



VILLAGE OF RIVERSIDE

SPECIAL EVENT APPLICATION PACKET

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COVER SHEET & INSTRUCTIONS

This special event application packet has been created to coordinate in one document the needed applications and costs associated for various special events in the Village of Riverside. The packet also helps to speed up Village response time to the applicant by coordinating the information between Village departments. Additional forms may be required depending on the nature of your event.

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THE APPLICATION

- A \$10 Application fee must be included with the completed application. Payment will be accepted at the Village Hall in check, cash, or card.
- Applications must be submitted 30 days prior to a proposed event.
- Please fill out this form completely. Incomplete forms will not be reviewed.
- Any event open to the public where alcohol will be served requires a daily permit from the Village of Riverside and a [Special Event Retailer's Liquor License from the State of Illinois Liquor Control Commission](#). If you are requesting a Daily Liquor Permit, please submit a check for \$75 payable to the Village of Riverside and a current certificate of insurance showing evidence of liquor liability coverage along with this application.
- Any event open the public where food will be served must submit a [Temporary Food Service Permit Application](#) and required documentation to the village sanitarian Lynn Hoette at least 7 days prior to an event. Documents may be submitted to the Village office with this application or emailed directly to: healthinspectpros@gmail.com with a copy to es-owl@riverside.il.us.
- Pages 12 and 13 are for office use only.
- Please include a site plan or diagram.
- Please remember that certain services and activities will require proof of liability insurance.
- Please note that certain events may require a security plan or provision of event security.

Village contact information:

708-447-2700— Village Office / 708-447-2704 fax

708-447-9191— Dispatch (Non-Emergency)

708-442-3590 — Public Works Department

708-442-7025 — Parks & Recreation Department

708-853-1384 — WC3 West Central Consolidated Communications Dispatch Center



SPECIAL EVENT APPLICATION PACKET: COVER SHEET

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SUBMIT ALL MATERIALS TO:

SPECIAL EVENT APPLICATIONS
ATTN: Village Manager
Village of Riverside
27 Riverside Road
Riverside, Illinois 60546
Phone: 708-447-2700
Fax: 708-447-2704

Event Name: _____

Sponsor or Organization Name _____ Organization President _____

Contact Person _____

Applicant Address _____ City _____ Zip _____

Telephone _____ Cell Phone _____

E-mail Address _____ Event Date(s) _____

Alternate date in event of inclement weather _____

Event Location _____

Noise ordinance prohibits disturbances between the hours of 10:00 pm and 8:00 am—including block parties.

Time(s) of Event _____

See municipal code section 6-7-7(B)(2)

AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Riverside to approve this Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Riverside, the State of Illinois and the United States of America in the conduct of the Special Event described herein.

Signature of Applicant

Date of Signature



SPECIAL EVENT APPLICATION PACKET: STARTER CHECK LIST SHEET

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EVENT NAME: _____

CHECK ALL THAT APPLY:

- PUBLIC EVENT _____
- TICKETED EVENT _____
- VILLAGE EVENT _____
- OTHER EVENT _____

DOES THIS EVENT NEED OR REQUIRE ANY OF THE FOLLOWING

PLEASE CIRCLE

USE OF PARK & REC. FACILITIES _____	YES	NO	— additional form
CLOSING OF A ROAD _____	YES	NO	— see page 5
CLOSING OF A PARKING LOT _____	YES	NO	— see page
SERVING OF ALCOHOL _____	YES	NO	— see page 4
SERVING OF FOOD _____	YES	NO	— see page 6
USE OF GARBAGE CANS _____	YES	NO	— see page 7
USE OF PORT-A-POTTIES _____	YES	NO	— see page 7
SAFETY OR SPECIAL FENCING _____	YES	NO	— see page 7
P.A. OR SOUND SYSTEM _____	YES	NO	— see page 6
STAGE(S) _____	YES	NO	— see page 8
TEMPORARY STRUCTURES _____	YES	NO	— see page 8
SIGNS OR PROPS _____	YES	NO	— see page 7
NEED FOR POLICE OFFICERS _____	YES	NO	— see page 11
NEED FOR MAINTENANCE WORKERS _____	YES	NO	— see page 11
SPECIAL STREET LIGHTING/ELECTRICAL SERVICE _____	YES	NO	— see page 8
SPECIAL WATER SERVICE _____	YES	NO	— see page 8



SPECIAL EVENT APPLICATION PACKET: ALCOHOL PERMIT APPLICATION

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Sale or Service of Alcohol

I plan to sell or serve alcohol on private property. _____
Initial

Consumption of alcoholic beverages on public property or private properties without a proper liquor license is prohibited unless a **Village of Riverside Daily Permit to Sell or Serve Alcoholic Liquor is obtained**. For permit consideration, please complete this section and include location of proposed alcohol service in site plan. The fee for the daily permit license is \$75.00 per day. Please reference attached Riverside Municipal Code, Section 3-2-5(B) thru 3-2-5 (C)

Applicants may be subject to a criminal background check including fingerprints conducted by the Village of Riverside Police Department. Applicants are responsible for the background check processing fee. Failure to comply with this process will result in a recommendation for permit denial by the Chief of Police.

To obtain a Daily Permit to Sell or Serve Alcoholic Liquor, license applicants must acquire dram shop insurance, naming the Village as an additional insured on the insurance, and present proof of insurance at time of application. (Ord. 2283, 5-17-1999)

Daily Permit License

The undersigned hereby makes application for the issuance of a Daily Permit License to sell or serve alcoholic liquor for the following organization. (Section 3-2-5 (B))

Organization _____

Name of Representative _____

Purpose of Permit (i.e., picnic, church fair, etc.) _____

Date(s) Requested _____



Road Closure Permit

I am requesting a road closure.

Initial

A **Road Closing Permit** must be obtained if you request to close a street. For permit consideration, please complete this section and include a street map or diagram indicating the location of the proposed street closure.

Date Requested _____

Time/Start _____ Time/End _____

Street(s) to be blocked _____

From Intersection of _____

To Intersection of _____

Will barricades be required?

YES NO

Barricades are delivered by the Village to the person making the request on the day before the scheduled event, and picked up the following day (except if the day of delivery or pick-up is on a Saturday, Sunday or holiday). Barricades, when delivered, will remain in custody of the person designated and that person will be responsible for placing and removing the barricades in the road area.

Will Police Officers be needed for Traffic Control?

YES NO

Applicants will be charged for lost or stolen barricades. See Page 10 for more information.



SPECIAL EVENT APPLICATION PACKET: OTHER CONSIDERATIONS
(Initial only those considerations that are applicable.)

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Site Plan

I have prepared a site plan or site map. _____
Initial

PREPARE A SITE PLAN OR DIAGRAM SHOWING ALL APPLICABLE ITEMS BELOW, INCLUDING ROAD AND PARKING LOT CLOSURES. SHOW LOCATIONS OF PLACES SERVING ALCOHOL AND/OR VENDING OR FOOD SERVICE.

Food

I plan to have food service or food vendors at the event. _____
Initial

VENDORS ARE SUBJECT TO INSPECTION BY THE COOK COUNTY DEPARTMENT OF PUBLIC HEALTH. PLEASE ATTACH A LIST OF THE FOOD VENDORS AND INDICATE THEIR LOCATION ON THE SITE PLAN. **PLEASE ALSO COMPLETE THE TEMPORARY FOOD SERVICE APPLICATION AND SUBMIT WITH A COPY OF EACH VENDOR'S BUSINESS LICENSE AND LAST TWO INSPECTION REPORTS.**

PA or Sound System

There will be a PA or sound system at the event. _____
Initial

PLEASE BE AWARE THAT THE USE OF AMPLIFIED ELECTRONIC EQUIPMENT, OR LOUDSPEAKER SHOULD BE USED AT A VOLUME THAT WILL NOT DISTURB THE PEACE AND QUIET OF PERSONS ADJACENT TO THE OUTDOOR AREA. PROVIDE LOCATION OF SYSTEM ON SITE PLAN AND THE VENDOR OR PERSON SUPPLYING IT.

Parking Lot Closure

I am requesting a parking lot closure. _____
Initial

PARKING LOT CLOSURE REQUIRES PROOF OF LIABILITY INSURANCE BY THE APPLICANT. INDICATE ON THE SITE PLAN THE LOCATION OF THE PARKING AND PROVIDE THE LOT NUMBER AND ANY OTHER PARKING RELATED CONSIDERATIONS.



SPECIAL EVENT APPLICATION PACKET: OTHER CONSIDERATIONS
(Initial only those considerations that are applicable.)

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Port-A-Potties

I will have port-a-potties at the event. _____
Initial

PORT-A-POTTIES ARE NOT PERMITTED OUTRIGHT ON STREETS OR ON PUBLIC PROPERTY. INDICATE ON THE SITE PLAN THE LOCATION OF THE PORT-A-POTTIES. ADVISE NAME OF VENDOR SUPPLYING THE PORT-A-POTTIES.

Props, Signs, Marketing

I plan to use props, signs or marketing at the event. _____
Initial

PROPS OR OTHER MATERIALS CAN BE ATTACHED OR MOUNTED (WITH USE OF ROPE ONLY) TO VILLAGE TREES, GAS POLES, SIGNS, OR OTHER STRUCTURE (EXCEPT SHRUBS). PROPS ATTACHED TO TREES MUST BE DONE IN A MANNER THAT PREVENTS INJURY TO THE TREE. ALL SIGNS MUST BE REMOVED AFTER THE EVENT.

Refuse Receptacles

I will be using _____ number of receptacles. _____
Initial

IT IS THE APPLICANT’S RESPONSIBILITY TO COORDINATE SUFFICIENT QUANTITIES OF DELIVERED CONTAINERS, REFUSE COLLECTION, AND COLLECTION OF THE EMPTIED CONTAINERS WITH THE VILLAGE’S HAULER. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CLEAN ALL LITTER RESULTING FROM THE EVENT. ANY CLEANUP BY VILLAGE STAFF AFTER THE EVENT WILL RESULT IN ADDITIONAL CHARGES.

Special Fencing

I will be using special fencing. _____
Initial

I will need Village personnel for fencing installation & removal. _____
Initial

PROVIDE FENCE LOCATION ON THE SITE PLAN SO DEPT. OF PUBLIC WORKS CAN ASSESS POTENTIAL CONFLICTS WITH UTILITIES. LIABILITY INSURANCE IS REQUIRED OF APPLICANT FOR FENCING PLANNED LOCATION IN THE PUBLIC RIGHT-OF-WAY. AN APPLICANT’S FENCING VENDOR MUST PROVIDE A COPY OF A CERTIFICATE OF INSURANCE WITH GENERAL LIABILITY INSURANCE LIMITS SATISFACTORY TO THE VILLAGE WHEN VILLAGE PERSONNEL ARE NOT USED FOR FENCING INSTALLATION AND REMOVAL. VILLAGE PERSONNEL COST FOR INSTALLATION AND REMOVAL CAN BE REFERRED TO ON THE VILLAGE SERVICES COST SHEET (P.10).



SPECIAL EVENT APPLICATION PACKET: OTHER CONSIDERATIONS
(Initial only those considerations that are applicable.)

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Special Street Lighting or Electrical Service

I will need special street light or electrical. _____
Initial

THE VILLAGE WILL NOT PROVIDE ELECTRICAL SERVICES OF ANY SORT. ALL APPLICANTS WILL NEED TO PROVIDE THEIR OWN SOURCE OF POWER FOR THEIR SPECIFIC NEEDS. THE USE OF SPECIAL ELECTRIC DEVICES, SUCH AS GENERATORS, WILL BE SUBJECT TO PERMIT AND INSPECTION BY THE FIRE DEPT., BUILDING DEPT., AND PUBLIC WORKS. PROVIDE LOCATIONS ON THE SITE MAP OF ALL SPECIAL STREET LIGHTING AND ELECTRICAL SERVICE SOURCES.

Special Water Service

I will need water service for the event. _____
Initial

METER ARRANGEMENTS ARE TO BE COORDINATED WITH PUBLIC WORKS. PLEASE PROVIDE A DESCRIPTION OF THE WATER NEEDS FOR THE EVENT.

Stage(s)

I will be using _____ number of stage(s). _____
Initial

FOR STAGES WITH PLANNED LOCATIONS IN A STREET, APPLICANT MUST ACQUIRE LIABILITY INSURANCE AND PROVIDE A COPY OF CERTIFICATE OF INSURANCE FROM THE STAGE VENDOR INDICATING THE SUPPLIER HAS GENERAL LIABILITY INSURANCE LIMITS ACCEPTABLE TO THE VILLAGE. INDICATE THE LOCATION OF THE STAGE ON THE SITE PLAN.

Temporary Event Tents, Inflatables, and Other Structures

I will have a temporary event tent, inflatable, or other structure at the event. _____
Initial

THE APPLICANT MUST ACQUIRE LIABILITY INSURANCE FOR ALL TEMPORARY STRUCTURES IN A PARK OR ON ANY PUBLIC RIGHT-OF-WAY, INCLUDING AREAS BETWEEN THE STREET AND SIDEWALKS. THE APPLICANT MUST ALSO PROVIDE A COPY OF A CERTIFICATE OF INSURANCE FROM THE VENDOR(S) INDICATING THE VENDOR(S) HAVE GENERAL LIABILITY INSURANCE LIMITS ACCEPTABLE TO THE VILLAGE. LOCATIONS OF TEMPORARY STRUCTURES MUST BE SHOWN ON THE SITE PLAN.

TEMPORARY EVENT TENTS MUST BE LOCATED AT LEAST 3 FEET FROM ANY PROPERTY LINE. THEY CANNOT BE LOCATED IN STREET YARDS OR WITHIN SIDE OR REAR YARD SETBACKS WITHOUT SPECIAL APPROVAL BY THE ZONING ADMINISTRATOR. EVENT TENTS CAN BE ERECTED UP TO 2 DAYS BEFORE AN EVENT AND MUST BE REMOVED 2 DAYS AFTER AN EVENT.

INFLATABLES MAY NOT BE SETUP IN THE STREET TO ENSURE EMERGENCY VEHICLES MAY GET THROUGH. INFLATABALES SHOULD BE SETUP, OPERATED, AND TAKEN DOWN IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.



SPECIAL EVENT APPLICATION PACKET: HOLD HARMLESS & INDEMNIFICATION AGREEMENT

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Hold Harmless and Indemnification Agreement

IF YOU HAVE REQUESTED TO HAVE ALCOHOL, ROAD CLOSURE(S), FOOD SERVICE, PARKING LOT CLOSED, SPECIAL FENCING, SPECIAL WATER SERVICE, STAGE, OR TEMPORARY STRUCTURES IN A PUBLIC RIGHT-OF-WAY YOU MUST SIGN THE HOLD HARMLESS AND INDEMNIFICATION AGREEMENT BELOW.

The Undersigned desires to hold the _____ (“Event”) [describe event]. The Village of Riverside agrees to allow the Undersigned to hold the Event in consideration of the Undersigned agreeing to assume all risk pertaining to participation in the Event.

To the fullest extent permitted by law, the Undersigned hereby indemnifies, defends, and holds harmless the Village of Riverside, its elected and appointed officers and officials, employees, agents, and volunteers from and against any and all liability or claim of liability, loss or expense, including defense costs and legal fees and claims for damages of whatsoever character, nature and kind, whether directly or indirectly arising from or connected with an act or omission of the Undersigned, or an agent, invitee, guest, employee, or anyone invited by and/or with the permission and consent of the Undersigned with respect to the operations, activities or services, of any nature whatsoever, of the Event, including, but not limited to, liability expense and claims for: bodily injury, death, personal injury, or property damage caused by the negligence of the Undersigned, or an agent, invitee, guest, employee, or anyone invited by and/or with the permission and consent of the Undersigned, creation or maintenance of a dangerous condition of property, liability, or expense, arising from or connected with the activities, operations or services performed by the Undersigned or on behalf of the Undersigned.

Without limiting the Undersigned’s indemnification of the Village of Riverside as provided above, the Undersigned shall provide and maintain at its own expense for the Event the listed policies of insurance or liability coverage covering the activities, services or operations relating to the Event. All such insurance shall be secured through a carrier(s) satisfactory to the Village of Riverside. The Undersigned shall furnish the Village of Riverside with certificates of insurance naming the Village of Riverside, its elected and appointed officers and officials, employees, agents, and volunteers as additional insureds by original endorsement. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Village of Riverside’s insurance or liability coverage shall always be deemed excess over any other insurance or liability coverage whether primary, excess, pro rata, contingent or any other basis.



SPECIAL EVENT APPLICATION PACKET: HOLD HARMLESS & INDEMNIFICATION
AGREEMENT— CONTINUED

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Hold Harmless and Indemnification Agreement—Continued

Undersigned must provide the coverages that are checked below.

- _____ a. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, property damage and personal injury with a general aggregate of twice the required occurrence limit. The Village of Riverside, its officials, employees, and agents shall be named as an additional insured on a primary and non-contributory basis under the policy or coverage by original endorsement signed by a person authorized to bind coverage.
- _____ b. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- _____ c. Liquor Liability: maintain a minimum of \$2,000,000 per occurrence for its sale of alcoholic beverages and require that any other party selling or serving alcoholic beverages during the Event shall provide Liquor Liability insurance in the same amount with the Village, its agents, employees and officials named as additional insured by original endorsement signed by a person authorized to bind coverage.

Nothing set forth in this Agreement shall be deemed a waiver by the Village of Riverside, of any defenses or immunities that are or would be otherwise available to the Village of Riverside or its elected and appointed officials and officers, employees, agents, and volunteers under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America. The provisions of this Section shall survive the expiration or earlier termination of this Agreement or renewal thereof.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The Undersigned represents it has full authority to execute this Hold Harmless and Indemnification Agreement.

Applicant's Signature

Signature Date



SPECIAL EVENT APPLICATION PACKET: VILLAGE SERVICES COST SHEET

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Village Services Cost Sheet

It is Village policy to equitably permit, assist, and promote community events. Organizers agree to reimburse the Village for costs associated with the activity by their submission of a special event application packet or accepting a permit to conduct an activity. Village sponsored or Village co-sponsored events are exempt for the fee schedule listed below.

ACTIVITY FEE SCHEDULE:

- \$5 REFUSE RECEPTACLES (per receptacle, includes disposal)
- \$60 SPECIAL FENCING/SIGNAGE INSTALLATION & REMOVAL (hourly per employee)
- \$60 CLEAN UP & TRASH DISPOSAL FOLLOWING ACTIVITY (hourly per employee)
- \$25 Fire Department Personnel (hourly per employee)
- \$85 Sworn Police Personnel (hourly per officer)

NOTE: POLICE OFFICER REQUESTS ARE SUBJECT TO THE POLICE DEPARTMENT'S MANPOWER NEEDS AND APPROVAL OF THE DEPARTMENT HEAD. IF VILLAGE OF RIVERSIDE POLICE DEPT. SERVICES ARE NOT REQUESTED, THE APPLICANT MUST PROVIDE STATE OF ILLINOIS LICENSED SECURITY GUARDS TO CONTROL ACCESS AND EGRESS FROM THE SECURED SITE.

NOTE: The Village of Riverside provides this estimate in good faith, however, charges may change depending on the actual use of the Village services in support of the special event.

Village Service	Fee	No. Units	Service Sub Total	Actual No. Units	Service Sub Total	Coordinating G/L Account
Total Estimate				Actual Charges		



Office Use Only

THIS CHECK LIST FOR OFFICE PERSONNEL TO MAKE SURE THAT SPECIAL EVENT APPLICATION PACAKGE IS COMPLETE.

HAS THE APPLICANT:

Filled out the cover sheet?	Yes	No	N/A
Filled out the starter checklist?	Yes	No	N/A
Provided a site plan or diagram?	Yes	No	N/A
Filled out a Park Facility Use application?	Yes	No	N/A

IF APPLICABLE, HAS THE APPLICANT:

Filled out an alcohol permit and provided required documents?	Yes	No	N/A
Filled out the road closure form?	Yes	No	N/A
Filled out the other considerations areas?	Yes	No	N/A
Does the starter checklist match the considerations areas?	Yes	No	N/A
Has the applicant provided required documentation?	Yes	No	N/A
Has the applicant signed the hold harmless agreement?	Yes	No	N/A

Received by: _____
Employee Signature Date



SPECIAL EVENT APPLICATION PACKET: OFFICE USE ONLY

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Office Use Only APPROVAL RECOMMENDED: I have reviewed the attached Special Event Application Packet and find the information acceptable to my department, subject to any conditions or restrictions as stated below.

Village Manager _____ Date

Forwarded to: _____ Date

Assistant Village Manager _____ Date

Forwarded to: _____ Date

Finance Director _____ Date

Forwarded to: _____ Date

Public Safety Director _____ Date

Forwarded to: _____ Date

Parks & Recreation Director _____ Date

Forwarded to: _____ Date

Public Works Director _____ Date

Forwarded to: _____ Date

Conditions/Restrictions:

