



Village of Lombard

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, contact Jennifer Ganser, Assistant Community Development Director at ganserj@villageoflombard.org or 630-620-5717. All new race routes require pre-approval.**



Certificate of Insurance (Section 21)



Completed Property Owners Approval Form (Section 15)



Health Department Approval (if applicable)



Bond (if applicable)

The application for the event shall be submitted at least twenty (20) days prior to date of opening to the public. 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 per Section 150.141.

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.) Please note location and types of barriers. **All new race routes require pre-approval.**

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 vendors, garbage receptacles, etc. **If alcohol will be served please include the controlled entrances/exits, "barrier fencing", and security checkpoints.**

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, describe and include a sketch of the area showing where the alcohol will be sold and/or consumed. There must be at least two (2) controlled entrances/exits: _____ _____ _____	
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, as your event could require additional approvals not covered by this application.</i>	
17.) Booths, Exhibits, Bounce Houses	
Are booths, exhibits, and/ or bounce houses being set-up/utilized? (Circle One)	Yes / No
If yes, describe and show on plan: _____ _____ _____	
Will tents larger than 400 square feet be used at the event? (Circle One)	Yes / No
If yes, describe and 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 plans 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

If yes, please describe:

Vendor Name:

Vendor Address:

List of all employees (required) and appropriate licensing (if applicable).

Attached

For more information regarding licensing and fee requirements for carnival rides / amusement devise at temporary special events contact Janet Downer, Deputy Village Clerk, at (630) 620-5913 or downerj@villageoflombard.org.

19.) Fireworks

Are fireworks planned as part of the event? (Circle One)

Yes / No

If yes, please describe the show location, hours, and days:

Vendor Name:

Vendor Address:

20.) Food	
Will food be served and/or sold at this temporary event? (Circle One)	Yes / No
If yes, please describe and note any cooking equipment: _____ _____ _____	
All food to be sold, except for pre-packaged good, requires approval from the Village and DuPage County Health Department. Cooking equipment must be ready for inspection.	
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, 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:	
<hr/> <hr/> <hr/> <hr/>	
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.	
<hr/> <hr/> <hr/> <hr/>	
30.) Signage	
Will signs be part of pre-event advertising or the temporary event? (Circle One)	Yes / No
<i>If you selected yes to the above question, please note that all signs or banners require a permit from the Village of Lombard (under a separate application). Information regarding the proposed location, size, and dates of display is required. Signage is not allowed in the public right-of-way. Contact the Community Development Department at (630) 620-5749 for additional information.</i>	
The Village has an Electronic Message Board sign and Lombard based community organizations and governmental agencies may submit a request for a message to be displayed. Please visit http://www.villageoflombard.org/MessageBoard for more information and to complete the request form. Any requests to be placed on the Electronic Message Board must be done online and are separate from this application.	
31.) Miscellaneous	
Have you provided notification to the surrounding neighborhood?	Yes / No
If yes, please provide a copy of said notification.	Attached <input type="checkbox"/>
32.) Promotions	
Will the event be promoted online? If yes how? (Website, Facebook, Hashtags, etc.)	
<hr/> <hr/> <hr/>	

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 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 per Section 150.141. Fees will be charged if a third inspection is required due to failing the first two inspections, or for not being ready for two inspections.

Additional fees may apply depending on the event from Fire, Police, and Public Works.

- 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.



36.) Prairie Path & Great Western Trail

If the event is crossing or utilizing the Prairie Path and/or the Great Western Trail you must receive a permit with the DuPage County Department of Transportation. Please contact them at 630-407-6900 or trailpathcoordinator@dupageco.org for more information.

Please include a copy of the permit with this application.

37.) Fees

If the event is organized by a non-profit, you may request a permit fee waiver. Please attach a letter requesting the permit fee waiver and your non-profit paperwork from the State.

Please note that this is permit fee waiver only. You may be required to provide a bond, and/or pay for Village Services (Police, Fire, Public Works, Building, etc.).

Re-inspections may be subject to fee. 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 per Section 150.141.

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____.

SIGN & SEAL HERE

SIGN & SEAL HERE

(Notary Public)

(Notary Public)

*** OFFICE USE ONLY ***

Approval & Routing	
Administration (Village Manager's Office) Waiver of Fee (<i>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</i>)	<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. 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 per Section 150.141.	

SPECIAL EVENT INSPECTION CHECKLIST

Below is checklist of the requirements from the Building Division and Fire Department. Please ensure all items (if applicable) have been addressed before the inspector arrives to do the inspection.

The permit card will not be issued until all inspectors have approved the event.

BUILDING DIVISION INSPECTION CHECKLIST

- Generators shall be a minimum of 20 feet from tents.
- All outside electrical receptacles or receptacles in a tent shall be GFCI protected.
- Tents shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. Tent stakes must have caps or other means to prevent injury.
- Handicapped parking shall not be blocked.
- Port-o-let or restroom in building available.

FIRE DEPARTMENT INSPECTION CHECKLIST

- Tents over 400 square feet shall be composed of flame-resistant material or shall be treated with a flame retardant. The tent/canopy shall have an affixed label.
- Tents over 400 square feet or involving cooking require portable ABC fire extinguishers to be provided in conspicuous locations and be mounted. 2A10BC rating and/or type K.
- Cooking: Open or exposed flame cooking equipment shall not be permitted inside or located within 20 feet of the tent.
- Cooking and heating equipment shall be a minimum of 10 feet from exits or combustible materials.
- LP-gas containers less than 500 gallons shall be a minimum of 10 feet from tents. LP-gas containers greater than 500 gallons shall be a minimum of 25 feet from tents.
- Flammable/Combustible liquids shall be stored outside in an approved manner a minimum of 50 feet from tents.
- Refueling of flammable liquid-fueled equipment shall be done a minimum of 20 feet from tents.
- Floors within tents and the ground outside tents within a 30-foot perimeter shall be kept clear of combustible waste.
- The means of egress shall be free of obstructions and tripping hazards at all times. Guy wires, guy ropes, and other support members shall not cross a means of egress at a height of less than 8 feet.
- Smoking shall not be permitted in tents.
- Exit doors (if any) shall swing in the direction of exit travel when occupancy could be over 50 people.
- Fire lane shall not be blocked.

This list is not a complete list of every Special Event requirement, but rather is a list of the major components required by the Village of Lombard in order to acquire a Special Event Permit Card.