

## APPLICATION FOR SPECIAL EVENT PERMIT

for Establishments Licensed under Ordinance Title 7, Chapter 2

Application must be submitted no less than 30 days prior to the event

\* Indicates required information

**SCAN HERE  
TO VIEW ORDINANCE**



**Permit Fee: \$150.00**

Each Additional Event: \$10.00

\$300.00 Maximum

**Applicant Information** (Manager or person in charge of event):

First Name:*	Last Name:*
Phone Number (best to contact):*	Email Address:

### Business Information:

Business Name:*	Address* (Street Address, Zip Code):
-----------------	--------------------------------------

### Event Information\* – Single Event Only (If applying for multiple events, use the next page(s) to list ALL events):

Date of Event:	Event Start Time:	Event End Time:
	A.M. P.M.	A.M. P.M.

**Does Applicant Own the Property?\*** (If no, attach a notarized letter of agency authorizing the applicant to apply for a special event permit): Yes No

**Security Plan:\*** A copy of your security plan for all events must be attached to this application.

**Note:** The 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. This description can be found printed on the "Class B" Liquor License issued to the above names establishment.

**The applicant signing below declares, 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:
-----------------------	-------

### For Office Use Only

Application Date:	Total Permit Fee:	PD Approval Date:
Total number of events:	Receipt Number:	Clerk Approval Date:
Permit Number:		

[illegible]