



ORLAND PARK

Development Services Department

14700 Ravinia Avenue · Orland Park, Illinois 60462 · Phone (708) 403-5300 · Fax (708) 403-6215

Website www.orlandpark.org · Email developmentservices@orlandpark.org

TENT/ EVENT PERMIT - Tents shall require a permit and an inspection by a building official.

Tent Event Permit

Cashier Code – BD

Permit No. _____

- ✓ 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 sales 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.

APPLICANT _____ PHONE # _____

ADDRESS OF EVENT _____

DESCRIPTION OF EVENT _____

DATES: FROM _____ TO _____

HOURS OF OPERATION _____

WILL FOOD BE SERVED? _____ YES _____ NO

If "yes," health inspections and fees will be required.

WILL THERE BE ELECTRICITY REQUIRED? _____ YES _____ NO

If "yes," an electrical permit is required for electrical hook-ups & generators.

(Exterior grade extension cords are required for any use outside!)

NUMBER OF ATTENDANTS _____

NUMBER OF TENTS & THEIR SIZES _____

SIGNATURE OF APPLICANT _____ DATE _____

Completed by village:-----

FEE _____ DATE ISSUED _____

BUILDING OFFICIAL



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT

14700 RAVINIA AVENUE

ORLAND PARK, ILLINOIS 60462

708-403-5300

FAX 708-403-6215

developmentservices@orlandpark.org

www.orlandpark.org

Date: _____

To: _____

RE: Special Event Insurance and Indemnification

Dear Vendor:

In connection with your participation in _____ ("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.