuesday, May 21, 2024. Event 5pm - 8pm Wednesday, May 22, 2024. Removal of tents and chairs Thursday, May 23, 2024.

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

05/21/2024 10:00 AM

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

05/23/2024 10:00 AM

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

250

(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.")**

YES

**PHONE #**

(815) 600-8950

**EMAIL**

kg@sterkfamilylaw.com

**\* WILL GENERATORS BE UTILIZED?**

NO

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

\*\*SKIPPED\*\*

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

NO

**PHONE #**

(815) 600-8519

**EMAIL**

\*\*SKIPPED\*\*

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

NO

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

NO

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

YES

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

YES

**If YES, list structures:**

dance flooring from rental company placed on the grass.

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

NO

**\* 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

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**2. The approximate number of persons who, and animals and vehicles which, will constitute the event, types of animals, and description of the vehicles.**  
Approximately 200 or so guests. Open-house style format business networking event outside. Personal vehicles only which will be parked in the business complex' private parking lots.

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

5pm - 8pm

**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.**

No streets.

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

The South and South East corners of the lawn of 11508 W. 183rd Pl, NW, Orland Park, IL

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

Set up to occur Tuesday, May 21, 2024 and tear down/removal of rental items on Thursday, May 23, 2024

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

**\* APPLICANT NAME**

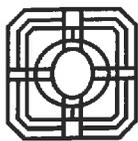
Kelly Garver

**\* DATE**

01/17/2024

\* 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.



# ORLAND PARK

PERMIT #

BP-24-00097

DEVELOPMENT SERVICES DEPARTMENT  
14700 RAVINIA AVENUE  
ORLAND PARK, ILLINOIS 60462  
708-403-5300  
FAX 708-403-6215  
[developmentsservices@orlandpark.org](mailto:developmentsservices@orlandpark.org)  
[www.orlandpark.org](http://www.orlandpark.org)

## 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, Inc Phone # (815) 464-9433  
Number of Portable Toilets: 3 Number of Handicapped Stalls: 3 Number of Hand-Washing Stations 2

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): \_\_\_\_\_

Will your event be **publicly advertised**?

How will your event attendees be notified or invited to the event? Publicly to local businesses via Chambers, email, social media

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.

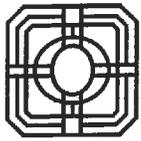
Have you made provisions for **onsite security** services? Any event requiring the use of the Orland Park Police Department will be billed per officer per hour. For more information, contact the Police Department at (708) 349-4111, ask for the Patrol Commander.

*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.*

Kelly Garver via Sterk Family Law Group  
NAME OF APPLICANT (please print)

Kelly Garver  
SIGNATURE OF APPLICANT

February 29, 2024  
DATE



# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT  
14700 RAVINIA AVENUE  
ORLAND PARK, ILLINOIS 60462  
708-403-5300 FAX 708-403-6215  
[developmentsservices@orlandpark.org](mailto:developmentsservices@orlandpark.org)  
[www.orlandpark.org](http://www.orlandpark.org)

Permit # BP-24-00097

## 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.

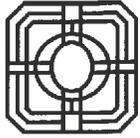
TENT #	SIZE	LOCATION
1.	20 x 40 peaked	Lawn on the south corner of 183rd Place and 115th Ave
2.	20x40 peaked	Lawn on the south corner of 183rd Place and 115th Ave
3.	15 x 15 flooring	Lawn on the east section of property by 115th Avenue
4.	10 x 10 pop-up Qty 3	Lawn on the east section of property by 115th Avenue
5.		

Kelly Garver via Sterk Family Law Group  
Applicant Printed Name

*Kelly Garver*  
Applicant Signature

2/29/24  
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.

# Certificate of Flame Resistance

This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable)



Issued By:  
Celina Tent, Inc.  
5373 State Route 29  
Celina, Ohio 45822-9210  
CelinaTent.com



## MANUFACTURER OF FINISHED TENT PRODUCTS DESCRIBED HEREIN

Celina Tent, Inc. certifies that the fabrics used in its tent products are flame resistant. All tent, canopy, structure, and shelter products manufactured and distributed by Celina Tent, Inc. will display a "Tent Identification and Warning label" certifying that it has been made of a flame resistant material.

Tent fabrics have been independently tested to meet or exceed one or more of the following flammability specifications:

NFPA-701	CPAI-84	ASTM D 6413
BS 5438	BS 7837 (1996)	DIN 4102-B1

Certification is hereby made that: The articles described on this Certificate have been treated with flame-retardant approved chemicals and that the application of said chemical was done in conformance with the California Fire Marshal Code, and is equal to or exceeds Specification: **NFPA-701**

Method of Application: **IMPREGNATED** Description of Item Certified: **PREMIERE II SERIES ENGINEERED HIGH PEAK POLE TENT**

**The Application Of Any Foreign Substance To The Tent Fabric May Render The Flame Resistant Properties Ineffective.**

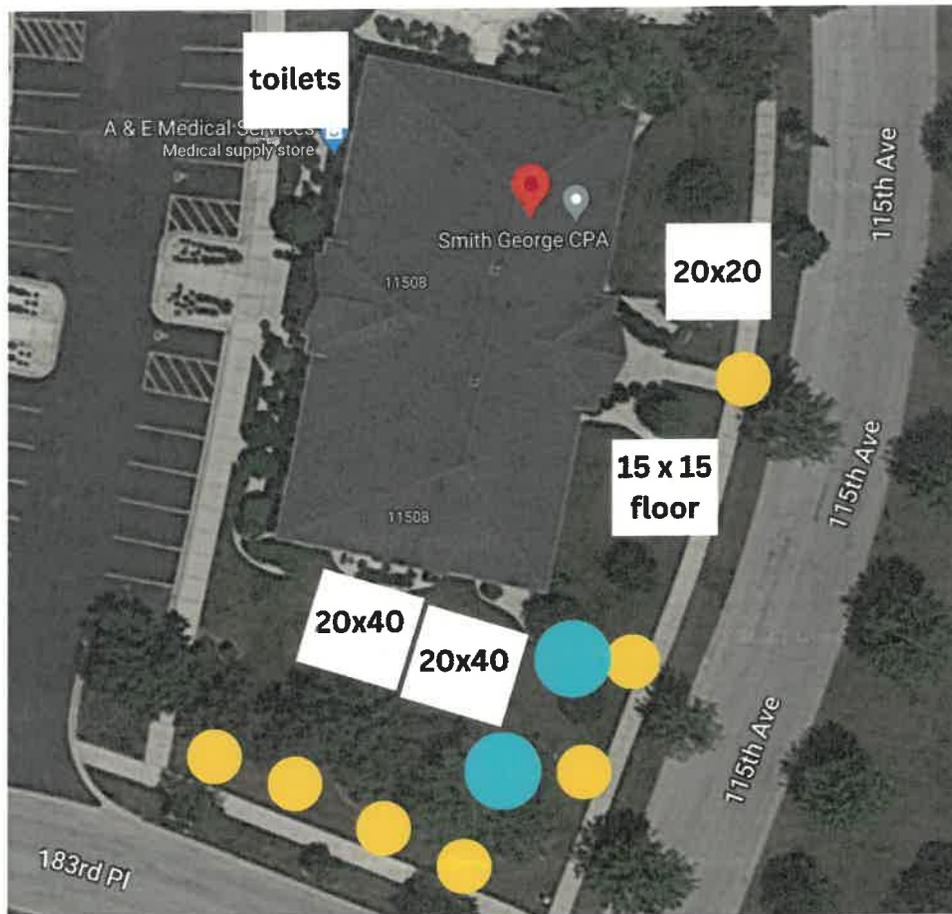
This item is certified flame resistant or nonflammable, NOT FIRE PROOF.  
The fabric will burn if left in continuous contact with any flame source.  
Open flames should never be used under any tent, canopy, structure, or shelter.



Tent Products Division – Celina Tent, Inc.

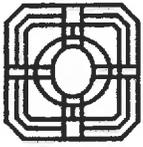
Signed: 

Rev. 20180514



## Legend/notes

- 5' rounds:**
  - 8 each in 20 x 40
  - 4 in 20 x 20
  - couple scattered
- Highboy/cocktail tables**



# ORLAND PARK

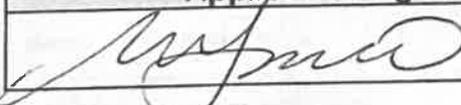
DEVELOPMENT SERVICES DEPARTMENT  
 14700 RAVINIA AVENUE  
 ORLAND PARK, ILLINOIS 60462  
 708-403-5300  
[www.orlandpark.org](http://www.orlandpark.org)

## TEMPORARY FOOD SERVICE PERMIT APPLICATION

<b>Event Information</b>			<b>Application Date:</b>	
<b>Event Name:</b> Sterk Family Law Group's Multi-Chamber Business After Hours				
<b>Location:</b> 11508 W. 183rd Place NW, Orland Park, IL 60467				
<b>Set Up Date:</b> 5/22/24		<b>Set Up Time:</b> 4pm		<b>Event Times:</b> 5-8pm
<b>Event Dates:</b> Starting 5 / 22 / 2024 / Ending: 5 / 22 / 2024 /				
<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> Papa Joes ORLAND PARK		
<b>Address:</b> 14458 S. LAGRANGE ROAD		
<b>City:</b> ORLAND PARK		<b>State:</b> IL
<b>Phone#:</b> 708-403- <del>000000</del> 9099		<b>Zip Code:</b> 60462
<b>Organization Chairperson/Business Owner</b>		<b>Fax #:</b> 708-403-9123
<b>Name:</b> MICHAEL LORENZO		<b>Phone#:</b> 708-403-0507
<b>For vendors using multiple booths note Booth #:</b>		

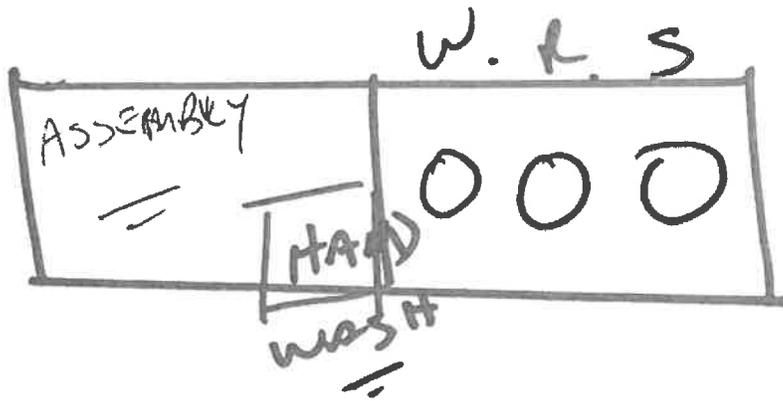
<b>Applicant's Signature</b>	<b>Printed Name</b>
	MICHAEL LORENZO
<b>Health Inspector's Signature</b>	<b>Printed Name</b>

\*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> BP-24-00097	<b>Date Issued:</b>
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GARBAGE

