

Permit #

SKIPPED

*** BUSINESS OR ORGANIZATION NAME**

Orland Township

*** BUSINESS OR ORGANIZATION NAME ADDRESS**

Orland Township 14807 Ravinia Avenue
Orland Park IL 60462

*** PHONE #**

(708) 403-4222

*** EMAIL**

ginac@orlandtownship.org

*** CONTACT PERSON**

Gina Miceli- Chigaros

*** CONTACT PERSON ADDRESS**

14807 Ravinia Avenue
Orland Park IL 60462

*** PHONE #**

(708) 403-4222

*** EMAIL**

ginac@orlandtownship.org

*** CHAIRPERSON OF SPECIAL EVENT**

Gina Miceli - Chigaros

*** CHAIRPERSON ADDRESS**

Gina Miceli-Chigaros
14807 Ravinia Avenue
Orland Park IL 60462

*** PHONE #**

(708) 403-4222

*** EMAIL**

ginac@orlandtownship.org

*** EVENT DAY CONTACT PERSON**

Gina Miceli- Chigaros

*** EVENT DAY CONTACT PERSON ADDRESS**

14807 Ravinia Avenue
Orland Park IL 60462

*** PHONE #**

(708) 403-4222

*** EVENT DAY CONTACT PERSON EMAIL**

ginac@orlandtownship.org

*** LOCATION AND ADDRESS OF EVENT**

Orland Township 14807 Ravinia Avenue Orland Park, IL. 60462

*** TYPE OF EVENT:**

Minds Matter 2025 - Mental Health Fair

*** EVENT ON PUBLIC PROPERTY**

ALL OTHER VILLAGE PROPERTY RENTALS

*** EVENT ON PRIVATE PROPERTY**

OUTDOOR EVENT

COMMERCIAL FILMING/PICTURES

*** DESCRIPTION OF EVENT**

Mental Health Awareness event focusing on the importance of mental health, Illuminating of lanterns, mental health resources, food and live music will be provided.

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

Thursday, May 15, 2025 6:30 - 8:30 pm

*** SET-UP DATE & TIME**

05/14/2025 2:00 PM

*** TEAR-DOWN DATE & TIME**

05/16/2025 8:00 AM

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

150

(Additional Fees May Apply)

*** WILL FOOD BE SERVED?**

YES

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

YES

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

NO

PHONE #

(708) 403-4222

EMAIL

ginac@orlandtownship.org

*** WILL GENERATORS BE UTILIZED?**

NO

If YES, please describe the size/type:

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

YES

PHONE #

(708) 403-4222

EMAIL

ginac@orlandtownship.org

*** 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:

Stage for live music

*** 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.

****SKIPPED****

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**

Gina Miceli- Chigaros

*** DATE**

04/10/2025

* 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.

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

April 10, 2025

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

Village of Orland Park,

Orland Township is looking forward to hosting our second event, Minds Matter 2025, on Thursday, May 15, 2025, from 6:30 p.m. to 8:30 p.m. The goal for this event is to focus on the importance of mental health and pay tribute to those who have suffered in silence. Minds Matter will host a lantern lighting (battery operated), vendors/resources, live music, and local food.

We anticipate a few hundred guests for this community event. As Supervisor of Orland Township, the Minds Matter event is approved to occur on the Township's property, which is owned by Orland Township.

For further assistance, please contact Youth & Family Services Coordinator, Gina Chigaros, GinaC@orlandtownship.org, or via phone 708-403-4222.

Sincerely,

Paul O'Grady
Supervisor
Orland Township

TOWNSHIP OF ORLAND



Paul A. O'Grady
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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

April 15, 2025

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 event Minds Matter, 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 Gina Chigaros at (708) 403-4222.

Sincerely,

Paul O'Grady
Supervisor

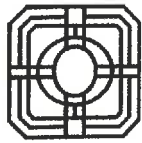
Cindy Murray
Clerk

Patrick Feldner
Trustee

John Lynch
Trustee

Maria Sanfilippo
Trustee

Michael Maratea
Trustee



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
14700 RAVINIA AVENUE
ORLAND PARK, ILLINOIS 60462
708-403-5300
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.

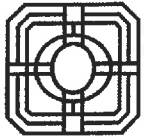
TENT #	SIZE	LOCATION
1.	20x40	Delaun Township 14807 Ravinia Ave. Orland Park, IL.
2.	20x30	" "
3.		
4.		
5.		

Gina Chigores
Applicant Printed Name

Gina Chigores
Applicant Signature

4/10/25
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 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.

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: **TP SERIES 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.

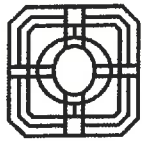


a division of Celina Tent, Inc.

Tent Products Division – Celina Tent, Inc.

Signed:

Rev. 20180514



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
14700 RAVINIA AVENUE
ORLAND PARK, ILLINOIS 60462
708-403-5300
www.orlandpark.org

TEMPORARY FOOD SERVICE PERMIT APPLICATION

Event Information		Application Date: 4/10/25	
Event Name: Kinds Matter			
Location: Delmar Township 14807 Ravinia Ave Orland Park, IL 60462			
Set Up Date: 5/15/25		Set Up Time: 3:00 PM	
Event Times: 10:30-8:30 PM			
Event Dates: Starting 5 / 15 / 25 / Ending: 5 / 15 / 25 /			
Will be at this location for _____ days/dates. If not consecutive days, list dates here:			
Date:	Date:	Date:	Date:

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

Vendor Information	
Organization/Business Name: Delmar Township	
Address: 14807 Ravinia Ave	
City: Orland Park	State: IL
Phone#: 708-403-4222	Zip Code: 60462
Illinois State Tax ID#:	
Organization Chairperson/Business Owner	
Name: Gina Chigeros	Phone#: 708-403-4222
For vendors using multiple booths note Booth #:	

Applicant's Signature	Printed Name
	Gina Chigeros

Health Inspector's Signature	Printed Name

*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.

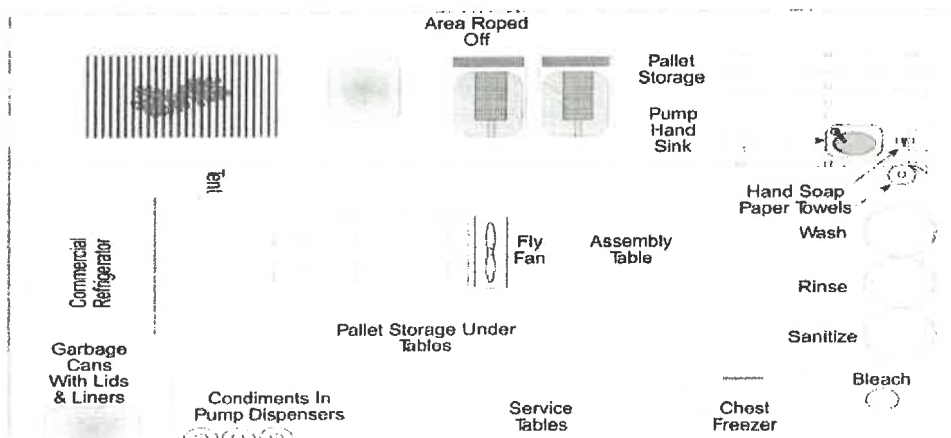
For Office Use Only			
Permit Type:	☐ Food Festival	☐ School	☐ Other
San ID #:	Risk Type:		
Fee Type:	Fee Amount:		

Permit #	Date Issued:
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Menu and Procedure Review		
Food to be Prepared	Supplier Information	Process of Transportation/Preparation to Event
<i>i.e. Hamburger</i>	<i>Gordon's Food Service</i>	<i>Transported in insulated container, held in commercial freezer, cooked on site to serve</i>
<i>i.e. Cooked Rice</i>	<i>Sysco</i>	<i>Made at restaurant, transported in insulated container and held at steam table</i>
<i>Hot dogs</i>	<i>Gordon Food Service</i>	<i>Transported in insulated cooler, held in freezer, prepared</i>
		<i>By Certified Food Handler.</i>
<i>HAMBURGERS</i>	<i>Gordon Food Service</i>	<i>" " SEE ABOVE ↑</i>
<i>TBI</i>	<i>Food Truck</i>	

Answer the following questions about what equipment will be provided at your booth:

Where will your booth be located?	☐ Indoor	☐ Outdoor		Yes	N/A
Approved transportation equipment for hot and cold foods.				☒	☐
Mechanical hot holding equipment (i.e., no heat lamps or crockpots).				☒	☐
Mechanical cold holding commercial refrigeration or freezers (i.e., no household refrigerators).				☒	☐
Probe and equipment thermometers for checking food and equipment temperatures.				☒	☐
Flooring and overhead cover, if not provided by the organizer.				☒	☐
Dunnage racks or pallets to store all food and paper goods off the ground.				☒	☐
Additional clean, wrapped cooking utensils.				☒	☐
Dispensers for condiments (i.e., pre-packages, squeeze bottles or hinged lid containers).				☒	☐
Handwashing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a hands free tap and a bucket to catch the waste water).				☒	☐
Clean clothes and hair covering (i.e., cap, visor, or bandana) for employees.				☒	☐
Wash, rinse and sanitize containers that are large enough to hold soiled utensils.				☒	☐
Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags, and garbage cans with lids).				☒	☐
Wiping cloths and extra buckets, fans, containers for used cooking oil, and charcoal, extension cords, fire extinguishers, and first aid kits.				☒	☐
All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home prepared food is prohibited.				☒	☐
Vendor bringing prepared food from outside the Village of Orland Park – A current health inspection report for facility where food was prepared is required.				☐	☒



Example Booth Layout

Provide Booth Layout with your Completed Application



Certificate of Achievement

This certificate is awarded to
WILLIAM BRADY

Congratulations! You have completed
ServSafe® Food Handler
Employee Food Safety Course and Exam



ANSI National Accreditation Board

A C C R E D I T E D

ANSI/ASTM E2659

CERTIFICATE ISSUER

#0655

National Restaurant Association
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606-6383
800.765.2122 in Chicago area 312.715.1010
Restaurant.org | ServSafe.com

Certificate Number **7399129** Date **10/15/2024**
Expiration Date **10/15/2027**

