



Application for Special Events
within the Village of River Forest
(Please type or print legibly)

Name of Activity / Event:

Name of Sponsoring Organization:

Is sponsoring group a non-profit organization? [] Yes [] No

Name of Primary Contact Person

Alternate Contact Person's Name

Primary Address

Alternate Address

Primary Phone Number/Facsimile

Alternate Phone Number/Facsimile

Primary E-Mail Address

Alternate E-Mail Address

Location of Event:

Availability of Location Confirmed: [] Yes [] No

Description or Purpose of Event:

Date(s) of Event: _____ Hours of Operation: _____

Set-up time needed: _____

Number of people assisting with the event:

Staff/Volunteers: _____

Will there be entertainment? [] Yes [] No

What type of entertainment (music, guest speaker etc.)_____

If yes, who?_____

Will there be Vendors (note all vendors need business license)? [] Yes [] No

If yes, who?_____

Expected Number of Attendee's:_____

(not including staff, entertainment or vendors counted above)

Entertainment (Show on site map):

Location_____

Speakers/Microphone: [] Yes [] No

Electrical Hook-ups: [] Yes [] No

Other:_____

Parking Requirements (Show on site map):

Number of parking spaces available: _____ Number of Handicapped Spaces:_____

Participants Parking Location_____

Vendors Parking Location_____

Entertainment Parking Location_____

Audience Parking Location_____

(If the audience parking location is insufficient on site, parking arrangement letter(s) from owner(s)/renter(s) of additional parking sites stating number of parking spaces available shall be submitted and shown on site plan)

Litter Control Plan:

What is your Clean-up/Litter Control Plan? _____

What is your Recycling Plan?

Name of Waste Hauler? _____

Number of Toilets on site:_____

Location of Toilets (Show on site plan):

Security Plan:

Name of Company:_____

Contact Person_____

Phone Number:_____

Number of Security Guards that will be provided:_____

Required Refundable Special Event Bond of \$200 posted? []Yes []No (If yes, attach payment)

****See attached checklist for required information that must accompany application.****

Hold Harmless Statement:

The Applicant hereby agrees, to defend, indemnify, and hold harmless the Village, its representatives, officer, trustees, agents, attorneys, and employees from and against any and all claims, actions, suits, damages, costs, expenses and liabilities, including reasonable fees and expenses of their attorneys, expert witnesses and consultants, court costs and fines, asserted against them or sought to be imposed upon them, individually or jointly or severally, and which arise directly or indirectly out of or in connection in any way with the Special Event applied for.

The applicant hereby further certifies that the information in this application is true and correct to the best of their knowledge and that the applicant has not provided false or misleading information. The applicant understands that the failure to supply adequate or correct information will be subject to revocation of permission to hold such an activity/event or any use of municipal property.

Name of Person Filing Application (If Different than Primary Contact Person):

Signature of Applicant:_____ Date:_____

Note: Application must be received no later than 10 days prior to Special Event

****Attach Checks for Application and Site Plan to Application****

(Special Event check list for applicant
must accompany application)

The documents below must accompany the Special Event application or application will be considered incomplete and returned to applicant.

[] **Special Event Bond / \$200.00** (must be paid prior to any application review)

SITE MAP / Must be included with application and show the following:

1. **Location** of all structures with respect to the existing buildings, property lines, roads and walkways, to include

[] Tents / detail description of size/state if tent is fully or partially enclosed / number of tents / must show location of all tents.

[] Grandstands / size / capacity

[] Bandstands / include electrical hook ups

[] Vendor booths / size and description of booths

[] Refreshment stands

[] Restrooms / include number of handicap available

[] Portable toilets / number

[] Drinking fountains

[] Tables

[] Signs / may require sign permit

[] Parking areas / include handicap spaces available and number

[] For Walks / Races / Parades – provide detail of any road / lane closings

NOTE: No permanent markings such as paint is allowed to be used to designate travel routes. Additional charges for clean-up may be assessed by the Village.

[] All electrical hookups

[] Speakers/hook up location(s)

[] Support vehicle locations and number of vehicles

[] Barricades, fencing or designated perimeter

[] Public Safety Staging Area (include ingress and egress route)

2. **Additional applications / licenses or permits required**

[] Sign permit from Planning Department (if applicable)

[] Vendors Business licenses from Village of River Forest

[] Liquor license and/or beer/wine license

[] Health Department approval for all food vendors

[] Fire Department approval on all Mobile Food Vehicles (MFV)

[] Walks / Races / Parades – Illinois Department of Transportation approval for use of State owned roads & owner approval on privately owned roads

[] Certificate of Liability Insurance naming Village of River Forest as co-insured.

[] A Bond or Letter of Credit shall be placed with the Village to guarantee removal of all temporary structures including tents, garbage, debris, and other property not belonging to owner of property within 24 hours of event ending.

[] If the applicant is not the owner of the property on which the Special Event will occur, the applicant shall submit proof of the owner's authorization in writing showing sufficient information to identify the owner and shall be dated and signed by the owner.

Prior to approval, your application will be reviewed by Village Staff. Further requirements not specified in original application may be identified and may result in additional bond amounts to be posted prior to receiving your Special Event Permit. **A minimal bond amount of \$200.00 is required and must be posted prior to receiving your Special Event Permit.**

For Village Use Only:

Date Received: _____	For Profit _____	Non-Profit _____
Approved By: _____	_____	_____
Village Administrator	Police Department	
_____	_____	_____
Fire Department	Public Works Department	
[] Additional Requirements Not Listed in Original Application (See Below)		
Additional Permits Required: _____ Event _____ Tent _____ Health _____ Electric		
_____ Food Truck _____ Stage/Platform		
Village Staff Hired: _____ Police _____ Fire _____ Public Works		
Date Approved: _____		

Prior to final approval of this Special Event Application, the following additional requirements have been identified by Village Staff.

Applicant shall:
