



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
 14700 RAVINIA AVENUE
 ORLAND PARK, ILLINOIS 60462
 708-403-5300
 FAX 708-403-6215
developmentsservices@orlandpark.org
www.orlandpark.org

Special Event Permit Application

Permit # _____

BUSINESS OR COMPANY EVENT ORGANIZER _____

CONTACT PERSON _____ PHONE # _____

FAX # _____ EMAIL _____

EVENT DAY CONTACT PERSON & CELL PHONE _____

LOCATION AND ADDRESS OF EVENT _____

DESCRIPTION OF EVENT _____

LIST DATES OF EVENT WITH HOURS OF OPERATION:

SET-UP DATE & TIME _____ TEAR-DOWN DATE & TIME _____

ESTIMATED NUMBER OF PARTICIPANTS _____ SPECTATORS/ATTENDANTS _____

YES NO

(Additional Fees May Apply)

- WILL FOOD BE SERVED?
- WILL ALCOHOL BE SERVED? [Contact Mayor's Office at 708.403.6160]
- IS ELECTRICITY NEEDED?
- WILL THERE BE A RAFFLE? [Contact Village Clerk at 708.403.6150]
- WILL THERE BE LIVE ENTERTAINMENT? [Music must end by 10:30pm Sun-Th, 11:30 Fri-Sat]
- WILL THERE BE TEMPORARY SIGNAGE? [Banners, Inflatables, Etc.]
- WILL THERE BE A TENT?
- WILL THERE BE ANY STRUCTURES OTHER THAN A TENT? [Stage, Bouncy house, Etc.]
If yes, list structures: _____
- WILL THERE BE ANY ROAD OR SIDEWALK OR RIGHT-OF-WAY CLOSURES?

Applicant Printed Name _____

Applicant Signature _____

Date _____

VILLAGE USE:

Type of Event _____ FEE \$ _____ Date _____

Additional Fees: _____

BUILDING OFFICIAL

VILLAGE OWNED PROPERTY



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SPECIAL EVENT TERMS & CONDITIONS

AMENDMENTS OR REVISIONS: It is the responsibility of the applicant to inform the Village in writing of any and all amendments and/or revisions to the original application. The applicant must inform the Village upon the immediate discovery of such amendments and/or revisions to the original application prior to the event day. All amendments and/or revisions are subject to the review of the Village.

COSTS: Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Village and changes/modifications relative to the event from the other Village departments are at the sole expense and risk of the Event Organizer.

EVENT HOURS: Events are restricted to the public hours of the park. If access to the park is necessary for set-up or breakdown either before or after public hours, then the applicant may be charged a fee to cover all costs associated with the request.

GARBAGE/CLEAN-UP: Clean-up is the responsibility of the applicant/ group/organization. Any clean-up that is not done properly will be completed by Village of Orland Park staff and billed back to the event organizer at \$25.00 per person/per hour.

GRILLING: Grilling must be confined to enclosed metal containers and may only take place within dedicated grilling areas. Hot coals must be cooled or doused with water after use and must be disposed of in red coal containers. Disposing of coals on grass, at the base of a tree or at any other location is strictly prohibited. Grilling with charcoal is not permitted on fields. Charcoal is only permitted at permanent grills or with the use of the Village's Supercooker rental.

INCLEMENT WEATHER: No rain dates will be issued. Refunds will not be granted for inclement weather. The Village reserves the right to cancel or relocate an event due to poor weather conditions prior to or on the day of the event that may cause excessive damage to Village property.

INSURANCE REQUIREMENTS: The Village of Orland Park requires a \$2,000,000 Certificate of Insurance listing the Village of Orland Park as an additional insured. This insurance is mandatory for all events other than Outdoor Pictures and Small Events not requiring an Inspection. See *Special Event Insurance and Indemnification*.

ON VILLAGE PROPERTY: A Hold Harmless Agreement must be signed for any event taking place on Village property including streets and sidewalks.

PROHIBITED ACTIVITIES: No bonfires or open flame: "No person shall light or make use of any fire in the park except that fires for cooking purposes may be made in portable metal containers or grills under such regulation as may be prescribed by the Village of Orland Park." No parking and/or driving vehicles on grass, athletic fields, recreation courts, service roads and pathways.

SIGNAGE: Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, or park feature on Village property is strictly prohibited. No markings are allowed on paths. All signage must be removed at the end of the event.

Applicant will indemnify and defend the Village of Orland Park, its officials, agents, and employees (the "Indemnitees") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses that the Indemnitees may suffer, incur, or sustain or for which it or they may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do solemnly swear and affirm that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

NAME OF APPLICANT (please print)

SIGNATURE OF APPLICANT

DATE