

CHECKLIST FOR SPECIAL EVENT PERMIT APPLICATION

Submit a completed special event permit application and other requirements outlined in the checklist to Village Clerk's Office. **Application will be processed only after completed form, insurance certificate, and fee have been filed** with the Village Clerk's Office. Applications must be received at least **60 days** before the event.

Required Items:

Received?	
<input type="checkbox"/>	1. Completed special event permit application
<input type="checkbox"/>	2. Site plan
<input type="checkbox"/>	3. Fee and security deposit. Total due = \$_____
<input type="checkbox"/>	4. Copy of notification to residents

Complete as required for specific request:

NEEDED?		PROVIDED/ ARRANGED	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	1. Contact Diggers Hotline (1-800-242-8511) for any digging or posting at least one week prior to the event.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	2. Extra trash receptacles during event**
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	3. Barricades**
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	4. Temporary parking signs**
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	5. Additional (portable) restrooms for event
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	6. Certificate of insurance for proof of comprehensive general liability insurance naming the Village of Belleville as an additional insured
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	7. Retailer's (Picnic) alcohol license
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>	8. Fireworks permit

**** Please contact the Public Works Director (424-3666) two weeks prior to the event to coordinate.** Any additional services provided by the Village may be charged back to the sponsoring organization at the Village's discretion.

VILLAGE OF BELLEVILLE
APPLICATION FOR SPECIAL EVENT PERMIT

Special events are governed by Village ordinances. Organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property. You may be billed for Village services as needed. The organization/organizer agrees to supervise the event and conduct of persons present.

1. NAME/DESCRIPTION OF EVENT: _____

Applicant/Organization: _____
Address: _____
Telephone: _____ Cell Phone: _____
Email: _____

Contact Person for Event (who will be available during the event): _____
Address: _____
Telephone: _____ Cell Phone: _____
Email: _____

If the applicant is a partnership, corporation, or limited-liability company, list names, addresses and telephone numbers for all officers and directors:

Name:	Address:	Telephone:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. EVENT INFORMATION

Date(s) of Event: _____ Time of Requested Use: _____
Estimated Number of Participants: _____ Spectators: _____

3. LOCATION OF THE EVENT

A. Street

1. Does the event require streets to be closed? YES NO
If **yes**, which street(s) and when you are requesting they be closed:

Street Closed: _____ From: _____ To: _____ Times Closed: _____
Street Closed: _____ From: _____ To: _____ Times Closed: _____

2. What activities will be held in the street? _____

B. Park

1. Will event be held in a Village of Belleville park or utilize any park facilities? YES NO
If **yes**, which park?

Blaser Community Library Sugar River Green View

2. Are you requesting exclusive use of the park during this time? YES NO

3. Which features will you use? (Ball field, concession stand, shelter house, etc.)
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C. Site Plan – Please attach a map that shows the location of:

- Food or beverage vendors
- Generators
- Fencing
- Signage location
- Tent location
- Parking (off and on site)
- Road closures
- Restrooms (additional)
- Dumpster location

3. TELL US ABOUT YOUR EVENT:

A. Alcoholic Beverages

1. Will alcoholic beverages be served? YES NO
2. Will alcohol beverages be sold? YES NO

If **yes**, you must either amend your current Class B license or obtain a temporary Class B permit if you do not currently hold a license. (Please attach either amendment or temporary application.) Please include a list of licensed servers.

3. Will you be requesting that open intoxicants be allowed on the streets (plastic cups only)?
YES NO If **yes**, which streets: _____

NOTE: It is the responsibility of the Applicant in coordination with the Police Department to fence and/or post the limit of the area in which open intoxicants will be allowed.

B. Street Use

1. Do you require any special parking restrictions? YES NO
- If **yes**, please indicate what type and where: _____
2. Will the event use a tent? YES NO
- If **yes**, location and size of tent: _____
 - How will the tent be anchored? (e.g., stakes, cement barriers) _____

3. Applicants may be required to organize and obtain dumpster facilities. Please identify location:

4. Will any fireworks or pyrotechnic devices be used during the event? YES NO

If **yes**, please obtain the proper Fireworks Permit from the Village Clerk's Office.

5. What toilet facilities will be made available to your participants (other than park restrooms)?
 - Indoor at: _____
 - Outdoor: number of units provided and locations: _____

6. Will there be the use of loudspeakers or amplifying devices? YES NO
 - If **yes**, proposed use of amplifying devices (i.e. live band, disc jockey):

 - Date and time amplifying devices will be used: _____
 - Describe area amplifying devices to be used: _____

NOTICE TO APPLICANT: *The Chief of Police shall have the authority to revoke such permit when he believes such loudspeaker or amplifying device is becoming a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated. **Any revocation shall be limited to the specific band and will not jeopardize other bands covered by the permit.***

4. **SAFETY/SECURITY FOR YOUR EVENT**

1. Have you provided proof of insurance for your special event, if required? YES NO

The Village Board may require the applicant to furnish proof of comprehensive general liability insurance naming the Village of Belleville as an additional insured.

2. Does your event require additional police coverage? YES NO
 - If **yes**, will you contract with a private contractor or the Village? Contractor Village
 - If **Village**: Number of officers needed _____
 - Specific dates and times: _____

Note: *Use of Village Officers will be charged at current wages with benefits.*

5. **NOTICE TO NEIGHBORS**

Three weeks prior to the event, applicant may be required to deliver or mail a notice to property owners within a 100-foot radius of the special event or block party site. Provide affidavit of mailing and a copy of the notice to the Village Clerk. The Village can assist with this process.

6. **AGREEMENT**

The Village Board requires that the applicant attend the meeting of the Village Board at which this application will be considered.

I/We do hereby indemnify, defend and hold the Village and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the Village on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. Applicant agrees to pay all reasonable costs incurred by the Village relating to this application. If such fees are not paid, the Village may keep all or part of the security deposit.

DATE: _____

 Applicant Signature

DATE: _____

 Head of Sponsoring Organization Signature

STAFF CHECKLIST -- OFFICE USE ONLY

PAYMENTS				
Application received date:		By:		
Payment Received:				
Application Fee	\$ 25	<input type="checkbox"/> Cash Or Check #		
Security Deposit	\$100	<input type="checkbox"/> Returned		
Additional Charges:				
Late Fee	\$ 50			
Security (Police)	\$			
Class B License	\$ 10			
Public Works	\$			
ADDITIONAL REQUIREMENTS				
Insurance Cert Rec'd	<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>May require if money will be made from the event.</i>
Liquor License App. Rec'd	<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Fireworks Permit Needed	<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Trash Pickup Needed	<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Barricades Needed	<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Temporary Parking Signs	<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Fencing Needed	<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Notice Mailed on (date):				
Other:				
APPROVED BY:	CONDITIONS:			
Public Works:	<input type="checkbox"/> YES	<input type="checkbox"/> No		
Police:	<input type="checkbox"/> YES	<input type="checkbox"/> No		
Fire:	<input type="checkbox"/> YES	<input type="checkbox"/> No		
EMS:	<input type="checkbox"/> YES	<input type="checkbox"/> No		
Village Board:	<input type="checkbox"/> YES	<input type="checkbox"/> No	Date:	
Action / Recommendations / Instructions:				
REFERENCE - CODES				
Special Events	321			
Temporary Retailer's (Picnic) Licenses	320-4 E & F			
Fireworks	276			
Street closing				

SUPPLEMENT TO APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

Server's List

Licensed operators must be present at all times when alcohol is served during an event.
Please list the servers for the event who hold a valid operator's license below:

NAMES:
