



**BROOKFIELD**  
*Illinois*

# TEMPORARY USE & EVENT PERMIT

**DECEMBER 29, 2022**

**CONTACT INFORMATION:**

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## BACKGROUND

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The Village receives numerous requests for permitting for a wide variety of temporary uses and events. Brookfield is known for their events and activities and is wholeheartedly supported by the community. Many of these popular events and community celebrations elevate the Village's profile and foster a positive community and quality of life.

To be supportive of these activities and events, the Village has streamlined the process and has created a predictable procedure to assist the community, businesses, and organizations through the process. This new process is intended to create clarity on when a permit is needed and what information is needed for approval of events and activities on public and private property.

The temporary use and event permit regulates temporary uses of streets and sidewalks and private property. These events include but are not limited to temporary sales, fund raisers, street events, art and craft fairs, events with or without food trucks, pop-up stores with or without structures or tents, races, fun runs, and more.

The type of events that do not require a permit include events within the Brookfield park system, block parties, and private social events on private property.

## THE PROCESS & FEE

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A Temporary Use Permit is processed by the Village Planner, receives an interdepartmental review and final approval by the Village Manager. The application fee is \$25 for a Temporary Use & Event Permit. If an event temporarily closes a street or sidewalk and requires assistance from the Police Department to direct traffic, additional fees may be assigned on a case-by-case basis. For more information or to submit a permit contact [kportillo@brookfieldil.gov](mailto:kportillo@brookfieldil.gov) or call (708) 485-7344.

# WHAT PERMIT DO I NEED?

	No Permit Needed	Temporary Use and Event	Parks & Recreation Permit	Public Works Permit	Annual Food Truck Registration
Activities that Impede Street/Alley/Sidewalk		✔ \$25			
Event Supporting Special Business Promotion/Activity		✔ \$25			
Fun Run/Walks		✔ \$25			
Event Supporting Ongoing Business Activity	✔				
Private Event i.e. Family Party	✔				
Block Party				✔ \$25 Deposit	
Event in a Park* Organized Group and Athletic Events			✔		
Gazebo in a Park*			✔		
Garage Sale**	✔				
School or Library Event	✔				
Food Truck					✔ \$25

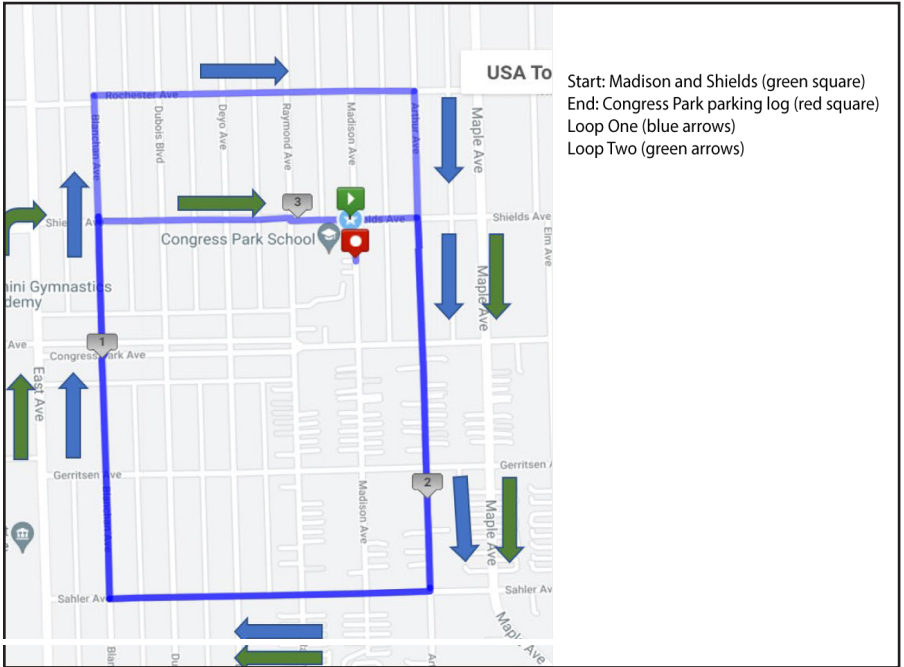
\* No permit required for general individual or family use of open space within parks and playgrounds. Special Event Permit Rental Pricing for 75+ attendees is available on the Special Event Rental Application.

\*\* Garage Sale hours are 9 a.m. - 6 p.m. and can not be more than three consecutive days long. Limit of two garage sales per year.

\*\*\* A liquor license approved by Village Board may be necessary.

# EXAMPLE SITE PLAN

## FOR AN EVENT IN THE STREET



## CHECKLIST

- Complete Application
- Event Site Plan
- Written Consent from Property owner
- Alcohol sold - vendor must have current Brookfield Liquor License
- Food Truck at event - vendor must have current Brookfield registration
- Live Music - provide list of who will provide and location on Site Plan