



Special Event – Open Air Meeting Permit #

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Special Event – Open Air Meeting - means a temporary meeting, activity, gathering, or group of persons, animals, or vehicles, or a combination thereof, having a common purpose, design, or goal that will affect or impact the ordinary and normal use by the general public upon any public or private facility, street, sidewalk, alley, public or private area, or building where the event substantially inhibits the usual flow of pedestrians or vehicular traffic, and is not the type approved for, or customarily associated with, the site upon which the event is located.

As established by the Village of Elwood Code of Ordinances, a special event permit shall not exceed seven (7) consecutive days and at least ninety (90) days must elapse between two special event permits for the same location. However, pumpkin sales and Christmas tree sales shall not exceed sixty (60) consecutive days.

Name of Event/Meeting

Property Owner

Address

Telephone and E-mail

Applicant

Mailing address

Telephone and E-mail

Address/Location of Event/Meeting

Estimated number of attendees

Description of event

Type of parking proposed

Provider of barricades

Dates and times of Event

	Date	Day	From	To
Day 1	_____	_____	_____ AM/PM	_____ AM/PM
Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Day 4	_____	_____	_____ AM/PM	_____ AM/PM
Day 5	_____	_____	_____ AM/PM	_____ AM/PM
Day 6	_____	_____	_____ AM/PM	_____ AM/PM
Day 7	_____	_____	_____ AM/PM	_____ AM/PM

Organization(s) Producing Event

Name	_____	Name	_____
Address	_____	Address	_____
State/Zip	_____	State/Zip	_____
Telephone	_____	Telephone	_____
E-mail	_____	E-mail	_____

Individual(s) Responsible

Name	_____	Name	_____
Address	_____	Address	_____
State/Zip	_____	State/Zip	_____
Telephone	_____	Telephone	_____
E-mail	_____	E-mail	_____

Additional Information

	YES	NO
Will there be use of outdoor sound/amplification?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes above: Radio/Stereo <input type="checkbox"/> DJ <input type="checkbox"/> Band <input type="checkbox"/>		
Does the event require electricity?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be vendors or concession stands?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be use of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
Will food service be provided?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be a fireworks display?	<input type="checkbox"/>	<input type="checkbox"/>
Will a tent(s) be used?	<input type="checkbox"/>	<input type="checkbox"/>
Will a stage(s) be used?	<input type="checkbox"/>	<input type="checkbox"/>
Will the event require road closure?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be use of inflatable children activities?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be a parade?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe the requested street segment and closure times:		

Will fire rescue services be required?	<input type="checkbox"/>	<input type="checkbox"/>
Will police services be required?	<input type="checkbox"/>	<input type="checkbox"/>

*** IF ROAD CLOSURE IS REQUESTED/REQUIRED - A completed resident signatures form by a majority of households on affected block must be submitted in conjunction with the application**

SPECIAL EVENT - OPEN AIR MEETING APPLICATION

RESIDENT SIGNATURES

Signatures of one adult resident from a majority of households whose residences are adjacent to that portion of the public right-of-way that would be affected by the proposed event.

I the undersigned agree to the block party request for:

_____ (street name, address range and cross streets)

taking place on _____ (date)

between the hours of _____ (hours)

as being organized by _____ (contact name).

NAME (Print name clearly)	ADDRESS (List households NUMERICALLY and if VACANT)	SIGNATURE
_____	_____	_____
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GENERAL INFORMATION

- Applications must be submitted at least two (2) weeks before the scheduled event and all information requested on the form must be submitted before review can take place.
- Road closures should be located on streets with minimal traffic. Some streets may not be approved.

ADDITIONAL INFORMATION TO BE PROVIDED

- * Current copy of a state issued identification card for the contact person.
- * Complete resident signatures form by a majority of households on affected block.

APPLICANT CERTIFICATION

I/we affirm and certify that I/we have read, understand and will fully comply with the code of ordinances of the Village of Elwood, Illinois. I/we further certify that the information submitted herewith are true to the best of my knowledge and belief. Further, I/we understand that this application, attachments and application filing fees become part of the official records of the Village of Elwood, Illinois and are not returnable.

- 1 An approved permit may be cancelled or revoked at the discretion of the Village Administrator or her/his designee for failure to obey the terms and policy, or for public safety reasons;
- 2 The applicant agrees to hold the Village of Elwood and its officials, agents, and employees harmless for any claim or injury arising out of the use of any public street, sidewalk, or other facility in conjunction with the terms and conditions of this permit;
- 3 The person listed on this application as having authority to control the event must remain at this event until its completion, and shall be available to accept any complaints;
- 4 Trash must be collected and removed from the street during and at the conclusion of the event and should not be put out by the curb until the next regularly scheduled pick-up day;
- 5 Street closing barricades must be easily moved in case of an emergency and equipped with appropriate warning devices also visible after sunset. The use of vehicles as a barricade is prohibited;
- 6 The consumption of liquor by a minor is illegal. Police will respond to complaint received. Alcoholic beverages are not allowed in the public right-of-way;
- 7 The use of illegal fireworks is prohibited;
- 8 The sound volume shall be so controlled that it will not be unreasonably loud. Upon request by a police officer, the sound level may be required to be lowered or shut off;
- 9 Fire hydrant shall remain clear, undecorated, unobstructed and unopened;
- 10 The open air meeting - special event permit is limited to the date and time specified in the permit.

FEES

A permit fee of \$25.00 will be charged if village's barricades or temporary traffic circulation signs are to be used. Additional fees may be required if public works employees or emergency personnel is required/needed to work at the site prior to, during, or after the event.

Applicant's Signature _____ *Date* _____ *Name of Applicant*

NOTARY ACKNOWLEDGEMENT

State of Illinois; County of _____
 the foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____

 (Name of person acknowledging) (*print, type or stamp Commissioned name of notary Public*)

 (Signature of notary public)

Personally known _____ OR Produced Identification _____

Type of Identification _____