

# Village of Downers Grove 2021 Application for Temporary Use 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, start time of race, set up time and clean up time: \_\_\_\_\_

Type of Event (Check one):

- Temporary sale of merchandise  Parade
- 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)

Check All Equipment That Will Be In Use:

- Portable toilets  Toilets inside existing facility  
**Public restrooms must be provided. May require Sanitation Plan**
  - Tent(s)/Canopies: State the number and size of each that will be in use:  
***Submit Certificate of Flame Resistance for each Tent/Canopy.***
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- 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 dimensions 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.*

Does the applicant or business own the property where the event will take place?

Yes  No If "No", please include a letter from the landlord granting use of the property.

How many participants/attendants are expected? List approximately for each day.

\_\_\_\_\_

Does the event require use of public property? Yes  No

Are street closures requested? Yes  No

If yes, what streets?

Justification for street closure

\_\_\_\_\_

If uses of public property/street closures are requested, a certificate of insurance from the applicant is required. The insurance shall be in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate covering bodily injury, including death and property damage. The certificate shall include the following language naming the Village as an additional insured: "The Village of Downers Grove, its officers, boards, commissions, elected and appointed officials, employees, agents and its heirs, successors and assigns, are named as additional insureds." The amount of insurance coverage may be greater than indicated above depending on the size of the event.

If uses of public property/street closures are requested, a neighborhood notification letter is required. The notification letter must be sent out to affected residents at least two weeks prior to the event. The letter that needs to be sent out is shown below. Text in red and underlined is to be completed by the applicant. Please attach your completed neighborhood notification letter to your application for review by staff.

**Event Name**  
**SK Fun Run & Walk**  
**Day, Date, and Time**

Dear Area Resident,

On Day, Date, Organization's name will be hosting a fun run/walk through your neighborhood. A map identifying the race route is on the back of this notice. The following is an anticipated schedule of the day's events:

\_\_\_\_\_ a.m. - Race begins (road closures will begin approximately ½ hour before the start of the race)

\_\_\_\_\_ a.m. - Anticipated completion of all race activities on public streets

(Must be within 3 hours of road closures for 5K races and 4 hours of road closures for 10K races)

The race will be taking place on a non-secured route. We request that if you need to leave your home or business during the event that you respect the participants by leaving adequate space between your vehicle and the participants. If you wish to cross the route, police officers or volunteers will be at certain intersections to assist you. If participants are approaching any intersection, there may be a slight delay in your crossing.

We understand this may be an inconvenience for you and appreciate your understanding. Our organization is a 501(c) 3 not-for-profit that is raising money for \_\_\_\_\_. If you would like more information about this event or have any questions regarding this event, please contact first and last name at cell phone number or via email at email.address.com. First and last name (if different than previous sentence, include phone number) will be managing the day's activities and will be on-site during the race.

Thank you for your understanding,

{Signature}

President/ Race Organizer

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 SK Route #1 -<br>20 volunteers required | <input type="checkbox"/> North SK Route #1 -<br>17 volunteers required   |
| <input type="checkbox"/> South SK Route #2 -<br>13 volunteers required | <input type="checkbox"/> North SK Route #2 -<br>19 volunteers required   |
| <input type="checkbox"/> South SK Route #3 -<br>17 volunteers required | <input type="checkbox"/> North SK Route #3 -<br>19 volunteers required   |
| <input type="checkbox"/> South 10K Route -<br>17 volunteers required   | <input type="checkbox"/> North SK Route #4 -<br>12 volunteers required   |
| <input type="checkbox"/> Hillcrest School -<br>9 volunteers required   | <input type="checkbox"/> Belle Aire School -<br>19 volunteers required   |
| <input type="checkbox"/> Whittier School -<br>12 volunteers required   | <input type="checkbox"/> Lester School -<br>12 volunteers required       |
|  | <input type="checkbox"/> Pierce Downer School -<br>6 volunteers required |
|  | <input type="checkbox"/> Highland School -<br>19 volunteers required     |

Explain your plan for clean up and disposal of waste at the site, during and after the event? If the event last more than 12 hours a Sanitation Plan maybe required.

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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

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**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
- 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 Downers Grove.

(Name)

For consideration of such permission and permit, \_\_\_\_\_

(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 Downers Grove,

(Applicant and Organization)

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: \_\_\_\_\_

# 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/Canopies)
- 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
- List of Food Vendor(s)
- ADA Accessibility Plan
- Sanitation Plan

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## *(Office Use Only)*

### Fees to be collected:

- Temporary Use \_\_\_\_\_
- Other Fees as needed, per license agreement \_\_\_\_\_
- Amusement \_\_\_\_\_
- Temporary Sign(s) \_\_\_\_\_
- Tent/Canopies \_\_\_\_\_
- Encroachment Fee \_\_\_\_\_
- Live Theatrical/Musical Performance on Public Right-of-Way
- Use of Public Property \_\_\_\_\_
- Security Deposit to be retained \_\_\_\_\_

### Fees to be invoiced:

- Police Services
- Fire Services
- Public Works Services
- Village Manager's Office
- Water Usage
- Late Fee

**Total Fees Due:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_