



1610 Plainfield Rd.
Crest Hill, IL 60403
815-741-5100

Raymond R. Soliman, Mayor

Christine Vershay-Hall, City Clerk

Application for Special Events

A. APPLICANT AND PROPERTY OWNER INFORMATION:

Event Name: _____

Event Address: _____

Applicant Address: _____

Phone #: _____ Email: _____

Property Owner: _____

Property Owner's Mailing Address: _____

Phone #: _____ Email: _____

Business Registration Completed: YES No NOT REQUIRED

B. CONTACT PERSON FOR THE SPECIAL EVENT:

Primary Contact: _____ Phone #: _____

Secondary Contact: _____ Phone #: _____

C. DESCRIBE THE TYPE OF EVENT:

D. DESCRIBE WHERE ON THE PROPERTY THE SPECIAL EVENT WILL BE LOCATED: (ATTACHED SITE PLAN)

E. HOURS AND DAYS OF OPERATIONS:

Beginning Date: _____ Ending Date: _____

Beginning Time: _____ Ending Time: _____

Beginning Time: _____ Ending Time: _____

F. ANTICIPATED SIZE OF THE CROWD: _____

G. SUBMITTAL REQUIREMENTS:

- (A) Any person or organization that desires to hold a Special Event on his/its property must obtain a Special Event Permit from the City Clerk.
- (B) The cost of the permits is **five dollar** (\$5.00).
- (C) **The site plan drawing(s) will need** to be inspected and approved (and include: event set-up; tents, etc., measurements, parking usage) which can take 3-5 business days. *Events cannot occupy space of surrounding buildings and parking.*
- (D) A maximum of **ten** (10) permits shall be issued to any individual or organization each calendar year.
- (E) Each permit shall be valid for a maximum of **three** (3) consecutive days. Permits shall expire at 11:59 p.m. on the last effective date of the permit.
- (F) If you will be having mobile food trucks or merchandise vendors, please see Ordinance 1781

H. AUTHORIZATION OF APPLICATION:

I hereby apply for a Special Event permit, and I acknowledge that the information above is complete and secure. I believe to the best of my knowledge that the proposed Special Event will not violate any portion of said ordinance. I understand that my Special Event permit may be revoked by the Administrative Official if I fail to comply with all the provisions herein. As an Applicant, I understand that site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property if necessary. I understand this is not a permit but only an application for the permit and the event cannot be initiated without a permit. I also understand that as the Applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Special Event Application prior to the event date.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

FOR OFFICE USE ONLY:

PERMIT FEE: \$5.00

PERMIT #: _____

Building Dept. Signature of Approval : _____

DATE PAID: _____

Fire Department Approval: ___ Yes ___ Denied ___ Not Required

Email Police Department of Approval: _____