



VILLAGE OF **OAK BROOK** *Illinois*

Special Event Permit Application and Instructions

Thank you for displaying an interest in holding a special event in the Village of Oak Brook. This packet contains information that you will need to apply for a Special Event permit. The first (3) pages should be retained for your use.

Starting on page 4 of this application packet, you will find a series of questions which shall assist you in learning what will be required for your event. Some information may not be applicable for your specific event. However, the event organizer must complete the Special Event permit and submit with any and all required documentation. Certain Special Events must have the final approval of the Village of Oak Brook Board of Trustees.

The Oak Brook Village Code requires that Village streets, sidewalks, bike paths, jogging paths, right of way, services personnel, equipment and property not be used for political purposes or for purely private benefit and that any person or organization who holds or sponsors an event that affects the ordinary use or availability of the resources of the village at a greater level than said resources are allocated for the general public use, shall pay the Village's costs of providing such services, personnel, equipment or property.

Special Event Criterion

1. An outdoor event held on any village property, street, sidewalk, bike path, jogging path, right of way, or private property that are deemed to impact the Village are considered a special event.
2. An event that requires any of the following actions, which must be approved by the Village Board of Trustees is considered to be a special event:
 - Events requiring the closure of village streets (with the exception of a block party)
 - Events requiring the closure of village property from its everyday normal use
 - Events requiring pedestrian traffic to be moved safely across public roadways

Special Event Permit Application

This application must be completed and submitted to the Office of the Village Manager at a minimum of 90 days prior to the start of the event. The Village will issue a response to the application within 30 days.

Requirements and Conditions

The Special Event permit application must be accompanied by a \$35.00 application fee in the form of a check or money order made payable to the Village of Oak Brook. This fee is in addition to any Special Event permit fee that may be assessed and is non-refundable should the application be denied or approved.

Certificate of Insurance

A Certificate of Insurance and additional insured endorsement naming the Village of Oak Brook, its officials, employees, agents and volunteers as an additional insured with limits of not less than \$2,000,000.00 per occurrence for bodily injury and property damage is required for Special Events. Coverage to the additional insured shall be provided on a primary and non-contributory basis. In addition, the Special Event that is covered by the insurance must be named on the certificate. Upon approval of your Special Event, an original copy of the Certificate of Insurance, and additional insured endorsement is due at least 60 days prior to the start of the event. The Village of Oak Brook reserves the right to request additional Insurance for the event if deemed necessary by the Village Staff or the Village Board of Trustees.

Indemnification and Hold Harmless Agreement

A notarized agreement in which the applicant and or sponsor of the Special Event agrees to defend, hold harmless and indemnify the Village of Oak Brook, its officials, employees, agents and volunteers from any loss, injury, damage, expense, claim and cost of every nature and kind whatsoever, including attorney fees, arising out of or in conjunction with applicant's use of the public property, public right of way, public equipment or public personnel at, during, or in conjunction with the special event described within the permit. The Indemnity/Hold Harmless Agreement must be submitted at least 60 days prior to the start of the event.

Alcoholic Beverages

The Village of Oak Brook Code of Ordinances requires the issuance of licenses for the sale or dispensing of alcoholic liquor during Special Events. Applications for a Special Event liquor license shall be filed on forms provided by the Village Clerk. Please refer to the Code of Ordinances for further information under Title 4, Business and License Regulations; Chapter 1, Liquor Control. (Forms can also be found online at www.oak-brook.org/documentcenter)

Amplification

The Village of Oak Brook reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the Oak Brook Police.

Block Parties

Special event registration is not necessary for block parties, however the Village of Oak Brook requires that a permit be obtained for this type of gathering. For a Block Party permit application, please visit the Village of Oak Brook website at www.oak-brook.org/documentcenter.

Compliance with Village Ordinances

The applicant shall comply with all Village of Oak Brook Ordinances.

Special Event Staffing

During the Special Event application review, the Village may require personnel, Police, Fire/EMS, Public Works or Development Services at the event. All Village personnel involved during the day(s) of the event and in preparation for the event will be charged back to the sponsoring agency or coordinator. The Village shall determine the number of personnel necessary to ensure the safety of the participants, spectators, to minimize inconvenience to the residents and to reduce public liability exposure to the sponsoring agency or coordinator, as well as to the Village of Oak Brook. An invoice for village services and personnel will be transmitted to the sponsoring agency or coordinator within 60 days of the conclusion of the event.

EMS Support

Certain Special Events may require medical support onsite to supplement the Village EMS team. In these events, the event organizer, shall receive notice in writing for the number of additional medical personnel needed.

Fireworks

Public exhibitions of fireworks and pyrotechnics may be given if application is made per the rules and regulations for such applications and a permit is granted by the Fire Chief. Such exhibitions shall be given subject to the supervision of the Village Fire Chief or designee.

Food and Beverage Health Inspections

Food and beverage shall not be sold at any event, unless approved and licensed, if deemed necessary by the DuPage County Health Department. The sponsoring agency or coordinator is responsible for these inspections.

Resident and or Business Notification

For Special Events that require roadway closures or may cause a disruption for residences or businesses, mailed, hand delivered or electronic delivery must be provided to affected parties two (2) weeks prior to the Special Event. The Village of Oak Brook will provide the event organizer with the applicable contact information.

Raffles

If the event is planning on having a raffle, a Village of Oak Brook Raffle license is mandated. Applications for a Raffle license shall be filed on forms provided by the Village Clerk Please refer to the Code of Ordinances for further information under Title 4, Business and License Regulations; Chapter 7, Raffles. (Forms can also be found online at www.oak-brook.org/document_center)

Emergency Severe Weather Crisis Plan

The applicant shall submit an Emergency Severe Weather/ Crisis Plan that includes responses to the questions on page 8.

Special Event Permit Application/ General Information

Title of Event _____

Type of Event _____ Parade _____ Walk/Run _____ Festival _____ Other _____

Location of Event _____

Date(s) of Event _____ Hours of Event _____

Estimated Attendance of Event _____

Purpose of the Event _____

Name of Sponsoring Organization _____

Point of Contact _____

Primary Phone Number _____ Cell Phone Number _____

E-mail Address _____

Organizer Address _____

City _____ State _____ Zip Code _____

Is the Special Event open to the general public without a charge? _____

Are you requesting to use Village of Oak Brook property? _____

Specific property? _____

Does any part of the Special event take place on private property? _____

If yes, whose property? _____

Will food be served? _____

Will food be sold? _____

Will alcoholic beverages be served? _____

Will alcohol beverages be sold? _____

Will there be a raffle? _____

Will there be tents, grills or generators at the Special Event? _____

Is there a request to close any public roadway? _____

Is there a need for signs or barricades? _____

Are you requesting the closure of any village streets? Yes No

Street	From	To	Date(s)	Time(s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The applicant agrees that it will indemnify, hold harmless and defend the Village of Oak Brook, its agents, officials, and employees, for and against all injuries, deaths losses, damages claims, suits, liabilities, judgments, costs and expenses, including attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of Oak Brook of any changes in the application at least 60 days prior to the event. I agree to the terms and conditions listed above.

Signature of Organizer

Date

Organization Name

Signed and sworn before me on this _____ day of _____

Notary Stamp

Notary Public

All applications must be signed and notarized.

After the submission of all forms, your application will be reviewed by the Village Manager's Office.

All departments that will be providing services or permits for the event will be notified. The Village Manager's Office will notify you if your event has been approved. It should be noted that that you may be asked to make changes to your event plan based upon the availability of services and scheduling of other events.

SITE PLAN/ OR ROUTE MAP

If applicable, the following must be included in you Plan/Route Map

Food vendors (FV)

Beverage Vendors (BV)

Toilets (T)

Hand Washing Sinks (HWS)

First Aid (FA)

Garbage Receptacles (G)

Location and Number of Barricades (B)

Public Entrances (PE)

Sound Stages and Amplifiers (S)



GENERAL PERMIT APPLICATION
VILLAGE OF OAK BROOK

1200 OAK BROOK ROAD • OAKBROOK, ILLINOIS 60523
 630/368-5101

Permit No. _____

Date Issued _____

Application is hereby made for address _____ Suite/Floor _____

Lot# _____ Subdivision _____ Tax Parcel No. _____

Residential New _____ Non-residential Add/AI/Acc _____ Other _____

Zoning _____ Lot Area _____ Total Estimated Cost \$ _____

Tenant _____ ADDRESS (STREET & TOWN) _____ PHONE _____

Owner _____

Architect _____

Gen. Contractor _____

Excavator _____

Concrete _____

Carpenter _____

Electrician _____

Plumber _____

Sewer _____

Heating _____

Brick _____

Roofer _____

Type of Construction _____ No. of Stories _____ No. of Bedrooms _____

Square Feet _____ Height _____ Cubic Content _____

No. of Plumbing Fixtures: Lavatory _____ Bathtub _____ Shower _____ Laundry Tub _____ Sink _____ Toilet _____ Floor Drains _____

Type of Heating _____ No. of Heating Units _____

Type of Air Conditioning _____ No. of A/C Units _____

Job approval is subject to local Codes and Ordinances. Codes and Local Amendments are available on the Village website: www.oak-brook.org
 (Go to Document/Forms)

Owner/Agent hereby certifies to the correctness of the above information and agrees to strict compliance with all provisions of the Village of Oak Brook adopted codes and amendments, thereto.

Email Address: _____

Owner/Agent _____

Signature _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____

Contact Name _____ Phone/Cell _____

(PLEASE PRINT)

Accounting Code	OFFICE USE ONLY	AMOUNT
4210	Structure	\$
4212	Plumbing	
4211	Electrical	
4301	Elevator Inspections	
4309	Inspection Fee	
4215	Accessory Structures (pools/fences/signs/driveways)	
4216	HVAC	
4219	Misc. Licenses and Permits (storm sewer/elevators/demo's)	
4303	Bldg. Plan Review Fees	
4321	Eng. Plan Review Fees	
4330	Fire Plan Review Fees	
1365	Recording Fees	
4332	Construction Water	
4333	Water Tap/Connection Charges	
4334	Fire Service Charge	
4335	Water Meters	
51-4309	Water Dept. Inspections	
51-4303	Water Plan Review Fees	
GRAND TOTAL \$		

APPROVED

Plan Review _____ Date _____

Plan Review _____ Date _____

BOND

Amount _____ Type _____

Amount _____ Type _____

Special Event Planning and Inspection Checklist

(This checklist will be used to review the application and check the site.)

A SCALED AND DIMENSIONED SITE PLAN THAT INCLUDES:

- Location of all booths, tables, displays, vendors, etc.
 - Location of all buildings, structures, fences, walls, dumpsters, signs, landscaping, surface material, food apparatus, change in grade, etc.- for a minimum of 20 feet (20') around the perimeter of the temporary structure or assembly area (whichever is greater) and/or encountered in any exit route to the public way.
 - Protection of the Public- Stakes, Posts, Cables, Poles, Holes etc.
 - A scaled and dimensioned Aisle/Exit plan- include marking each aisle/exit for the duration of the event.
- NOTE: MINIMUM OF TWO EXITS REQUIRED FOR OCCUPANCY OF 10 OR MORE**
- Seating Plan or Floor Plan- including maximum in each section and aggregate at any one time.
 - Complete signed and stamped specifications and drawings for all bleacher/platform/riser/performance areas- including occupancy, loads, and structural details for all imposed loads and anchorage points.
 - Accessibility for people with disabilities- Parking, Seating, Signage, Ingress/Egress, etc.

STRUCTURAL, WIND UPLIFT, FIRE RESISTANCE, FLAME SPREAD, AND SMOKE

GENERATED DATA FOR EACH TENT/CANOPY, please include hold-down pattern and uplift resistance (weight or stake pull-out) and engineering documents- if available.

SETUP & TEARDOWN INFORMATION- INCLUDE/ DATES, AND INSTALLER(S).

MATERIAL SAFETY DATA SHEETS AS APPLICABLE.

USHERING/ SECURITY TRAINING/PROCEDURES MANUAL:

- Procedures for handling overflow and for identifying and keeping exits/egress clear.
- Maximum number anticipated & maximum number admitted/seated.
- Protocols for additional temporary or folding chairs. How many?
- Overnight Security Procedures.
- Procedure for emergency medical situations.

SEVERE WEATHER PLAN: Please include implementation triggers i.e wind speed, lightning proximity and evacuation/sheltering plan(s).

FIRE SAFETY

- Location, type, and identification type for all fire extinguishers
 - If cooking on site, a portable ABC (minimum 10#) in each booth, readily accessible.
 - If deep fry unit is used an ADDITIONAL "K-rated" fire extinguisher is required.
- All compressed gas cylinders secured and upright.
- Flammable gasses and liquids must be stored at least five feet from any ignition source.

UTILITY PLAN- ANY UTILITY THAT WILL BE BROUGHT TO, THROUGH, OR UTILIZED.

NOTE: EMERGENCY and EXIT LIGHTS REQUIRED IN ANY ENCLOSED AREA WITH 10 OR MORE OCCUPANTS

- Electric- (Grounded, GFCI protection is REQUIRED on all 110 Volt circuits.- including LIGHTING)
 - Generator installation and Grounding
 - EXTENSION CORDS
 - Properly sized (14-3 Max 12 Amps; 12-3 Max 16 Amps; 10-3 Max 24 Amps)
 - Trip hazard protection.
 - Intact 3-prong plug at each end
 - Connections are made above grade- no plugs on the ground.
- Toileting, Diaper Changing and Hand Washing Facilities- including Accessible.
 - Location and number of all available facilities.
 - One hand sink for every three toilets plus one sink in each food service booth.
- Water/ Wastewater
 - Identify all water sources, including hoses- food grade hoses required for potable.
 - Identify wastewater disposal sites, including method for separating/disposing grease/oil.
 - Identify lawn sprinkler controls (if the area is sprinkled)

GARBAGE/REFUSE/TRASH/LITTER/CHARCOAL/ DISPOSAL- PROVIDE DETAILS &LOCATIONS.



Development Services Department
Electrical Permit Application
 1200 Oak Brook Road
 Oak Brook, IL 60523
 630/368-5101

-OFFICE USE ONLY-

PERMIT NO. _____

FEE \$ _____

APPROVAL

DATE

www.oak-brook.org

Hours: Monday- Friday 8:00 am- 4:30pm

Owner _____

Tenant _____

Address _____ Suite # _____

Project fair market value at prevailing wage: \$ _____

This project is:

- _____ New Construction
- _____ Addition/Alteration
- _____ Other: _____

The type of occupancy is:

- _____ Detached Single Family
- _____ Multifamily
- _____ Other _____

Description of work: _____

SIGNATURE OF OWNER or AUTHORIZED AGENT _____

NAME of ELECTRICAL COMPANY _____

SIGNATURE of ELECTRICIAN _____

ADDRESS _____

Street

Municipality

State

Zip

Office Phone #

Cell Phone#

E-mail

City of Electrical Registration: _____ License # _____

Oak Brook follows National Electric Code, 2014 Edition, International Residential Code, 2015 Edition- both, with local amendments, & Illinois Energy Conservation Code, 2015 Edition.

Local Amendments are available online http://www.sterlingcodifiers.com/codebook/index.php?book_id=333

All work must be done in accordance with the Ordinances of the Village of Oak Brook. Call for inspections not less than 24 hours in advance, before covering any work.
 Reinspection fees will be applied for failed inspections.