



Park District Of Oak Park

SPECIAL EVENT PERMIT APPLICATION

Submit Application To:
 218 Madison St
 Oak Park, IL 60302
 (708) 383-5702 (fax)
 permits@oakparkparks.com

INSTRUCTIONS: Please complete and submit this application and non-refundable application fee (\$10 for Oak Park organizations and \$25 for non-residents) for review at least 4 weeks prior to the date of your event. Give careful thought to answering each section of the permit application as incomplete applications will be denied and Park District requests for clarification or additional information regarding an event will delay the process.

PLEASE NOTE: This form is a "request" and does not serve as the actual permit. All applications must be approved by the Park District who may place conditions and/or approve portions of the venue or activities requested in the permit application. Applicants can expect to receive an initial response regarding application status within 10 business days. The Park District will do its best to keep applicants apprised of updates or issues throughout the review process. Once approved, a copy of the approved final permit will be sent via e-mail.

SPONSORING ORGANIZATION INFORMATION

SPONSORING ORGANIZATION NAME		CHIEF OFFICER/EMPLOYEE OF SPONSORING ORGANIZATION	
STREET ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

List the organization member or event organizer designated by the Chief Officer/Employee of the Sponsoring Organization that is authorized to plan and manage the event on the organization's behalf. (Leave blank if the Chief Officer will serve as the contact.)

AUTHORIZED REPRESENTATIVE		ORGANIZATION (IF DIFFERENT FROM THE SPONSORING ORGANIZATION)	
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

YES NO

Is the sponsoring organization based in Oak Park? What percentage of members reside in Oak Park? _____%

EVENT INFORMATION

Name of Event: _____
 Type of Event: _____
 Total Attendance Expected: _____ Maximum Attendance Expected at Peak Time: _____
(Estimate attendance as accurately as possible; underestimating will result in any additional fees due being billed at 1.5 times the normal rate.)

YES NO

Is this an annual event? If yes, how many years have you been holding this event? _____
 Will the majority of attendees be from Oak Park? Anticipated percentage who are Oak Park residents: _____ %
 Is this event part of a larger event or marketing campaign? If yes, please list: _____

Event Description:

FOR OFFICE USE ONLY

Received by: _____ on: _____ at: _____ Reservation #: _____ Confirmation Sent: _____
(Initials) (Date) (Time) (Date)

Notes: _____

NOT VALID WITHOUT STAMP

LOCATION REQUEST

FIRST CHOICE	PARK REQUESTED	SPECIFIC SPACE(S) TO BE USED <i>(if applicable)</i>	
	EVENT DATE(S) <i>(if different from event dates)</i>	SET-UP DATE(S) <i>(if different from event dates)</i>	CLEAN-UP DATE(S) <i>(if different from event dates)</i>
	EVENT START & END TIMES	SET-UP START & END TIMES	CLEAN-UP START & END TIMES
SECOND CHOICE	PARK REQUESTED	SPECIFIC SPACE(S) TO BE USED <i>(if applicable)</i>	
	EVENT DATE(S) <i>(if different from event dates)</i>	SET-UP DATE(S) <i>(if different from event dates)</i>	CLEAN-UP DATE(S) <i>(if different from event dates)</i>
	EVENT START & END TIMES	SET-UP START & END TIMES	CLEAN-UP START & END TIMES

Please note: If your event will take place on property other than, or in addition to, Park District property, you are required to secure use of your desired venue prior to submitting your Park District of Oak Park Special Event Permit.

EVENT INFORMATION

EVENT BUDGET:

Park Code does not allow for organizations to fundraise, charge admission, or sell any food, items, or services in any parks without specific written permission included on the final permit. It is important to provide full details about any plans for charging fees or accepting donations before, during, or after your event.

YES NO

- Is this event open to the public? If not, please describe attendees and how they will be invited to the event: _____

- Are patron admission, entry, or participant fees required? If yes, please list amounts and describe: _____

- Will donations (monetary or items) be collected or encouraged at this event? If yes, please list amounts and describe: _____

- Will vendor fees or other fees be charged? If yes, please list amounts and describe: _____

Event Budget:

\$ _____ Estimated gross receipts including ticket, entry, vendor, product and sponsorship sales from this event

\$ _____ Estimated expenses for this event

\$ _____ Projected net dollar amount the Host Organization will receive from this event

(If a more detailed event budget exists, please attach it to this application.)

ENTERTAINMENT & RELATED ACTIVITIES:

Park Code does not allow for amplified sound or other equipment to be brought into a park without specific written permission included on the final permit. It is important to provide full details about any plans for entertainment. If more room is needed, please attach additional information to the permit application. As an event organizer, you must be certain that all event-related activities comply with local laws applicable to noise abatement. A Park District staff member or police officer that determines that noise from your event is at an unreasonable level or is offensive to others may require event organizer to lower or discontinue the noise. Also, Park District staff or police may order entertainment or any portion of event activities to end if it incites or has the potential for unruly or risky behavior.

YES NO

- Will this event feature entertainment? If yes, describe the number, name, and type of acts or attach an entertainment schedule: _____

- Will this event utilize amplified sound? If yes, describe sound system, what it will be used for, and hours of use (including any sound checks): _____

- Are you requesting to bring amusement rides, inflatables or other similar devices into the park? If yes, describe and include provider contact information: _____

SANITATION & SAFETY:

Event organizers are required to care for the safety and security of the people and physical elements in and around a venue. Based upon the location, components and configuration of an event, barricades, cones, signage, fencing, lighting, etc. may be required. All equipment must be free standing (no stakes or footings may be driven into the ground and it is prohibited to affix temporary signage or equipment to trees, shrubs, light poles, traffic signs, etc.) The Park District recommends one toilet and sink for every 250 people, or portion thereof who attend an event, 10% of which must be ADA accessible (The number should be based on the maximum number of organizers, staff, volunteers, and attendees at the event during peak time. The Park District may determine a different final number on a case-by-case basis when examining event details, history, and availability of permanent restrooms located at the event location.) At the conclusion of the event, the park and facilities must be left in a clean condition. *If the request is made to bring any equipment into a park, an event site map must be included with the permit application.*

YES NO

- Are you requesting to bring any major equipment, structures, stages, tents, barricades, fencing, etc. into the park that has not been disclosed previously in the application? If yes, please describe type, numbers, sizes, etc.: _____

- Will you be providing any portable toilets and/or hand washing sinks for this event? If yes, how many toilets? _____
How many sinks? _____ Name of Provider: _____
Provider Contact & Phone Number: _____
(\$25 fee & certificate of insurance required. Park District staff will meet provider on site to assist with safe placement of units.)

- Will you be bringing any trash and/or recycling containers into the park or contract a company to remove waste from the park after the conclusion of the event? If yes, please describe (name of company, number and type of receptacles, etc.). If no, please describe plan for clean-up and removal of waste, garbage, and recyclables during and after the event: _____

YES NO

- Will your event feature activities or equipment requiring the use of electrical power? If yes, please describe equipment to be used: _____

(Existing Park District maintained lighting and outlets may not be used by events unless prior approval is obtained in writing on the final permit and at a cost to the event organizer.)

- Have arrangements for street parking or closures been made with the Village of Oak Park? If yes, please describe. If no, please describe how event organizers, vendors volunteers, staff, and attendees will arrive at the event location and what alternative parking has been arranged: _____

(Please note that driving or parking on any Park District park is strictly prohibited, including by event organizers and vendors.)

- Have plans been made for handicap parking and emergency vehicle access? Please describe: _____

- Have plans been made to notify residents, businesses, religious organizations, schools, etc. that will be impacted by this event? Please describe: _____

SALES, SAMPLING, & FOOD PREPARATION:

Park Code does not allow for any persons or vendors to sell any items in a park without specific written permission included on the final permit. It is important to provide full details about any plans for the sale or sampling of any items, including but not limited to food and beverages. If more room is needed, please attach additional information to the permit application. A health permit through the Village of Oak Park may be required if food or beverages are to be prepared, sold, or given away during the event before a final permit will be issued. Please note that the Park District of Oak Park does not allow alcohol to be consumed or sold in any of its parks.

YES NO

- Will items, food, or services be sold during the event? If yes, describe the number, name, and type of products and a list of any vendors that will be on-site: _____

- Will any food be prepared at the event? If so, please describe how it will be prepared including any equipment used and/or types of fuel used: _____

- If food or beverages are to be prepared, sold, or given away during the event, has a permit from the Village of Oak Park Health Department been secured? (Please attach copy to application.) Permit Number: _____

MARKETING & PUBLIC RELATIONS:

Event organizers should ensure that they have conditional approval of their event before promoting, marketing, or advertising the event. Should an organizer fail to meet the requirements set by the Park District as part of the conditional approval, the event or portions of the event may be denied. The Park District can not be held liable for any marketing expenses or other costs incurred when an event organizer advertises an event or activity before receiving written permission from the Park District in the form of a final permit. Unless an agreement has been signed making the Park District of Oak Park as an official sponsor or partner for the event, such a relationship should not be advertised or implied in any communication or marketing.

YES NO

Will you be hanging or posting any signs or banners in the park in conjunction with your event? If yes, please describe the type, number, and placement location(s): _____

(No signs or materials may be posted or otherwise affixed to any Park District property including trees, shrubs, signs, fences, etc. without prior written permission included on the final permit.)

Will you be marketing this event outside of the Oak Park community? If yes, please describe which areas and methods used: _____

SITE PLAN MAP

Please include a map below (or attach a copy) of plans for the park site, including locations for any equipment or activities that will be brought into the park for the event:

APPLICATION FEE PAYMENT INFORMATION

Payment Method: Visa Master Card Check (#: _____) Cash Total Payment: \$ _____

Account #: _____ - _____ - _____ - _____ - _____ Expiration Date: ____ / ____

Card Holder Name: _____ Card Holder Signature: _____

PERMIT FEE PAYMENT INFORMATION

Payment Method: Visa Master Card Check (#: _____) Cash Total Payment: \$ _____

Account #: _____ - _____ - _____ - _____ - _____ Expiration Date: ____ / ____

Card Holder Name: _____ Card Holder Signature: _____