



VILLAGE OF  
**BURR RIDGE**  
A VERY SPECIAL PLACE

**SPECIAL EVENT PERMIT APPLICATION**

**APPLICANT INFORMATION**

Sponsoring Organization \_\_\_\_\_

Event Organizer/Contact Name \_\_\_\_\_

Organizer Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State, Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Event Day On-Site Person in Charge *(if different from the event organizer)* \_\_\_\_\_

Contact Name \_\_\_\_\_

Primary Phone \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**EVENT INFORMATION**

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

Description/Purpose of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Event *(circle all that applies)* Parade Walk/Run Festival Other \_\_\_\_\_

Location of event \_\_\_\_\_

Date(s) of Event Time \_\_\_\_\_ to \_\_\_\_\_

Set-up Date: Time \_\_\_\_\_ to \_\_\_\_\_

Teardown Date: Time \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Event Website \_\_\_\_\_

General Information Phone Number: \_\_\_\_\_

- Is this an annual event?  Yes  No
- Is the event open to the general public?  Yes  No
- Does your event include the use of a tent?  Yes  No
- Will there be amusement rides and/or inflatable devices at the event?  Yes  No
- Will you be using speakers and/or sound amplification equipment at your event?  Yes  No
- Are you holding a raffle at your event? *(chances are sold, not given away)*  Yes  No
- Are you planning to put up signs to promote your event?  Yes  No
- Will you be serving/selling alcohol at your event?  Yes  No
- Will you be serving/selling food at your event?  Yes  No
- Does your event require the use of Village streets or sidewalks?  Yes  No
- Are you requesting the use of any other Village-owned property?  Yes  No
- Are you requesting the closing of Village streets?  Yes  No

<i>STREET NAME</i>	<i>FROM</i>	<i>TO</i>	<i>DATE(S)</i>	<i>TIME(S)</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If this is a recurring event, please state any problems and/or incidents that have occurred in the past years and what, if anything, you are doing to address the issue.

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

The Village of Burr Ridge is not responsible for any accidents or damages to persons or property resulting from a special event nor for the planning or success of the event; the event coordinator for the sponsoring organization is responsible for all costs of the special event and for ensuring that the organization, event participants and spectators abide by all conditions, ordinances, codes and requirements.

**I understand that any changes made to this application after approval are subject to Village approval.**

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*Signature of Permit Applicant* *Date*

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*Print Name*

I hereby CERTIFY and AFFIRM that I have been granted the lawful authority to make this application and to bind the Sponsoring Organization that is the applicant herein and by my signature above state:

- The information set forth herein is accurate; and
- We will comply with all applicable State and local Ordinances, health and safety requirements; and
- We are qualified in all respects to receive the permits applied for and needed for this event.



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## **SPECIAL EVENT PERMIT APPLICATION AND INSTRUCTIONS**

Thank you for your interest in holding a special event in the Village of Burr Ridge. This packet contains the information needed to apply for a special event permit, as well as any other required permissions/licenses/permits related to your event. *Please remove pages 1-3 from the completed application packet and keep it for your records.*

Within this packet you will find criteria that will help you determine if a special event permit is needed for your event and what, if any, additional permits/licenses/permissions you may need to secure prior to your event. Some of the information will not apply to your event, however, all event organizers are required to fill out the Special Event Permit application form in full and submit it to the Village Administrator with the requested documentation. All special events as defined in the Burr Ridge Municipal Code must have final approval by the Village of Burr Ridge Mayor and Board of Trustees.

### **SPECIAL EVENT CRITERIA**

The Village of Burr Ridge considers a special event to be one that meets the following criteria:

- All outdoor events held on Village property (i.e. street, sidewalk, etc.) that is deemed to significantly impact the Village
- An event that requests any of the following actions, which must be approved by the Mayor and Village Board of Trustees, will be considered a special event:
  - Events requiring street closures (with the exception of block parties)
  - Events that require the closure of parking facilities and/or the use of Village-owned property
  - Events that require the posting of “No Parking, Tow Zones”

### **ADDITIONAL LICENSES AND PERMITS**

Please check the following items that will be included in the event. Each of these items may require additional permissions, licenses or permits. Please contact the Village Hall at (630) 654-8181 to determine whether permits will be required for your event and to obtain the appropriate application(s). Some forms may be available on the Village’s website [www.Burr-Ridge.gov](http://www.Burr-Ridge.gov).

- Use of public streets, sidewalks or other public property: Permission must be requested by addressing a letter to the Village Administrator no less than 120 days prior to your event.
- Alcoholic beverages: Serving or selling alcohol at your event may require a Liquor License. Please consult the Village’s Liquor Ordinance. Liquor License applications should be submitted no less than 90 days prior to your event.
- Fireworks: It is unlawful to sell, display, store, use, possess, manufacture or explode fireworks in the Village of Burr Ridge or allow any such acts on property in Burr Ridge. The Village may issue a permit for a supervised public display of fireworks, provided the applicant complies with all

applicable regulations. Request to conduct a fireworks display should be submitted no less than 90 days prior to your event. Please consult the Village's Building Ordinance.

- Raffle: If you will be selling raffle tickets at your event a Raffle License must be submitted to the Village Clerk no less than 90 days prior to your event. Please consult the Village's raffle Ordinance.
- Temporary Signs: Temporary signs may or may not be permitted for your event. Please consult the Village's sign ordinance.
- Food Establishment License: Food vendors will be required to apply for a Food Establishment License through the Village Clerk no less than 90 days prior to your event. The Village will issue a license to the applicant once County approval has been given verbally or in writing by the County to the Village Clerk or his/her designee. Please consult the Village's Food Dealer regulations in the Municipal Code.

## **GENERAL TERMS AND CONDITIONS**

### ***No less than 120 days before your event***

A special events permit application must be submitted to the Village Administrator. The signed and completed application should include:

- A letter of authorization from the owner(s) of the property where the special event is to occur, authorizing the use of the property for the event.
- A detailed description of the public streets, sidewalks and other public property that will be utilized as part of the event site.
- An 8 ½" x 11" site layout plan for the event and/or a map of the route to be traveled. (The size may be increased up to 11" x 17" as necessary to accommodate the proposed information.) Please be sure to note the location of food and beverage vendors, washroom facilities, retail merchants, first aid, garbage receptacles, public entrances and exits, location of sound amplification equipment and stages, and the location of residential streets surrounding your event(s).
- A written description of the planned role and responsibilities of volunteers, if any.
- A written description of on and off-site parking and traffic control (the police department may be consulted in advance to provide guidance on traffic control needs)
- An estimate of anticipated attendees and/or participants
- A description of the type and nature of any entertainment
- A written description of the size and location of event-related equipment including:
  - Restroom facilities (including the delivery/removal date of all temporary restroom facilities. Please note that the applicant is responsible for securing access to and removal of all toilets and hand wash stations)
  - Waste receptacles (including a post-event clean-up plan. Please note that the applicant is responsible for securing access to and removal of all waste receptacles)
  - Sound and lighting equipment (including measures to be taken to minimize the impact on adjacent properties)
  - Tents
  - Amusement rides, amusement attractions, carnival or fair
- An emergency response plan for weather, medical and other emergencies, including the location of first aid and the provision for emergency medical staff.
- A written description of any proposed food, drink or alcoholic beverage preparation or sales.
- A written explanation of requested Village services, if any (traffic control, installation of crowd control equipment, barriers, etc.).
- A written description of the size and location of planned temporary signage that will be used to advertise this event.
- Any additional information which the Village Administrator or designee shall find reasonably necessary to a fair determination as to whether a special event permit should be issued.

- A written description of how the event site will be made accessible to individuals with disabilities *only if* the location is not already equipped with accessible entrances, parking and restroom facilities

Your complete permit application will reviewed by Village staff. Please do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and the scheduling of other events. The Village of Burr Ridge reserves the right to revoke approval of the event for reasons deemed necessary by the Mayor and Board of Trustees, Village Administrator or his/her designee.

***No less than 90 days before your event***

- Completed applications for a liquor license, food establishment license, raffle license, special signage permissions, etc. that should be submitted to the Village Clerk.
- Upon receipt of a completed application, the matter will be presented to the Village Board for consideration.

***No less than 60 days before your event***

- An original copy of a certificate of insurance in an amount determined appropriate by the Village Administrator or his/her designee should be submitted to the Village Administrator. **Failure to provide the required documentation no less than 60 days prior to your event will result in the automatic revocation of your special event permit.**
- An original copy of a signed hold harmless/indemnification agreement may be required from the sponsoring agency, as may be determined at the discretion of the Village. **Failure to provide the required documentation no less than 60 days prior to your event will result in the automatic revocation of your special event permit.**

***No less than 14 and no more than 21 days before your event***

- For those events that require street closures or may cause disruption for the Village of Burr Ridge residences or businesses, mailed or hand-delivered notification must be provided to the affected parties no less than two and no more than three weeks prior to the event. The Village of Burr Ridge will determine which parties are to be notified and the Village Administrator or his/her designee will provide the event organizer with a mailing list for the affected areas.

***The week of your event***

- Contact the Police Chief or his/her designee to review event logistics, road closures and safety precautions that will be taken with the Police Chief or his/her designee. Event organizers should also contact the respective Fire District regarding fire and EMS services at or available to be at the event.

***1-30 days after the event***

- Village staff will invoice the event organizer for the actual costs incurred. Payment will be due the Village of Burr Ridge within the time frame indicated on the bill. In the event that such payment is not made in full in a timely manner, the Village may take or direct the necessary legal action to obtain such payment, including the reasonable costs and attorney's fees resulting from such action