



Village of Lombard

Building Division / Community Development Department
255 E. Wilson Avenue
Lombard, IL 60148
Tel: 630-620-5750 Fax: 630-629-2374

TEMPORARY EVENT PERMIT APPLICATION

Thank you so much for choosing the Village of Lombard for your special event!
You must submit **ALL** of the following items in order for your permit to be processed.



Completed Temporary Event Permit Application

Must be completely filled out and signed by a notary public on page 13.



Site Plan

Must show location(s) of all structures, curb cuts, driveways, parking stalls, proposed street closures, tents, generators, electrical connections, port-a-lets, aisles, entrances/exits, fire alarms/life safety equipment, stages/platforms to be erected, food and beverage vendor(s), and garbage receptacles. If the event will utilize public streets or require public street closures, please contact William J. Heniff, Community Development Director at heniffw@villageoflombard.org or 630-620-3599.



Certificate of Insurance

See insurance section (page 8) for requirements.



Completed Property Owners Approval Form

See page 5 of application.



Health Department Approval (if applicable)



Bond (if applicable)

Application for event shall be submitted at least twenty (20) days prior to date of opening to the public. After Hour Inspections: If inspections cannot be conducted during the course of regular business hours (Monday - Friday 8:00 AM - 4:30 PM), after hour inspection fees will be assessed. Those fees are: \$100.00 per hour (minimum of 2 hours required on weekends) per Section 150.141(Y).

1.) Prohibitions		
Please note that the following are prohibited without prior approval from the Village of Lombard.		
1. No non-licensed motor vehicles are permitted on any route (e.g. golf carts, ATVs, etc.) 2. Alcohol	3. No marking of any street, curb, sidewalk, sign, or other Village of Lombard property (e.g. spray painting, etc.) 4. Signage	
2.) TYPE of Temporary Event		
<input type="checkbox"/> Assembly <input type="checkbox"/> Carnival or Circus (limited to ten days) <input type="checkbox"/> Race or Run <input type="checkbox"/> SEASONAL Outdoor Garden Sale (limited to three months) <input type="checkbox"/> Temporary Open Air Café (limited to three days) <input type="checkbox"/> Temporary OUTDOOR Sale or Auction (limited to three days) <input type="checkbox"/> Other, Please Describe: _____		
3.) NAME of Event		
4.) LOCATION of Event		
5.) DATE(S) of Event (include rain and setup/teardown dates)		
SET UP DATE(S):	EVENT DATE(S):	TEARDOWN DATE(S):
6.) START & END Time(s)		
SET UP:	EVENT:	TEARDOWN:
Is this the first time the event is being held in Lombard? (Circle One)		YES / NO
If No, how many participants were at the last event?		
7.) Brief Description of Event		
Explain the temporary event (parade, race, assembly, etc.) and list and describe any and all structures to be erected, including buildings, tents, booths, etc., as well as the length of time said structures are intended to be used, placed, and assembled. Include the number of participants (employees/volunteers) and associated vehicles, and displays. Include the number of animals, carnivals, rides, games, tents, etc. Include the locations of assembly, dispersal and any relevant information that will explain the event and streamline the approval process.		

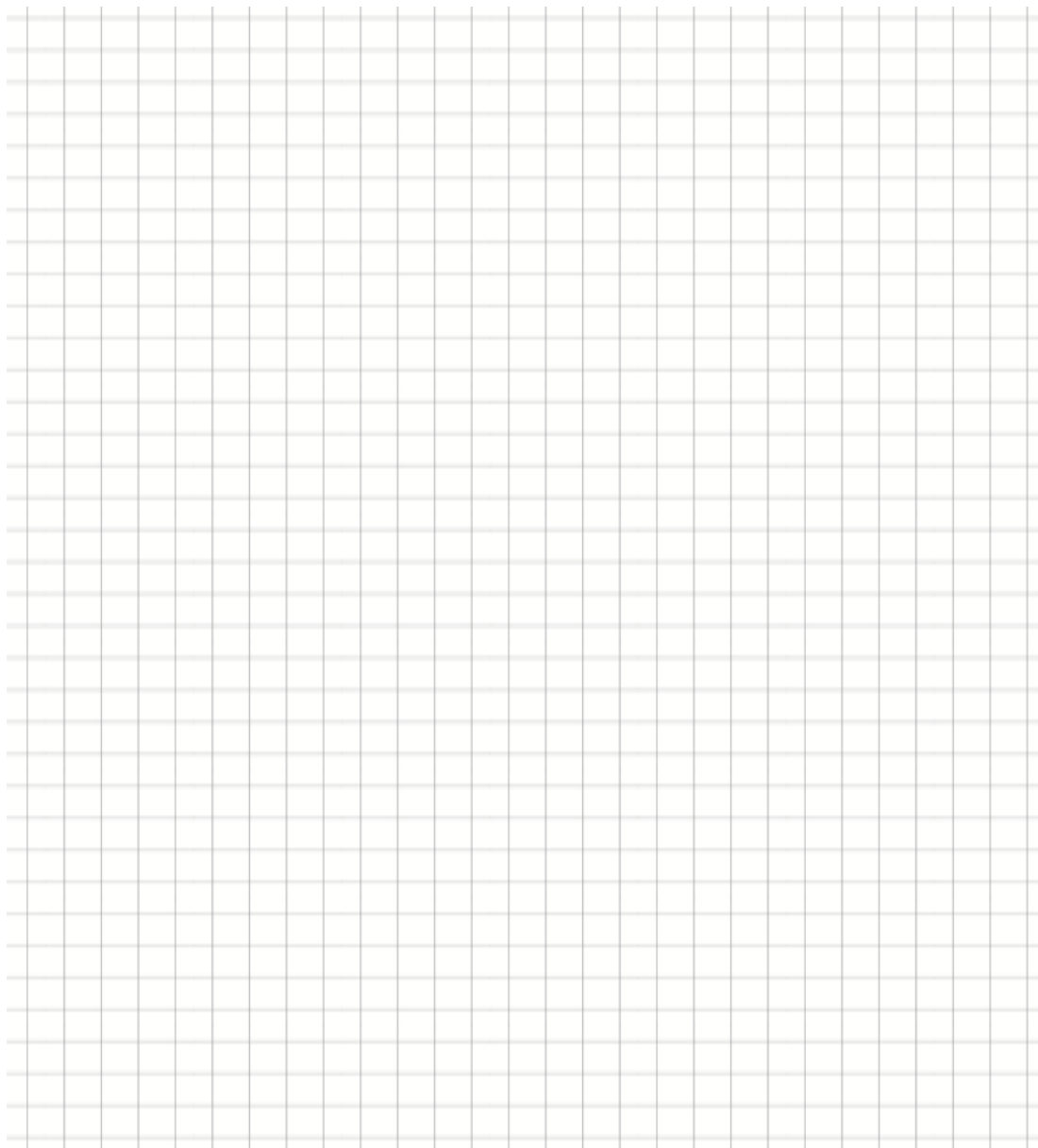
8.) Use of Public Right-of-Way (If Applicable)

List streets to be used, street closures, and attach a map of the route (parades, races, runs, etc.)

9.) Diagram and/or Map of the Event

Must show location(s) of all structures, curb cuts, driveways, parking stalls, proposed street closures, tents, generators, electrical connections, port-a-lets, aisles, entrances/exits, fire alarms/life safety equipment, stages/platforms to be erected, food and beverage vendor, and garbage receptacles.

Provide a Marked Up Plat of Survey or Draw a Scaled Map of Event (1 square = ___ feet)



10.) Applicant Information	
Name/Title:	
Date of Birth:	
Address:	
Telephone Number(s):	
e-mail:	
11.) Chair/Coordinator, etc. Information (If different than above)	
Name/Title:	
Date of Birth:	
Address:	
Telephone Number(s):	
e-mail:	
12.) On-Site Contact Person Information (The day of the event if different than above)	
Name/Title:	
Date of Birth:	
Address:	
Telephone Number(s):	
e-mail:	

13.) Sponsoring Organization(s) Information

Name(s):

Type of Organization:

Corporation / Partnership / Single Owner / Not for Profit (Circle Whichever Apply)

Company Sales Tax #(s), if applicable:

Not for Profit ID #(s), if applicable:

14.) Sponsoring Organization(s) Officer or Partner Information

Name(s):

Date(s) of Birth:

Address(es):

Telephone Number(s):

e-mail(s):

15.) Property Owner – Agent Approval (If the applicant/operator is not the owner of the property at which the temporary event will take place)

I, _____ property owner/owner-agent for
(Name)
_____ do hereby grant permission for
(Address)
the _____ to be taken place at the above
(Temporary Event)
mentioned location on _____.
(Date of Event)

Name: _____ Address: _____

Signature: _____ Date: _____

16.) Alcohol	
Will alcohol be served and/or sold at this temporary event? (Circle One)	Yes / No
If yes, please describe: _____ _____ _____	
Describe the procedure by which you will identify and deal with intoxicated parties: _____ _____ _____ _____	
Vendor Name:	
Vendor Address:	
A layout of the distribution plan and location of ID checks must be provided.	Attached <input type="checkbox"/>
<i>If your event involves alcohol service and/or sales, you must contact Janet Downer, Deputy Village Clerk, at (630) 620-5913 or downerj@villageoflombard.org</i>	
17.) Booths / Exhibits	
Are booths and/or exhibits planned as part of the event? (Circle One)	Yes / No
If yes, please describe: _____ _____ _____	
Will tents larger than 400 square feet be used at the event? (Circle One)	Yes / No
If yes, please describe or show on plan: _____ _____ _____	
Will electricity be needed as part of the event? (Circle One)	Yes / No
Will a generator be used at the event? (Circle One) If yes, show on site plan	Yes / No

Please describe plan to provide electricity, if applicable:

18.) Carnival / Mechanical Devices

Are carnival rides, animals, bounce houses, etc. a part of this event? (Circle One)	Yes / No
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If yes, please describe:

Vendor Name:	
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Vendor Address:	
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List of all employees (required) and appropriate licensing (if applicable).	Attached <input type="checkbox"/>
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For more information regarding licensing and fee requirements for carnival rides / amusement devise at temporary special events please contact the Finance Department.

19.) Fireworks

Are fireworks planned as part of the event? (Circle One)	Yes / No
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If yes, please describe the show location, hours, and days:

Vendor Name:	
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Vendor Address:	
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20.) Food	
Will food be served and/or sold at this temporary event? (Circle One)	Yes / No
If yes, please describe: _____ _____ _____ _____	
DuPage County Health Department Permit (copy)	Attached <input type="checkbox"/>
21.) Insurance	
Evidence of the insurance that shall be in force and in effect at the time the temporary event is to be open to or maintained for public access. Said insurance policy shall maintain limits no less than: <u>Comprehensive General Liability</u> , \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The Village of Lombard, its officials, employees, and volunteers shall be listed as an additional insured on a primary and non-contributory basis and as a certificate holder. <u>Automobile Liability</u> , \$1,000,000 combined single limit per accident for bodily injury and property damage. <u>Workers' compensation and employer's compensation</u> limits as required by the Labor Code of the State of Illinois and Employer's Liability limits of \$1,000,000 per accident (see Section 110.43 of the Code of Ordinances for additional requirements.)	
Attached <input type="checkbox"/>	
22.) Music	
Is live music planned as part of the temporary event? (Circle One)	Yes / No
If yes, please describe (include hours and days and mark location on site plan): _____ _____	
Will there be a public address system in use and/or recorded ("DJ") music?	Yes / No
If yes, please describe: _____ _____	
23.) Parking	
Please describe the parking provisions for guests, employees, volunteers, etc. (include how you will comply with the Americans with Disabilities Act). _____ _____ _____ _____	

24.) Raffle

Is a raffle planned as part of the temporary event? (Circle One)	Yes / No
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If yes, please describe (Permit Required):

For more information regarding raffles, please contact Janet Downer, Deputy Village Clerk, at (630) 620-5913 or downerj@villageoflombard.org

25.) Sales / Retail

Will anything be sold at the temporary event? (Circle One)	Yes / No
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If yes, please describe:

Illinois Sales Tax Number(s):	
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26.) Sanitation

Please describe the provisions for port-o-lets. At least one port-o-let in each group must be handicap/ADA accessible (at least 1 port-o-let per event, 2 port-o-lets per 100 patrons). A built-in hand sanitizer or hand washing station shall also be included.

Port-O-Lets and Garbage Containers to be Shown on Site Plan	Completed <input type="checkbox"/>
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Roll off truck for larger events. (Circle One)	Yes / No
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27.) Security and Crowd Control

Please describe the provisions for security and crowd control:

28.) First Aid

Please describe the provisions for first aid:

29.) Emergency Plan

Please describe the provisions for the event of severe weather or other emergency. If you have a location for emergency shelter, please list it below.

30.) Signs / Banners

Will signs or banners be part of pre-event advertising? (Circle One)

Yes / No

Will signs or banners be part of the temporary event? (Circle One)

Yes / No

If you selected yes for one or both of the above questions, please note that all signs or banners require a temporary sign permit from the Village of Lombard (under a separate application). Information regarding the proposed location, size, and dates of display is required. Also, please note that signage is not allowed in the public right-of-way. Contact the Village of Lombard, Community Development, at (630) 620-5749 for additional information.

The Village's Electronic Message Board is located at the southeast corner of Main St. and Wilson Ave. Lombard based community organizations and governmental agencies may submit a request for a message to be displayed. Please visit <http://villageoflombard.org/MessageBoard> for more information and to complete the request form.

31.) Miscellaneous

Have you provided notification to the surrounding neighborhood?

Yes / No

If yes, please provide a copy of said notification.

Attached

32.) Promotions

Will the event be promoted online? If yes how? (Website, Facebook, Hashtags, etc.)

33.) Safety Inspections

Compliance with the following is required:

- ABC Fire Extinguishers
- All electrical run through GFI (Ground Fault Interrupter)
- All tents tied or weighted down to resist wind
- Tent stakes covered
- All locking pins installed in tents
- Fire resistant certificate attached to tent
- Village of Lombard Temporary Event Permit Card displayed at all times during event

34.) Village Services

Will you require Village Services?

*Please note that depending on the anticipated event attendance and type of event, Village personnel and services, including Police, Fire, Public Works, and/or Community Development, may be **required** at an event. Below are examples of services provided by those departments. Charges for all Village personnel and services involved during the day(s) of the event and in the preparation of the event will be charged to the event sponsor. **The Village shall determine the number of personnel and the level of services necessary to ensure the safety of participants and to minimize the impact of the event on Village operations and resources.***

- Community Development (i.e. building, electrical, tent inspections)
- Fire (i.e. medical stand-by, ambulance services)
- Police (i.e. safety and security, road closures, traffic control, alcohol control)
- Public Works (i.e. road closures, electrical service, sandbags/weights, garage/recycling, street sweeping)
- Other

Please explain: _____

35.) Concealed Carry

Concealed carry firearms are prohibited from public gatherings and special events that are:

- conducted on property open to the public; and
- require a permit from the unit of local government.

The applicant shall ensure that the sign (see next page) shown is posted at all entrances to the event. The sign shall be printed in color, measure at least 4"x6" and be visible at all entrances to the event. For certain events, additional signage may be required on a case by case basis. Signs can be obtained through the Illinois State Police online or in person.



The Applicant or Operator agrees upon receipt of a permit to hold harmless the Village of Lombard its officers, agents, employees, representatives, and their assigns from any and all claims.

I, _____ the _____ for the proposed operator of the temporary event, hereby declare, under oath that the statements made herein are true and correct to the best of my knowledge and belief. I understand that:

1. Any incorrect or fraudulent statement made in this application constitutes sufficient grounds for the immediate suspension and/or revocation of the temporary event permit issued by the Village of Lombard;
2. As a condition of the temporary event permit, the Police Department, Fire Department, as well as other authorized officials of the Village of Lombard, are granted free access to the grounds of the temporary event, and to all booths, tents, buildings, and other structures erected for or used in conjunction with the temporary event, to inspect and enforce compliance with the provisions of the temporary event permit and the Village of Lombard code; and
3. The applicant, owner(s) and operator(s) agree to contact the Village of Lombard, Community Development, Building Division at (630) 620-5750 to schedule all required inspections for the temporary event prior to the start of the temporary event.

The applicant, owner(s) and operator(s) agree upon receipt of a permit to indemnify, defend and hold harmless the Village of Lombard, its officers, agents, employees, representatives, and their assigns, from any and all claims, lawsuits or other liabilities directly or indirectly arising from, in consequence of, or in reference to the permit granted. In connection with any such claims, lawsuits, or liabilities, the Village, its officers, agents, employees, representatives, and their assigns, shall have the right to defense of counsel of their choice. The applicant, owner(s) and operator(s) shall be solely liable for all costs of defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, or liabilities.

Signature(s) of Applicant(s)

(Print Name)

(Print Name)

SUBSCRIBED AND SWORN TO before me
this ____ day of _____, 20____.

SUBSCRIBED AND SWORN TO before me
this ____ day of _____, 20____.

SEAL HERE

SEAL HERE

(Notary Public)

(Notary Public)

*** OFFICE USE ONLY ***

Approval & Routing	
Administration (Village Manager's Office) Waiver of Fee (if the event is for a not for profit organization, please submit a document to the Village Manager requesting a waiver of the permit fees)	<input type="checkbox"/> _____
Finance	<input type="checkbox"/> _____
Village Board, if applicable	<input type="checkbox"/> _____
Planning Services Division	<input type="checkbox"/> _____
Building Division	<input type="checkbox"/> _____
Fire / EMS	<input type="checkbox"/> _____
Police Department	<input type="checkbox"/> _____
Public Works	<input type="checkbox"/> _____
DuPage Health Department, if applicable	<input type="checkbox"/> _____
Conditions:	
Permit Number:	
Required Inspections:	Building <input type="checkbox"/> Electric <input type="checkbox"/> Fire <input type="checkbox"/>
Cash Bonds:	
Cash bonds to be submitted in the amount of \$500.00 for a temporary event of three (3) days or less or \$1,000.00 for a temporary event of more than three (3) days to ensure that no damage will be done to the street, sewers, trees, or adjoining property. Any applicant whose place of business or operation is located within the corporate limits of the Village and whose application discloses that such applicant will sponsor and/or operate the temporary event, shall be exempt from the cash bond requirement.	
Fees:	
	\$50.00 Per Day
	\$20.00 Per Week (For Seasonal Outdoor Garden Sales)
	\$150.00 Per Day for the first fifteen (15) attractions, plus \$10.00 per day for each additional attraction.
	\$0.00 (Check Here if Waiver of Application Fee Requested)
Application for event shall be submitted at least twenty (20) days prior to date of opening to the public. After Hour Inspections: If inspections cannot be conducted during the course of regular business hours (Monday – Friday 8:00 AM - 4:30 PM), after hour inspection fees will be assessed. Those fees are: \$100.00 per hour (minimum of 2 hours required on weekends) per Section 150.141(Y).	