

# **VILLAGE OF OAK LAWN**

## **SPECIAL EVENT POLICY AND REQUIREMENTS**

*(Updated May 10, 2022)*

**Policy:** It is the policy of the Village of Oak Lawn to allow special events to occur in the Village when the events will not be detrimental to the health, safety and welfare of Village residents and businesses, and when the events will not unduly impair Village funds, property or resources. "Special events" in this Policy means "events" as defined in Section 2-21-1 of the Village Code, as amended. The Village regulates special events per this Policy in order to better protect the health, safety and welfare of Village residents and businesses because of the impacts that special events have on them. Per Section 2-21-6.L. of the Village Code, the Village's Arts & Events Commission reviews proposed special events and recommends to the Village Board of Trustees whether and how such events should occur.

**Applications:** A special event permit application is required when an event has an effect on public property, traffic flow, or public health or safety, and/or when it may require the use of Village services. Event organizers must complete an application and submit it to the Village Clerk's office at least 120 days prior to the event: *Oak Lawn Village Hall, 9446 Raymond Avenue, 2<sup>nd</sup> Floor, or at (708) 499-7738.* The Clerk's office reviews the application to determine if it is complete, and, if so, will place it on the next Arts & Events Commission meeting agenda. All Applications will require approval first by the Village's Arts & Events Commission and then by the full Village Board of Trustees.

**Insurance:** The Village requires a Certificate of Insurance naming the "Village of Oak Lawn, its elected officials, appointed officials, employees, agents, volunteers and contractors" as additional insureds as a condition of approval. The amount of commercial liability insurance needed is a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. Coverage for the additional insured shall be provided on a primary and non-contributory basis. The event itself will be the named insured, and an original copy of the Certificate of Insurance must be provided to the Village Clerk no less than 90 days prior to the event date.

In addition, the special event that is covered by the insurance must be named on the certificate. As part of the application packet, an original copy of the Certificate of Insurance, and additional insured endorsement is required. The Village of Oak Lawn reserves the right to request additional insurance for the event if deemed necessary by Village staff or the Village Board.

**Indemnification and Hold Harmless Agreement:** A signed Indemnification and Hold Harmless Agreement must be executed by the applicant, in which the applicant and or sponsor of the special event agrees to defend, hold harmless and indemnify the Village of Oak Lawn, its elected officials, appointed officials, employees, agents, volunteers and contractors 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 Indemnification and Hold Harmless Agreement must be submitted as part of the completed special event Application.

**Request for Village Resources:** If the event organizers request use of Village resources for their event, or if the Village determines there is a need for said resources, the Village will provide the event organizers with a cost-estimate for those resources that the Village will add to the organizer's application. The Village Board may factor the cost of the event into their decision, so this information will be communicated to the event organizers prior to the Village Board vote so the organizers can petition, if they chose, the Village Board to waive some or all of the costs. Any costs that the Village Board and organizers mutually agree will be paid by the organizers will be paid to the Village within thirty (30) days after the completion of the event.

**Traffic Control Plan:** Any event that requires street closures or other restrictions to public properties must first be approved by Village staff, and the Village reserves the right to deny or modify such requests, especially if they cause unsafe conditions or too severely affect normal traffic flow on Village streets and rights-of-way. A street closure application will be required.

**Temporary Structures and Signage:** If the event will have temporary structures including tents, canopies, stages, generators, lighting, amusements, attractions, or signage, a permit must be obtained from the Village's Building Department.

**Resident and Business Notification:** For those events that require street closures, or may cause disruption for Oak Lawn residents or businesses, mailed (U.S. Post) or hand-delivered notifications must be provided by event organizers to the affected residents and / or businesses at least two (2) weeks prior to the event.

**Advertising:** If event organizers plan to advertise their event with the use of signs, signs cannot be posted on public property unless approved in advance by the Village.

**Restroom Facilities:** For events lasting more than two (2) hours, the Village requires two (2) portable toilets per every 100 participants, one (1) of which must be handicap-accessible. Village staff will work with event organizers to determine the appropriate locations of these portable toilets.

**Food and Beverage Service:** Food and beverage may not be sold or given away at any event unless approved and licensed by the Cook County Department of Public Health. The sponsoring agency or applicant is responsible for coordinating these approvals and inspections.

**Alcohol Consumption and Service:** Village Code requires the issuance of licenses for the sale or dispensing of alcoholic liquor during special events. Approval from the Village of Oak Lawn Liquor Commissioner as well as a temporary liquor license from the Illinois Liquor Control Commission are required. Liquor license applications can be obtained by the Clerk's office.

**Raffles:** If your event will have a raffle, a Village of Oak Lawn Raffle License is required. This can be obtained through the Clerk's office.

**Post-Event Clean-Up:** It will be mutually understood by the Village and the event organizers that it is the organizers' responsibility to ensure that the event site is returned to pre-event condition no later than 1 day after the event, including the removal of tents, signage, booths, portable toilets, litter, etc.

**Arts & Events Commission Approval:** If all of the above conditions are met, the Arts & Events Commission will vote on a recommendation on applications. If the Arts & Events Commission rejects the application, the event organizers may appeal the denial to the Village Board.

**Village Board Approval:** If all of the above conditions are met, and if the Arts & Events Commission approves the application, or if the Commission denies the application and the applicant files an appeal, the application will come before the full Village Board for a vote, at which time the organizers can petition the Village Board for a waiver of some or all of any fees to be charged. In all cases the Village administration and Village Board will prioritize 1) public safety 2) minimizing inconvenience, and finally 3) reducing risk and liability.

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Applicant / Organization

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Signature of Representative

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Date



## SPECIAL EVENT PERMIT APPLICATION

<b>Event Name</b>								
<b>Host Organization Name</b>								
<b>Location/Address of Event</b>								
<b>Type of Event (check one)</b>	<b>Race/Walk</b>		<b>Parade</b>		<b>Concert</b>		<b>Carnival</b>	
	<b>Block Party</b>		<b>Festival</b>		<b>Other (describe)</b>			
<b>Is the event on Village property?</b>		<b>Estimated Attendance</b>						
<b>Street Closures Required?</b>		<b>Will there be a Tent(s)?</b>						
<b>EVENT INFORMATION</b>	<b>Day</b>	<b>Date</b>			<b>Time</b>			
<b>Set up/Preparation</b>								
<b>Event Start Date</b>								
<b>Event End Date</b>								
<b>Take Down/Clean Up</b>								
<b>Organization Contact Name</b>								
<b>Organization Contact Cell Phone</b>								
<b>Organization Contact Email</b>								
<b>CARNIVALS ONLY - COMPLETE THIS SECTION AND PAGE 7</b>								
<b>Contractor Name</b>				<b>Contractor License Number</b>				
<b>No. of Barricades Requested</b>			<b>No. of Trash Cans Requested</b>					
<b>FOR VILLAGE USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE</b>								
<b>Certificate of Insurance?</b>			<b>Hold Harmless Agreement?</b>					
<b>Estimated Manpower Cost ?</b>	\$		<b>Copy of Permit or Other Licenses?</b>					

<b>Date A&amp;E Approved</b>		<b>Date BOT Approved</b>	
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Property Owner's Statement	
I am the property owner of the described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding Village approval that have been previously granted.	
(Signature)	(Date)

Applicant's Statement	
This application shall be processed in my name and I am the party whom the Village should contact regarding the application. Surrounding properties have been notified of this event	
(Signature)	(Date)

VILLAGE APPROVAL		
(Village Clerk Signature)	(Date)	
Special Event Permit	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

Internal Review Checklist (as applicable):		
Routing: Department Manager please SIGN OFF:		
		Signatures/Responses:
<b><u>Arts &amp; Events Commission Notification Signature:</u></b>		
Requires Arts & Events Commission Review?	Yes      No	
<b><u>Public Works Notification Signature:</u></b>		
Public Works Est. Manpower Cost		
Public Works Est. Equipment Cost i.e. barricades		
<b><u>Police Department Notification Signature:</u></b>		
Police Dept. Est. Manpower Cost		
<b><u>Fire Department Notification Signature:</u></b>		
Fire Dept. Est. Manpower Cost		

**PLEASE ALSO COMPLETE THIS PAGE IF YOUR EVENT  
REQUIRES ANY STREET CLOSURES**



Village of Oak Lawn  
9446 S. Raymond Avenue  
Oak Lawn, Illinois 60453-2449  
TEL: 708/636-4400  
FAX: 708/499-7823

**APPLICATION FOR STREET CLOSING FOR PRIVATE EVENTS**

*Only local streets and selected collector streets as approved by the Village may be closed for private events. In no case shall any arterial street closing be approved.*

*To request a fire and/or police vehicle at your event, please call 708/422-8292 as soon as possible to the event as limited attendance may be available for some vehicles.*

Street to be closed \_\_\_\_\_ Trustee Dist. # \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_  
(Street name) (Street name)

Date of Street closing \_\_\_\_\_ Rain date \_\_\_\_\_

Between the hours of \_\_\_\_\_ and \_\_\_\_\_ (NO LATER THAN 11:30 PM)

Purpose of street closing \_\_\_\_\_

Number of barricades \_\_\_\_\_ delivered to and picked up at \_\_\_\_\_  
(Address)

**Barricades will be delivered on the day before the event or on the Friday before, if on a Sunday.  
Barricades will be picked up on the Monday following the event.**

The following representative certifies that the following requirements have been met and will serve as the contact person for the street closing:

1. All block residents have been notified of the street closure.
2. A minimum of 2/3 (67%) addresses on the block residents agree that access to their street will be restricted, as verified by signatures and addresses from each of those residents on the reverse side of this form.
3. Contact person is responsible to erect barricades provided by the Village at each end of the street closing to prohibit traffic from entering the designated street closing.
4. All who participate in the street closing have been informed that consumption of alcoholic beverages within the Village right-of-way is strictly prohibited.

Name: \_\_\_\_\_ (Please print) Phone: \_\_\_\_\_

Signature \_\_\_\_\_

Return completed application to Public Works, Administrative Office, 9446 S. Raymond Avenue, Lower Level.  
For questions, please call 708/499-7758

***For office use only:***

Application Approved \_\_\_\_\_ by \_\_\_\_\_  
(date) (Name & Title)

Deliver barricades on: \_\_\_\_\_ Pick up barricades on: \_\_\_\_\_

CC: District Trustee  
Street Department

Fire Department  
Contact Person requesting street closure

Police Department



# THIS APPLICATION IS ONLY FOR CARNIVAL EVENTS

## Village of Oak Lawn Carnival Application

Application Date: \_\_\_\_\_

Village Use Only:

Permit Number: \_\_\_\_\_

Location: \_\_\_\_\_

Approved by: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Permit Approval Subject to \_\_\_\_\_

Contact Person: \_\_\_\_\_

Final Electrical Inspection \_\_\_\_\_

Phone Number: \_\_\_\_\_

No. of Barricades Requested \_\_\_\_\_

Application for permit shall be made to the Village forty five (45) days prior to the proposed event date. The following information must be submitted prior to permit issuance:

1. Name and address of carnival operator. If a corporation, state of incorporation and names and addresses of all officers.
2. Certificates of insurance providing for liability insurance. The Village as an additional party insured.
3. Application for contractor's license.
4. Site location in the Village and duration of event.
5. An overall parking plan, addressing those locations at which it is anticipated that patrons will be parking. In the event that said parking plan indicates the use of private parking lots, a letter from the owner(s) indicating the consent of said owners relative to the use of said private parking lot(s) must be submitted.
6. A site plan for the carnival which indicates the proposed locations of all rides, game booths, refreshment booths, trucks and trailers used for transporting the rides and booths and mobile living quarters for employees of said company used to provide said rides and booths.

### Misc. Notes and Requirements:

Liquor Licenses and Raffle Permits must be applied for in the Village Clerk's Office.

No more than two (2) carnivals may be sponsored by one non-profit organization in any calendar year.

No carnival shall be scheduled on the community events calendar to commence less than ten (10) days after the scheduled completion of the most recent one, without Village Board approval.

All food preparation has to be in accordance with State of Illinois requirements.

Additionally, all the provisions of Chapter 4, Article H of the Village Code must be followed.

### Applicant Signature:

By signing this application, the applicant acknowledges that the applicant and its assignees are fully responsible for any and all activities associated with said event. The Village of Oak Lawn and its agents, officials, and employees are not responsible for any accidents or damages to persons or property resulting from said event; the event coordinator for the sponsoring organization is responsible for ensuring that said organization, event participants and spectators abide by all above conditions, ordinances, codes and requirements. In addition, the applicant expressly agrees that it will indemnify, hold harmless and defend the Village of Oak Lawn, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to said 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 Lawn of any changes in the application at least 45 days prior to the event. I agree to the terms and conditions listed above.

Signature of the Organizer \_\_\_\_\_

Date \_\_\_\_\_

### Department Approvals:

Administration \_\_\_\_\_

Police Department: \_\_\_\_\_

Public Works \_\_\_\_\_

Building Department: \_\_\_\_\_

Engineering: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Attachments: Contractor's License Application, Chapter 4, Article H of the Village Code.