



Thank you for your interest in hosting a special event in Tinley Park. There is no fee for the Special Event Permit (SEP) application. If your event is being held on public property and/or you plan on using any Village services, you must fill out the Special Event Permit Application. This application ensures all details are properly communicated to key staff. As of May 2018, the application has been updated. **No previous versions of this application will be accepted.**

Organizers of new events must submit this form at least 90 days in advance. For runs, walks, etc., a route must be approved by the village before the permit application is submitted. Recurring events must submit this application at least 45 days in advance. Event managers are encouraged to submit dates as early as possible.

The SEP application can be submitted via fax at (708)444-5099 to the attention of Vicki Sanchez, via email to [vsanchez@tinleypark.org](mailto:vsanchez@tinleypark.org), or dropped off to the Village Hall at 16250 S. Oak Park Ave., Tinley Park.

Once the SEP application is received, it could take up to three weeks to receive a Special Events License, depending on the event. Once the application has been approved by all key departments, the Special Event License will be sent via email to the sponsoring organization's main contact. Any questions regarding this application process can be directed to the Special Events Coordinator, at the email address above or at (708)444-5044.

## **VILLAGE SERVICES**

If you are in need of **security or traffic control**, the **Tinley Park Police Department** will assign security for \$30 per hour with a two-hour minimum, or traffic control officers for \$18 per hour with a two-hour minimum.

If your event requires services from the Village's **Public Works Department**, there will be a charge of \$35/hour per person. Please see the Public Works section on the permit for services available.

If you are planning on erecting a tent that is over 20'x20', a tent permit must be submitted to the **Community Development Department**. The tent permit application fee is \$15 per tent. If you are planning on erecting temporary signage, a temporary sign permit application is \$15.



Village of Tinley Park
Special Events Permit Application

16250 S. Oak Park Avenue
Tinley Park, Illinois 60477
(708) 444-5000 Fax (708) 444-5099
www.tinleypark.org

GENERAL EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

[ ] Event organizer has permission of property owner to host this event on his/her property.
(Letter granting permission is attached/included.)

If your event is being held on public property, you must display signs at entrances, registration, and public gathering areas displaying the "No firearms" symbol. It is also recommended that this symbol be displayed on all registration forms and flyers for the event. Signs and requirements can be obtained at the Illinois State Police website: IL State Police Conceal Carry.

Event Date(s): \_\_\_\_\_ Event Hours of Operation: \_\_\_\_\_ Race Start Time: \_\_\_\_\_

Set-Up for Event: Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

Dismantling Event: Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

Rain Date (if applicable): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Private or Public Event: \_\_\_\_\_

Type of Event: (Check all that apply)

- [ ] Festival [ ] Parade [ ] Sidewalk Sale
[ ] Sporting Event/Run/Walk [ ] Arts and Craft Fair [ ] Car Wash for Fundraising
[ ] Carnival, Circus and Rides [ ] Fundraiser/Charitable Event- [ ] Grand Opening
[ ] Annual/Recurring Event [ ] Other, please describe: \_\_\_\_\_

General Description of Event \_\_\_\_\_

ORGANIZATION INFORMATION

Sponsoring/Planning Organization: \_\_\_\_\_

[ ] Organization is registered with the State of Illinois as a Non-Profit Organization

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_

Event Manager (will receive license via email): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT OPERATION

The Village works with all organizations to equitably permit, assist and promote community events. Organizations agree to reimburse the Village for costs associated with the activity by their submission of this special events permit application and by accepting a permit to conduct an event in the Village. Village-sponsored or Village co-sponsored events are exempt from Village service fees.

### SECURITY

**Please Note: If your event is being held on public property, you must display the “No firearms” symbol at entrances, registration, and public gathering areas.**

- Request for Traffic Control- \$18/hour with a two hour minimum  
\* TPPD will review and determine locations and the number of necessary officers

Notes for TPPD: \_\_\_\_\_

- Safety/Security - Charges for Police Security are \$30/hour with a two hour minimum. Please indicate the type of security that will be needed for the event including police officers, money escorts, etc. (Outdoor events serving liquor require police officers on-site.)

Please specify: \_\_\_\_\_

Parking plan for attendees, vendors, etc.: \_\_\_\_\_

### PUBLIC WORKS

If your event requires services from the Village’s Public Works Department, there will be a charge of \$35/hour per person.

- Barricades for Traffic Control - Please mark locations on site plan/route map.  
 Crowd Control Fencing (only available for Village sponsored events)- Total Linear Feet: \_\_\_\_\_

(For weekend events, barricades and fencing will usually be dropped off on the Friday before.)

Drop-off/Pick-up location: \_\_\_\_\_

- Garbage Removal - All areas must be clean of debris.

List plan for garbage removal from event site including name of company and phone number:

\_\_\_\_\_  
\_\_\_\_\_

- Street/Parking Lot Closures - Please indicate on site plan/route map all streets that will be closed.  
 For run/walks/other sporting events, check here if sidewalks will be used instead of streets.  
 Use of Village Water/Hydrants - Please contact Public Works at 708-444-5500 for permission and requirements.  
 Electrical/Power Generator- Indicate plans for use of any power generator. (Those requiring electrical service from the Village, should complete an Electrical Use Request (Addendum 1) included in this packet.

\_\_\_\_\_

## SIGNAGE

The Village does not allow event signage in the right-of-way. Event signage on private property is allowed with a proper temporary sign permit. Permit is available through the Community Development Department (708-444-5100). **All temporary signs must be removed the morning after the event.** Use of Village-owned signs in specific locations is allowed for public events on public property hosted by non-profit entities. Those who fit the criteria may apply to use the Village-owned signs by completing the Use of Village Sign System (Addendum 2) to this application.

## FACILITIES

Portable Restroom Facilities

Name of Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate location of portable restrooms on the site plan/site map.

Tents

Tents or temporary structures over 20' x 20' require inspections (tents must be set up by noon on Friday for weekend events). Contact the Community Development Department at 444-5100 for a permit or on tinleypark.org under Community Development Dept.-Commercial Permits. **Permits must be submitted at least two weeks before the event.** Please indicate size and description of tent, if electric will be used inside of tent for lighting or heating and name of tent company below:

\_\_\_\_\_  
\*The village recommends all 10x10 pop-up tents be weighted down with at least 40 pounds per tent.

## ENTERTAINMENT

Provide a flyer or list of entertainment to be performing at this event including times. **Please note that all entertainment must be respectful of the noise ordinance and all amplified outdoor music/entertainment must end promptly at 10:00 p.m.**

## FOOD

List the name, address and phone number for all food vendors along with their Illinois Sales Tax ID Number. If there are more than three vendors, please provide a separate list. For all vendors outside the Village, a copy of their latest health inspection and sanitation certificate is required. A health inspection will be required prior to the start of the event.

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Tax ID: \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Tax ID: \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Tax ID: \_\_\_\_\_

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**LIQUOR SALE**

- Liquor will be sold at the event.

**Contact the Liquor Commissioner at 708-444-5021 for requirements and approval.**

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**MERCHANDISE**

- There will be mobile merchandise vendors at this event.

For the convenience of event planners, the Village requires the organizer to fill out **one** Temporary Business License for an event that includes multiple mobile merchandise vendors. A list of the vendors will be requested. Please contact the Clerk's Office at (708) 444-5003 or click on the Clerk's Office tab on the tinleypark.org.

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**NOTIFICATIONS**

Check all that apply:

- Notification of Residents:** If required, City Watch Notification Messages can be coordinated through the Special Event Office for events co-sponsored by the Village.
- Metra and/or PACE Notification Required:** If the event is taking place near the train station, the Special Events Coordinator (SEC) will notify Metra officials about the event. Safety officers (police/EMA) may be required at crossing depending on event type. In addition, if there are street closures that may effect PACE bus routes, the SEC will notify PACE

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**EMERGENCY PLAN**

All special events should have an Emergency Action Plan (EAP) in case of severe weather, fire, medical emergencies, or any scenarios that will require law enforcement assistance. **Any event with an expected attendance of 250 people or more should submit an EAP (see Addendum 3)** with this application. For every 250 people in attendance, there should be one person on-site who is familiar with the emergency action plan. For events with less than 250 estimated attendance, fill out the following:

Will there be an EMT or First Aid Station onsite? If yes, at what location? \_\_\_\_\_

- 
- Check this box to confirm there will be EMS vehicle access at your event location or throughout the race route.

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**SITE MAP / ROUTE MAP**

A map or layout of your event must be included with this application. Please mark flow of parades, runs, walks, etc. (→ → →)

The following applicable locations must be included:

Food Vendors (FV)

Beverage Vendors (BV)

Toilets (T)

Hand-Washing Sinks (HWS)

Retail Merchants (RM)

First Aid (FA)

Garbage Receptacles (G)

Number of Barricades (B)

Fire Lane (FL)

Fire Extinguishers (FE)

Public Entrances / Exits (PE)

Sound Stages / Amplified Sound (S)

Resident Streets Surrounding Event

# DOCUMENTS CHECKLIST

## Documents that must be submitted:

- A completed and signed Special Events Permit Application
- A Certificate of General Liability Insurance listing the Village of Tinley Park as an additional insured in an amount not less than \$1,000,000.00
- A site/route map or layout of the event

## Documents that may need to be submitted (check all that apply):

- Copy of Tax-Exempt ID and Certificate (if applying as a non-profit)
- Copy of Tent Permit
- Copy of Temporary Sign Permit
- Copy of Liquor License
- Copy of Raffle Permit
- Copy of Health Inspection and Sanitation Certificate
- Electrical Use Request (Addendum 1)
- Use of Village Sign System (Addendum 2)
- Approval of Route (runs, walks, etc.)
- Written Approval Form from Location Property Owner
- Emergency Action Plan

# ACKNOWLEDGEMENT

In accordance with the Application instructions, I have furnished and attached a Certificate of General Liability Insurance in the amount not less than \$1,000,000.00. If the event is taking place on public property, said certificate shall name the Village of Tinley Park, its officers, employees, and volunteers as additional insured.

I acknowledge that the permit is nontransferable and can only be used on the designed dates and times, as approved, and that the failure to abide by these conditions may result in the suspension or revocation of said permit.

In accordance with Section 105.08(D) of the Tinley Park Code of Ordinances, I hereby agree to release, indemnify, defend and hold the Village and all of its officers, employees, agents, and volunteers harmless against any and all claims, liabilities, suits, judgments, costs and expenses, including attorneys' fees, resulting from injuries, including death, damages, and/or losses, including but not limited to, the general public, which arose out of, was in consequence of, or in connection with said special event or other related activities.

I have read and fully understand the application form and all requirements and procedures necessary in obtaining a special event permit.

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Sponsoring Organization's President / CEO

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Date

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Event Coordinator

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Date

**ELECTRICAL USE REQUEST****ADDENDUM 1**

\*This form must be filled out for any event held on Village owned property.

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**POWER**

Examples of items include appliances, motors, fans, heaters, lighting, sound systems, etc. Please note that power strips must be limited/approved to avoid popping breakers.

ITEM	NUMBER	TOTAL AMPS

Please indicate anything over a standard household outlet or any other special requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send any specifications from the manufacturer that may be helpful in providing service for your event.

**FOR OFFICE USE ONLY:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Public entities hosting events on public property within the Village and marketed to and open to the public have the option to, at their own expense, advertise on the village sign locations listed below. Signs must be 6’ by 3’ long with no grommets on at least 18 gauge vinyl material. Signs will be installed and removed by Village employees at no charge to the applicant during normal business hours. Non-Village entities may request a maximum of six banners to be installed at any given time. Banners are approved on a first-come, first-served basis giving first preference to Village-sponsored events. Signs may be posted for a maximum of two weeks prior to the event.

This form must be submitted to the Marketing Department at the Village Hall at least 30 days prior to the event. Once approved, applicant will be notified via email. This approval email should be attached to the banners to be installed. Applicant is responsible for dropping off banners at the public works garage at 7980 W. 183<sup>rd</sup> Street at least one week prior to installation and picked up within one week of the event date. Applicant is also responsible for picking up the banners within one week of the removal date. Contact the Special Events Coordinator at (708) 444-5044 with questions.

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Below are the locations of the Village sign frames. If approved, yours signs will be randomly assigned locations.

- Tinley Park Post Office - Northwest Corner of 171st Street and Harlem Avenue
- RM Post Property - 7800 West 159th Street
- Tinley Park Fire Station #4 - Southside of 191st Street and East of 80th Avenue
- 80th Avenue Train Station - 80th Avenue and 181st Street
- Hanover Place – Harlem Avenue
- 171st Street and 94th Avenue
- 167th Street- Meadow
- 183rd Street- Hamada
- 80th Avenue and 171st St
- 167<sup>th</sup> Street-Fairfax Court

Number of signs requested to be installed (maximum of 6): \_\_\_\_\_

Please include a copy of sign or indicate below what the sign will display:

\_\_\_\_\_

**OFFICE USE ONLY:**

Permit has been reviewed and approved for installation by:

\_\_\_\_\_  
Special Events Coordinator

\_\_\_\_\_  
Date

Date to be posted: \_\_\_\_\_

Date to be removed: \_\_\_\_\_



Events with an estimated attendance of over 250 people must fill out and submit all applicable emergency action plan information with the Special Event Permit Application.

**I. GENERAL**

The "EVENT NAME" will be held MONTH DAY, YEAR at GENERAL LOCATION/ADDRESS/FACILITY TITLE.

**II. PURPOSE**

- A.** This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B.** Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

**III. ASSUMPTIONS**

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

**IV. BASIC PLAN****A. EAP Event Representative**

1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: FIRST/LAST NAME.

**B. Emergency Notification**

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
2. We will have on-site EMS (DELETE TEXT OR ENTER CONTACT NAME & CELL PHONE NUMBER HERE)
3. We will have on-site APD (DELETE TEXT OR ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

**C. Severe Weather**

1. Weather forecasts and current conditions will be monitored through the National Weather Service's Romeoville, IL Weather Forecast Office web site at www.weather.gov/lot
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before and during the event.

3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have past since thunder was last heard.

**D. Fire**

1. No specific hazard has been identified as an increased risk of fire at this event.
2. All event staff should be know how to safely use of Portable Fire Extinguishers.
3. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

**E. Medical Emergencies**

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. There are limited provisions for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services, the on-site EMS officer will be contacted to request this resource. The caller will have the following information available to the on-site EMS officer: nature of emergency, precise location, and contact person with callback number.

**F. Law Enforcement**

1. The need for constant Law Enforcement presence at this event has been identified.
2. Should an incident occur that requires Law Enforcement, the on-site manager will call 911. The caller will have the following information available to the nature of emergency, precise location, and contact person with callback number.

**G. Emergency Vehicle Access**

1. Access for Emergency Vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
4. Crowd control will be managed by STAFF/PRIVATE SECURITY
5. Parking for vendor and staff vehicles will be LOCATION(S)
6. Parking for attendee vehicles will be LOCATION(S)

**H. Contact Information**

<b>Primary Contact</b>	FIRST/LAST NAME	CELL PHONE
<b>Secondary Contact</b>	FIRST/LAST NAME	CELL PHONE
<b>Emergency</b>	Tinley Park 911 Center	911
<b>Tinley Park</b>	Non-Emergency	(708) 532-9111