



SPECIAL EVENT PERMIT APPLICATION PROCESS

Who needs to fill out a Special Event Permit Application?

Thank you for your interest in hosting a special event in Tinley Park. There is no fee for the Special Event Permit (SEP) application. If your event is being held on public property and/or is planning on using any Village services a Special Event Permit Application must be submitted. In addition, if there is outdoor alcohol consumption, this permit must be submitted. Please note that a certificate of insurance is a required document in the permit process for all events.

Process: there is a two- part process to the permit:

Part I requires basic information about the event detailing what it will consist of, and should include a proposed layout and/or route for the event. For new events, Part I must be submitted no later than 90 days in advance; For recurring events, Part I must be submitted no later than 45 days in advance. Dates will not be approved without this completed application.

Please note that it could take up to three weeks for the organizer to receive a contingent approval to hold the event. The contingent approval will be emailed to the event organizer with **Part II** of the application, which will include detailed queries on all additional information, permits, and documents needed in order for the event to occur in Tinley Park. Upon completion and approval by the necessary village departments, a Special Event License will be sent to the organizer. Without this license, the event will not be allowed to proceed.

Periodically, emergency street closures, construction projects or other unforeseen issues will occur that will affect the planning of an event. The village will always work with an event organizer to assist with necessary changes due to these unexpected occurrences during the planning process.

The SEP application can be submitted via fax at (708)444-5099 to the attention of Special Event Coordinator, via email to vsanchez@tinleypark.org, or dropped off to the Village Hall at 16250 S. Oak Park Ave., Tinley Park. All questions can be directed to the above email address or (708) 444-5044.

Village Services

If you are in need of **security or traffic control**, the **Tinley Park Police Department** will assign security for \$30 per hour with a two-hour minimum, or traffic control officers for \$18 per hour with a two-hour minimum. TPPD and/or EMA will review and determine locations and the required number of safety personnel.

If your event requires services from the Village's **Public Works Department**, there will be a charge of \$35/hour per person. Please see the Public Works section on the permit for available services.

If you are planning on erecting a tent that is over 20'x20', a tent permit must be submitted to the **Community Development Department**. The tent permit application fee is \$15 per tent. If you are planning on erecting temporary signage, a temporary sign permit application is \$15. All commercial permit questions should be directed to the Community Development Department at (708) 444-5100.

If you are selling or giving away liquor at a special event, a **Special Event Liquor License** may be required from both the Village and the State of Illinois. The Village fees are \$50 per day or \$25 per day for non-profit organization. All requirements must be met before outdoor liquor consumption will be approved.

Due to contractual obligations and the general nature of the season, the village is limited in manpower resources during the months of May through September and a permit may be denied due to lack of resources.



Village of Tinley Park
Special Events Permit Application
PART I

16250 S. Oak Park Avenue
Tinley Park, Illinois 60477
(708) 444-5000 Fax (708) 444-5099
www.tinleypark.org

GENERAL EVENT INFORMATION

Event Name: _____

Event Location: _____

[] Event organizer has permission of property owner to host this event on his/her property.
(Letter granting permission is attached/included.)

Event Date(s): _____ Event Hours of Operation: _____ Race Start Time: _____

Set-Up for Event: Date(s): _____ Hours: _____

Dismantling Event: Date(s): _____ Hours: _____

Rain Date (if applicable): _____

Estimated Attendance: _____ Private or Public Event: _____

Type of Event: (Check all that apply)

- [] Festival [] Parade [] Sidewalk Sale
[] Sporting Event/Run/Walk [] Arts and Craft Fair [] Car Wash for Fundraising
[] Raffle [] Concert [] Circus
[] Carnival/Rides [] Fundraiser/Charitable Event- [] Grand Opening
[] Annual/Recurring Event [] Other, please describe: _____

General Description of Event _____

ORGANIZATION INFORMATION

Sponsoring/Planning Organization: _____

[] Organization is registered with the State of Illinois as a Non-Profit Organization

Address: _____

Phone: _____ Fax: _____

Web Site: _____

Event Manager (will receive license via email): _____

Address: _____

Phone: _____ Cell Phone: _____

*Email: _____

Onsite Contact: _____ Phone: _____

Address: _____

Cell Phone: _____ Email: _____

If your event is being held on public property, you are encouraged to display signs at entrances, registration, and public gathering areas displaying the "No firearms" symbol. It is also recommended that this symbol be displayed on all registration forms and flyers for the event. Signs and requirements can be obtained at the Illinois State Police website: IL State Police Conceal Carry.



SPECIAL EVENT PERMIT APPLICATION

PART I CONTINUED

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Tinley Park, Illinois 60477
(708) 444-5000 Fax (708) 444-5099
www.tinleypark.org

Please check all needs that will apply to your special event. If you are unsure, please checkmark and add any necessary notes/comments.

All organizations that fill out a Special Event Permit must submit a Certificate of General Liability Insurance in the amount not less than \$1,000,000.00. This may be submitted in Part II of the permit process.

- PROPOSED LAYOUT AND/OR ROUTE INCLUDED
SECURITY
TRAFFIC CONTROL
PUBLIC WORKS (Barricades, Fencing, Lot Closures, etc.)
MUSICAL ENTERTAINMENT (Bands, DJ)
OTHER ENTERTAINMENT (Rides, inflatables, etc.)
PORTABLE RESTROOMS
TENT(S) OVER 200 SQUARE FEET
FOOD VENDOR(S)
LIQUOR- SOLD OR GIVEN AWAY
MERCHANDISE/CRAFT VENDORS
STREET OR LOT CLOSURES
ATTENDANCE ESTIMATE IS OVER 250 PEOPLE
USE OF THE VILLAGE ELECTRIC OUTLETS
RAFFLE
TEMPORARY SIGNS
USE OF THE VILLAGE SIGN SYSTEM (Available to public entities hosting events on public property within the Village and open to the public)

Quantity of signs requested (Max of six):

Other notes: