



# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT  
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PERMIT # \_\_\_\_\_

## SPECIAL EVENTS – STAGE/PLATFORM, PORTABLE TOILETS, DUMPSTERS, FENCING, AND OTHER STRUCTURES

**You must include a detailed Site Map showing the location of the following: tents and canopies; stages; signage; portable toilets; dumpsters; fences; any other structures; alcohol, food, and merchandise service/sale; and proposed street/sidewalk closures.**

Will your event include the use of **PORTABLE TOILETS?**

The Village recommends two portable toilets, one handicapped stall, and two hand-washing stations per 100 people. *All portable toilets must be removed from Village property within 24 hours after your event.*

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Number of Portable Toilets: \_\_\_\_\_ Number of Handicapped Stalls: \_\_\_\_\_ Number of Hand-Washing Stations \_\_\_\_\_

Will your event include the use of **DUMPSTERS on village property?**

The Village requires that all areas must be clean of debris. Attach plan of how garbage and waste will be removed from event site. Dumpster placement at Centennial Park will be in parking spaces 577 to 580 in the Metra East Daily Parking Lot. *Dumpsters must be removed within 24 hours after your event.*

Waste Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Number of Dumpsters: \_\_\_\_\_

Will your event include the installation of **FENCING or OTHER STRUCTURES?**

Description(s): \_\_\_\_\_

Will your event be **publicly advertised?**

How will your event attendees be notified or invited to the event? \_\_\_\_\_

If your event is requesting a **street or sidewalk closure**, attach map noting what type of traffic control devices (i.e., traffic signal, Police, barricades, specialized equipment, cones or signs) will be used to close the area. Also note if there will be any control fencing. No markings on paths are allowed. Signage must be used and removed.

If your event is a **run, walk**, or other activity in which participants will be following a course, then you must attach a map and a written description of the proposed route. Additionally, the Village is not responsible for any costs associated with the denial of a proposed route.

Have you made provisions for **onsite security** services? Any event requiring the use of the Orland Park Police Department will be billed per officer per hour. For more information, contact the Police Department at (708) 349-4111, ask for the Patrol Commander.

*Depending on the size and activities of your proposed event, The Village of Orland Park may require the presence of security personnel. Event organizers are responsible for the actions and conduct of any and all persons and organizations (participants, spectators, sponsoring organization, its Officers, Employees or agents or any person under their control insofar as permitted by law) associated with the permitted event. Furthermore, the event organizer is responsible for and will bear all costs related to policing, cleaning, and restoring the park upon conclusion of the event or activity and will reimburse the Village for any such costs incurred by the Village.*

\_\_\_\_\_  
NAME OF APPLICANT (please print)

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE