

VILLAGE OF BROADVIEW

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village of Broadview 2350 South 25th Ave Broadview, Illinois 60155 Fax: 708-681-2018



INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

GENERAL EVENT INFORMATION

Name of Event

Exact Address of Event

Type of Event (Check all applicable)

Festival Run/Walk Parade Car Show Other

| | | |
|--------------------------------------|----------------------|----------------------------------|
| Date(s) of Event | Hours of Event | Total Hours (Set-Up - Tear Down) |
| Phone number/website for publication | Estimated attendance | Last years actual attendance |

Describe the events community and/or cultural benefit

SPONSORING ORGANIZATION INFORMATION

| | | | |
|---------------------------------|---------------------------------------------|---------|--|
| Name of Sponsoring Organization | Contact person from Sponsoring Organization | | |
| Sponsoring Organization Address | City | Zip | |
| Phone Number | E-Mail | Website | |

ORGANIZER/COORDINATOR INFORMATION

| | | | |
|-------------------------------|-------------------|------------|--|
| Name of Organizer/Coordinator | E-mail | | |
| Organizer/Coordinator Address | City | Zip | |
| Phone Number | Cell Phone Number | Fax Number | |

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EMERGENCY CONTACT INFORMATION

| | | | |
|---------------------------|-------------------|------------|-----|
| Name of Emergency Contact | | E-mail | |
| Emergency Contact Address | | City | Zip |
| Phone Number (24hours) | Cell Phone Number | Fax Number | |

EVENT OVERVIEW

Are you providing/serving food at your event that is considered potentially hazardous, being prepared on-site, or being re-packed and sold in bulk? Yes No If yes, how many vendors? _____

Are you erecting a tent? Yes No

If yes, you must submit a Temporary Structure Permit Application 30 days prior to the event.

Are you serving alcoholic beverages at your event?

Alcohol vendors must submit a Special Event Liquor License 60 days prior to the event. can be found at: a Special Event Liquor License for each liquor vendor.

| | | | |
|------------------------------------------------------------------------------------------------------|---|---|----------------------------------------------|
| Will the event include a Race/Walk or Parade? | Y | N | If yes, you must complete, Page 3, Section 1 |
| Will electronic sound amplification equipment or a public address system be used at the event? | Y | N | If yes, you must complete, Page 3, Section 2 |
| Are you utilizing any public parking lots, Village streets or other Village property for your event? | Y | N | If yes, you must complete Page 4, Section 3 |

ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct. I agree to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

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Name of Event: _____

Signature of Organizer: _____ Date: _____

Application must include the following documentation

- Special Event Application (Page 1, 2, 3, 4) Certificate
- of Insurance (see Section 5)
- Site Plan and/or Race/Parade Route Map

***You MUST submit a new site plan or Parade/race route on an annual basis.**

APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.

SECTION 1: RACE/WALK, PARADE INFORMATION

| | |
|----------------------------------------------------|----------------------------------------------|
| Starting Location | Ending Location |
| Approximate Number of Attendees (runners/marchers) | Approximate Number of Vehicles (cars/floats) |
| Location of Assemble (Registration) | Location of Personal Vehicle Parking |

Please attach a course map, with location of the staging area, start/finish lines and water/first aid stations

SECTION 2: NOISE CONTROL PLAN

Please attach a Site Plan, with the location of the stages and sound systems, the location and direction of all speakers, and the proximity to residential properties

| | |
|--------------------------------------------|------------------------------------------|
| Amplified sound will be used from: (am/pm) | Amplified sound will be used to: (am/pm) |
|--------------------------------------------|------------------------------------------|

Describe the sound system(s)

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary

The Village has the right to require applicants to revise locations, hours, or plans to control amplified music/speech.

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SECTION 3: PARKING LOT/PROPERTY USAGE/CLOSURE INFORMATION

Public Parking Lot I Property Intended for "Event"

| Lot Number or Location | Date of Closure | Time of Closure | Date to Reopen | Time of Reopen |
|------------------------|-----------------|-----------------|----------------|----------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

1. No staking in the street or public parking lot is permitted.
2. Only chalk or other Village approved marking is permitted (no spray paint).
3. Any debris/stains must be removed immediately prior to the opening of the street/public parking lot.
4. No structures may be erected on any street/public parking Lot without prior approval/permit.

Name of Event

Date(s) of Event

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the Village of Broadview, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Village of Broadview, its officials, agents and employees, arising in whole or in part or in consequence of the Event, and/or its employees, and or subcontractors' participation in Event, or which may in any way result therefore. The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Broadview, its officials, agents and employees, in any such action, the Organization shall, at its own expense, satisfy and discharge the same.

The Organization expressly understands and agrees that any performance bond or insurance policies required by the Village of Broadview, or otherwise provided by the Organization shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Broadview, its officials, agents and employees as herein provided.

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SECTION 4: Indemnity/Hold Harmless Agreement

Name of Sponsoring Organization:

The Organization expressly understands and agrees that the Village shall be named as an additional insured party on the insurance policy and that the Organization shall have no permission or authority to engage in the Event until evidence deemed acceptable to the Village has been provided to establish that the Village has been named as an additional insured party on the insurance policy.

SIGNATURE

PRINT NAME

TITLE/POSITION

DATE

SECTION 5: Insurance Requirements

INSURANCE REQUIREMENTS

Sponsoring Organization will be required to provide an original Certificate of Insurance evidencing the following insurance minimums:

Commercial General Liability - minimum \$1,000,000.00 per occurrence

Final acceptance of applicant is contingent on applicant naming the Village of Broadview, their employees, agents and officials as additional insured.