



# SPECIAL EVENT PERMIT

Submitted under Municipal Code Title 7, Chapter 20

**Application must be submitted no less than thirty (30) days prior to the event.**

Application/Permit Fee: **\$150.00**

Each Additional Event/Permit Year: \$10.00 per event/\$300.00 maximum

## 1. APPLICANT:

- a) Manager (or person in charge of event): \_\_\_\_\_
- b) Manager Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- c) Manager Phone: \_\_\_\_\_
- d) Manager Date of Birth: \_\_\_\_\_

## 2. LOCATION OF EVENT(S):

- a) Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code \_\_\_\_\_
- b) Does applicant own the property? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If no, attach a notarized letter of agency authorizing the applicant to apply for a special event permit.*

**Note: Event shall be held within the area encompassed by the physical description and diagram that is submitted and approved under Sec. 7-2-6 of the Village's Code of Ordinances.**

## 3. DATE AND TIME OF EVENT (SINGLE EVENT):

- a) Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End time: \_\_\_\_\_

## 4. DATE AND TIME OF EVENT (MULTIPLE EVENTS):

- a) Use the space provided on the next page to list your schedule of events.

## 5. SECURITY PLAN

- a) Attach a copy of your security plan for the premises and all events.

Applicant agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine coolers and special events in the Village. The Chief of Police shall have the authority to suspend an event under a permit issued under this section when he or she believes such live music, loudspeaker or amplifying device has become a nuisance because of the volume, the method in which it is being used, or the location in which it is being operated. Any such suspension shall bring the permit for review, within fifteen (15) days, before the Legislative and Licensing Committee prior to any additional outdoor events occurring at the establishment. A violation of the governing ordinance or other Village ordinance related to the use of the area for an event shall constitute sufficient grounds to revoke the special event permit. Three or more noise complaints filed against the permittee during the permit period, and verified by the Village Police Department, shall constitute sufficient grounds to revoke the use of an outdoor special event permit.

The Individual signing below or the Officer(s) of the organization signing below, individually, and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Date Filed \_\_\_\_\_

Permit No. \_\_\_\_\_

Date Issued: \_\_\_\_\_

App. Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Base Permit Fee Paid: \_\_\_\_\_; Date: \_\_\_\_\_

# of Additional Events Approved: \_\_\_\_\_;

Additional Events Fees: \_\_\_\_\_; Date: \_\_\_\_\_



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Additional Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_