



VILLAGE OF **OAK BROOK** *Illinois*

Special Event Permit Application and Instructions

Thank you for displaying an interest in holding a special event in the Village of Oak Brook. This packet contains information that you will need to apply for a Special Event permit. The first (3) pages should be retained for your use.

Starting on page 4 of this application packet, you will find a series of questions which shall assist you in learning what will be required for your event. Some information may not be applicable for your specific event. However, the event organizer must complete the Special Event permit and submit with any and all required documentation. Certain Special Events must have the final approval of the Village of Oak Brook Board of Trustees.

The Oak Brook Village Code requires that Village streets, sidewalks, bike paths, jogging paths, right of way, services personnel, equipment and property not be used for political purposes or for purely private benefit and that any person or organization who holds or sponsors an event that affects the ordinary use or availability of the resources of the village at a greater level than said resources are allocated for the general public use, shall pay the Village's costs of providing such services, personnel, equipment or property.

Special Event Criterion

1. An outdoor event held on any village property, street, sidewalk, bike path, jogging path, right of way, or private property that are deemed to impact the Village are considered a special event.
2. An event that requires any of the following actions, which must be approved by the Village Board of Trustees is considered to be a special event:
 - Events requiring the closure of village streets (with the exception of a block party)
 - Events requiring the closure of village property from its everyday normal use
 - Events requiring pedestrian traffic to be moved safely across public roadways

Special Event Permit Application

This application must be completed and submitted to the Office of the Village Manager at a minimum of 90 days prior to the start of the event. The Village will issue a response to the application within 30 days.

Requirements and Conditions

The Special Event permit application must be accompanied by a \$35.00 application fee in the form of a check or money order made payable to the Village of Oak Brook. This fee is in addition to any Special Event permit fee that may be assessed and is non-refundable should the application be denied or approved.

Certificate of Insurance

A Certificate of Insurance and additional insured endorsement naming the Village of Oak Brook, its officials, employees, agents and volunteers as an additional insured with limits of not less than \$2,000,000.00 per occurrence for bodily injury and property damage is required for Special Events. Coverage to the additional insured shall be provided on a primary and non-contributory basis. In addition, the Special Event that is covered by the insurance must be named on the certificate. Upon approval of your Special Event, an original copy of the Certificate of Insurance, and additional insured endorsement is due at least 60 days prior to the start of the event. The Village of Oak Brook reserves the right to request additional Insurance for the event if deemed necessary by the Village Staff or the Village Board of Trustees.

Indemnification and Hold Harmless Agreement

A notarized agreement in which the applicant and or sponsor of the Special Event agrees to defend, hold harmless and indemnify the Village of Oak Brook, its officials, employees, agents and volunteers from any loss, injury, damage, expense, claim and cost of every nature and kind whatsoever, including attorney fees, arising out of or in conjunction with applicant's use of the public property, public right of way, public equipment or public personnel at, during, or in conjunction with the special event described within the permit. The Indemnity/Hold Harmless Agreement must be submitted at least 60 days prior to the start of the event.

Alcoholic Beverages

The Village of Oak Brook Code of Ordinances requires the issuance of licenses for the sale or dispensing of alcoholic liquor during Special Events. Applications for a Special Event liquor license shall be filed on forms provided by the Village Clerk. Please refer to the Code of Ordinances for further information under Title 4, Business and License Regulations; Chapter 1, Liquor Control. (Forms can also be found online at www.oak-brook.org/documentcenter)

Amplification

The Village of Oak Brook reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the Oak Brook Police.

Block Parties

Special event registration is not necessary for block parties, however the Village of Oak Brook requires that a permit be obtained for this type of gathering. For a Block Party permit application, please visit the Village of Oak Brook website at www.oak-brook.org/documentcenter.

Compliance with Village Ordinances

The applicant shall comply with all Village of Oak Brook Ordinances.

Special Event Staffing

During the Special Event application review, the Village may require personnel, Police, Fire/EMS, Public Works or Development Services at the event. All Village personnel involved during the day(s) of the event and in preparation for the event will be charged back to the sponsoring agency or coordinator. The Village shall determine the number of personnel necessary to ensure the safety of the participants, spectators, to minimize inconvenience to the residents and to reduce public liability exposure to the sponsoring agency or coordinator, as well as to the Village of Oak Brook. An invoice for village services and personnel will be transmitted to the sponsoring agency or coordinator within 60 days of the conclusion of the event.

EMS Support

Certain Special Events may require medical support onsite to supplement the Village EMS team. In these events, the event organizer, shall receive notice in writing for the number of additional medical personnel needed.

Fireworks

Public exhibitions of fireworks and pyrotechnics may be given if application is made per the rules and regulations for such applications and a permit is granted by the Fire Chief. Such exhibitions shall be given subject to the supervision of the Village Fire Chief or designee.

Food and Beverage Health Inspections

Food and beverage shall not be sold at any event, unless approved and licensed, if deemed necessary by the DuPage County Health Department. The sponsoring agency or coordinator is responsible for these inspections.

Resident and or Business Notification

For Special Events that require roadway closures or may cause a disruption for residences or businesses, mailed, hand delivered or electronic delivery must be provided to affected parties two (2) weeks prior to the Special Event. The Village of Oak Brook will provide the event organizer with the applicable contact information.

Raffles

If the event is planning on having a raffle, a Village of Oak Brook Raffle license is mandated. Applications for a Raffle license shall be filed on forms provided by the Village Clerk Please refer to the Code of Ordinances for further information under Title 4, Business and License Regulations; Chapter 7, Raffles. (Forms can also be found online at www.oak-brook.org/document_center)

Emergency Severe Weather Crisis Plan

The applicant shall submit an Emergency Severe Weather/ Crisis Plan that includes responses to the questions on page 8.

Special Event Permit Application/ General Information

Title of Event _____

Type of Event _____ Parade _____ Walk/Run _____ Festival _____ Other _____

Location of Event _____

Date(s) of Event _____ Hours of Event _____

Estimated Attendance of Event _____

Purpose of the Event _____

Name of Sponsoring Organization _____

Organizer Address _____

City _____ State _____ Zip Code _____

Primary Phone Number _____ Cell Phone Number _____

E-mail Address _____

Is the Special Event open to the general public without a charge? _____

Are you requesting to use Village of Oak Brook property? _____

Specific property? _____

Does any part of the Special event take place on private property? _____

If yes, whose property? _____

Will food served? _____

Will food be sold? _____

Will alcoholic beverages be served? _____

Will alcohol beverages be sold? _____

Will there be a raffle? _____

The applicant agrees that it will indemnify, hold harmless and defend the Village of Oak Brook, its agents, officials, and employees, for and against all injuries, deaths losses, damages claims, suits, liabilities, judgments, costs and expenses, including attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of Oak Brook of any changes in the application at least 60 days prior to the event. I agree to the terms and conditions listed above.

Signature of Organizer

Date

Organization Name

Signed and sworn before me on this _____ day of _____

Notary Stamp

Notary Public

All applications must be signed and notarized.

After the submission of all forms, your application will be reviewed by the Village Manager's Office.

All departments that will be providing services or permits for the event will be notified. The Village Manager's Office will notify you if your event has been approved. It should be noted that that you may be asked to make changes to your event plan based upon the availability of services and scheduling of other events.

SITE PLAN/ OR ROUTE MAP

If applicable, the following must be included in you Plan/Route Map

Food vendors (FV)

Beverage Vendors (BV)

Toilets (T)

Hand Washing Sinks (HWS)

First Aid (FA)

Garbage Receptacles (G)

Location and Number of Barricades (B)

Public Entrances (PE)

Sound Stages and Amplifiers (S)

