

Village of Downers Grove
2019 Application for Temporary Use/Parade/Open Air Meeting Permit

Please submit this application and any additional materials to:
Community Development Department
801 Burlington Avenue, Downers Grove, IL 60515
Ph: (630) 434-5515 FAX: 630-434-6873

Please print clearly in ink or type

PART A: APPLICANT INFORMATION

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Doing Business As (Name): _____

Is this business/organization a registered not-for-profit? Yes No
If yes, please provide a copy of your NFP status.

Name of Business Manager/Event Contact : _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

PART B: EVENT INFORMATION

Name of Event: _____

Event Location: _____

Description/Purpose of Event: _____

Date(s) Requested (month and day): _____

Time of Event and/or Hours of Operation (Include for each day requested): _____

Type of Event (Check one):

- Temporary sale of merchandise
- Road race: run/walk/or bike ride
- Festival/fair
- Public assembly/demonstration
- Carnival/Amusement Rides **See Part E*
- Circus **See Part E*
- Live theatrical or musical performance **See Part E*
- Other (please specify)
- Parade

Check All Equipment That Will Be In Use:

- Portable toilets Toilets inside existing facility
Public restrooms must be provided.
- Tent(s): State the number and size of each that will be in use:
Must submit Certificate of Flame Resistance for each.

- Temporary sign/banner
Only one sign per street frontage is allowed. Signs are limited to 32 square feet in size. (VODG 28.9.040)
- Temporary seating
- Tables/Chairs: Quantity outdoors _____ Quantity indoors _____
- Temporary stage or other structure
State the number and size of each stage. Must submit documentation of stage.
- Amplifiers/sound system
- Electrical hook-up
Applicant is responsible for contacting JULIE to mark approved area.
- Outdoor water use

Other Activities That Will Take Place: (Check all that apply.)

- Sale and/or consumption of alcohol
Requires Special Event Liquor License. Contact Liquor Liaison at (630) 434-5542 at least 60 days in advance.
- Sale, cooking, and/or consumption of food
Contact DuPage County Health Department at (630) 682-7400 for requirements ASAP.
- Raffle
Contact Village Clerk at (630)434-5535 at least 14 days in advance.
- Fireworks
Contact Fire Prevention Bureau at (630) 434-5983 at least 30 days in advance.

For road races (runs, walks or bike rides), volunteers must be provided in accordance with the approved race routes. Please check the requested race route and be aware of the number of volunteers that are required to be placed along the race route as identified in the route maps. The failure to provide volunteers as required could lead to denial of permits in the future.

- | | |
|--|--|
| <input type="checkbox"/> South 5K Route #1 –
20 volunteers required | <input type="checkbox"/> North 5K Route #1 –
17 volunteers required |
| <input type="checkbox"/> South 5K Route #2 –
13 volunteers required | <input type="checkbox"/> North 5K Route #2 –
19 volunteers required |
| <input type="checkbox"/> South 5K Route #3 –
17 volunteers required | <input type="checkbox"/> North 5K Route #3 –
19 volunteers required |
| <input type="checkbox"/> South 10K Route –
17 volunteers required | <input type="checkbox"/> North 5K Route #4 –
12 volunteers required |

Explain your plan for clean up and disposal of waste at the site, during and after the event?

Will the location of the event displace any parking spaces?

No Yes # of spaces _____

Is the event a fundraiser? If yes, name the beneficiary.

No Yes

Prior to the issuance of a temporary use permit for a road race, the applicant shall pay the required race fee to cover the cost of Village services used in association with the event including, but not limited to, Police, Fire and Public Works. For all other temporary events, the applicant will be invoiced for the cost of any Village services used in association with the event including, but not limited, to Emergency Management, Police, Fire and Public Works.

PART C: CONCEALED CARRY:

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

- conducted on public property;
- are open to the public; and
- require a temporary use permit.

If your event qualifies, the Village will provide each applicant with one laminated sign that is shown below. The 4" x 6" sign shall be posted and be visible at all entrances to the event. In the case of a road race or other gathering with multiple entry points, the sign shall be posted at the information / registration table. With all road races, the Village will post additional signage at the start and finish lines of the race. For other events, additional signage may be required on a case by case basis.

Applicant affirmatively states that he/she will ensure that the required sign is posted at the event's information / registration table. _____

Signature



PART D: APPLICANT'S STATEMENT OF AGREEMENT:

I hereby affirm that the above information is true and correct in describing the intent of this application. Everything that I have stated on this application is correct to the best of my knowledge. **Failure to comply with the application and disclosure requirements shall constitute grounds to deny the permit.**

I have read the provisions of this application and agree to abide by the ordinances, rules and regulations of the Village. I understand that issue of the permit is contingent upon compliance of all conditions and requirements. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Downers Grove.

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Print Name

Date

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Signature of Applicant

Signature of Notary

HOLD HARMLESS/INDEMNIFICATION AGREEMENT:

_____ has requested permission to conduct a Temporary Use in the Village of
(Name of Applicant)
Downers Grove. For consideration of such permission and permit, _____
of _____
(Name of Organization)

hereby fully releases and discharges the Village of Downers Grove, its officers, agents and employees from any and all claims from injuries, including death, damages, or loss which may arise or which may allege to have arisen out of, or in connection with the event.

_____ further agrees to indemnify and hold harmless and defend the Village of
(Applicant and Organization)
Downers Grove, its officers, agents, and employees from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with this event.

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Print Name

Date

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Signature of Applicant

Signature of Notary

PART E: AMUSEMENTS (Carnivals, Circuses, & Performances on Public Rights-of-Way)

*Amusement Ride Operators shall comply with the Carnival and Amusement Rides Safety Act (430 ILCS 85/1 et seq.)

Name (i.e. John Smith) of Amusement Operator: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Driver's License #: _____

List Any Branch Locations: _____

Doing Business As: _____

Date Business Was Incorporated: _____

List the name of officers, directors, or stockholders owning more than 20% of the stock or any corporation, partnership or limited liability corporation associated with this business. Include their address and date of birth. (Attach a separate sheet if necessary.)

List any and all managers who will be on-site, as well as their date of birth and contact information.

List the name(s) of any applicant, owner, director, stockholder, officer, manager, or any employee having contact with the public who has been convicted of any of the following: (Include date of conviction.)

- (a) Any offense involving sexual misconduct with children or other sex offenses as defined in Article 11 of the Criminal Code of 1961 as amended.
- (b) A felony based upon conduct or involvement in such business OR activity related to similar business or activity, within the past ten years; or
- (c) Any felony unrelated to conduct or involvement in such business or activity or related or similar business or activity, but which felony involved the use of a deadly weapon, traffic in narcotic drugs, or violence against another person, including rape, within the last five years; or
- (d) A misdemeanor or licensing ordinance violation, based upon conduct or involvement in such business activity or related or similar business or activity, within the past two years.

Applicant affirmatively states that he/she made application for other similar permits or licenses at other locations: Yes No

If so, state the location: _____

Indicate disposition of application: _____

APPLICANT CHECKLIST

Required Documents

- Application
- Severe Weather/Evacuation Plan
- Site Plan/Plat of Survey
- Event Operating Plan
- Concealed Carry Plan

If applicable:

- Not for profit status (501(c)3 or equivalent)
- Letter from landlord
- Certificate(s) of Flame Resistance (For Tents)
- Temporary Sign application
- Raffle License application
- Liquor License application
- License Agreement
- Certificate(s) of Insurance
- Encroachment License
- Neighborhood Notification Letter
- Review of Sub-Contractor agreements
 - Entertainment Schedule
 - List of Food Vendor(s)
- ADA Accessibility Plan

(Office Use Only)

Fees to be collected:

- Temporary Use _____
- Late Fee _____
- Amusement _____
- Temporary Sign _____
- Tent _____
- Encroachment Fee _____
- Live Theatrical/Musical Performance on Public Right-of-Way _____
- Use of Public Property _____

Fees to be invoiced:

- Police Services
- Fire Services _____
- Public Works Services _____
- Village Manager's Office** _____
- Water Usage _____

Other:

Security Deposit to be retained: _____

Total Fees Due: _____ **Date Received:** _____