



Village of Itasca
 550 W. Irving Park Road | Itasca, Illinois 60143-2018
 Phone: (630) 773-0835 | Fax: (630) 773-2505 | deputyclerk@itasca.com

SPECIAL EVENT PERMIT APPLICATION

DATE RECEIVED: _____

PERMIT NO.: _____

Completed applications and ALL required attachments must be submitted a minimum of SIXTY (60) days PRIOR to actual event. Note: Typed or electronically submitted documents are preferred.

Please refer to the [Itasca Special Events Application Guide](#) for more information on completing this application.

SECTION 1: Event/Organization Information (Please complete)

Host Organization: _____

Event Name/Description: _____

Event Type (Please check/circle all that apply):

Art/Market/Show/Sale	Festival	Parade
Race/Run/Walk/Bike	Fireworks	Private/Block Parties
Concert/Entertainment	Circus/Carnival	Other _____

Location: _____

Please attach to this application a detailed Site Plan, including activity areas/routes of activity.

Event Dates:	Setup Time	Actual Event Time	Take Down Time
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____

Has this same event been held in the past? _____ If yes, when? _____

Event Contact Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____

SECTION 2: Event Itemized Details (Please complete each item)

YES NO

Crowd: Anticipated attendance number each day is: _____ Total of all days: _____

Property Ownership: Does the applicant/host organization own the property where the event is to be held? **If NO, please attach to this application a letter of permission from the property owner(s).**

Will "shuttle" service to parking be provided? By whom? _____

SECTION 2: Event Itemized Details Cont. (Please complete each item)

YES NO

Parking: Will off-site parking be provided? *If yes, please attach to this application a list of off-site parking areas, including both patron and vendor parking.*

Note: Please provide public parking information in advertising and temporary event signage.

Streets/ Traffic: Will any street(s) and/or sidewalk(s) be closed?

If yes, which streets and/or sidewalks will be closed? _____

If yes, indicate closure points/locations on attached Site Plan.

The Village of Itasca may provide barricades for the Special Event, upon availability. If any roads and/or sidewalks will be closed, please submit with this application a completed "Barricade Request Form" and a \$50 refundable fee.

Temporary Signs & Banners: Will any off-site exterior banners, balloons, signs or other types of advertising be used?

If yes, how many? _____ *If yes, please attached to this application a completed Temporary Sign Permit Application and note location or show on the Site Plan.*

Tents & Other Temporary Structures: Will tents, booths or temporary structures be erected or used on site for this event?

If yes, please indicate location(s) of temporary structures on the Site Plan. Please attach to this application a completed "Building Permit Application" (and its various attachments).

Generators: Will exterior power generators be operated during the event ?

If yes, indicate location(s) of equipment on the Site Plan.

Describe how equipment will be installed and grounded: _____

Merchandise & Food Vendors: Will there be itinerant merchants selling products or services?

If yes, each merchant may also be required to provide a Certificate of Insurance prior to the event. See Itasca Special Events Application Guide for more information.

Food Service: Will there be food vendors?

Each vendor is required to have a DuPage County Health Department "Temporary Food Service Permit"; for more information, contact the DuPage County Health Department at www.dupagehealth.org/temporary-food-service. Please attach to this application a copy of your completed "DuPage County Health Department Temporary Food Service Permit Application".

Temporary Liquor Service: Will alcoholic beverages be _____ sold _____ or consumed on the premises?

If yes, you must obtain a license from the Village of Itasca Liquor Control Commissioner. Please refer to the Itasca Special Events Application Guide for rules and requirements.

SECTION 2: Event Itemized Details Cont. (Please complete each item)

YES NO

Sanitation Facilities: Will you be providing portable toilets and handwashing stations on site for this event?
If yes, how many? _____ Of these, how many are handicapped accessible? _____
How many hand washing stations will be provided? _____

Will your event need a water connection? *If yes, please attach to this application a completed "Hydrant Meter Application" for a temporary water meter for use of a fire hydrant.*

Event Designated Clean-Up Contact Person: _____ Phone #: _____

Describe in detail your plan for cleaning, recycling and disposing of all refuse and recyclables:

Provide the name of the refuse service company: _____

Amplified Sound/Noise: Will there be amplified music or entertainment? *If yes, please attach to this application a description of entertainment and times of performances. Please indicate stage locations on the site plan.*

Fireworks: Will there be fireworks or other pyrotechnics at this event? *Events involving fireworks or other pyrotechnics are required to obtain an "Outdoor Pyrotechnic Display Permit" issued by the Village and respective Fire Protection District. Please attach to this application the completed "Outdoor Pyrotechnic Display Permit Application."*

Security, Emergency Response, & Evacuation Plans: Will private security be provided to protect exhibits, equipment, or facilities?
What are your plans for providing daytime and nighttime security and crowd control?

Contact information for the security firm, if applicable.
Security Company Name: _____
Contact Name: _____
Address: _____
Phone: _____

What are your plans for emergency services? _____

Monitoring the weather? _____

Please attach to this application your emergency response and evacuation plans.

Exotic &/or Dangerous Animals: Will you have any exotic animals present at the event (circus animals, petting zoo, etc.)?
During what times will animals be on site? _____
How will animals be secured? _____

SECTION 3: Event Checklist

The following items shall be submitted with the completed Special Events Application form, as necessary:

- Completed Special Events Application** at least 60 days prior to event date(s)
- Detailed Site Plan**, including the locations of:
 - Location of activities/route of activity
 - On-site and off-site parking areas, including patron and vendor parking areas
 - Road and/or sidewalk closure points/locations
 - Temporary structures, including tents and stages
 - Generators and electrical service lines
 - Restrooms and handwashing stations
 - Trash receptacles and dumpsters
 - Potable water source
 - Other _____
- Letter of Permission from property owners or owners representative**, if event location not owned by applicant/host organization
- Additional Permits or Forms, as necessary:**
 - Barricade Request Form
 - Temporary Sign Permit Application
 - Building Permit Application for tents and other temporary structures
 - Itinerant Merchant Application(s) and respective Certificates of Insurance, naming the Village of Itasca as an additional insured
 - Copy of completed DuPage County Health Department Temporary Food Service Permit Application and respective Certificates of Insurance, naming the Village of Itasca as an additional insured
 - Temporary Liquor License Application
 - Hydrant Meters Application Form and \$50 fee. The fee will be reimbursed upon return of meter, in good condition
 - Outdoor Pyrotechnic Display Application
 - Other _____
- Emergency Response and Evacuation Plans**
- Certificate(s) of Insurance, naming the Village of Itasca as an additional insured**

Please sign and date below:

I hereby certify that all of the information contained herein is true and correct and that all activities related to the Special Event for which this permit is to be issued shall comply with all pertinent local codes and ordinances:

Applicant's Signature

Date

Administrative Use Only			
Date Received: _____	Date Distributed: _____	Date Issued: _____	
Reviewed & Approved By:	CD: _____	Fire: _____	PW: _____
PD: _____ HR: _____	Admin: _____	SEC: _____	