



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 11 and 12 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.

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



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:

COMMUNITY EVENT _____

VILLAGE (CO-) SPONSORED _____

MUSIC 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 6

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 10

NEED FOR MAINTENANCE WORKERS _____ YES NO — see page 10

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 is prohibited. If alcoholic beverages will be sold or served on private property, a **Village of Riverside Daily Permit to Sell or Serve Alcoholic Liquor must be 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), which details the Daily Permit exclusive availability to churches, social, civic, or fraternal organizations or recognized associations or groups.

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 _____

I/We, the undersigned, agree to abide by all Village Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the Village of Riverside, its Trustees, officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the selling or serving of alcohol at the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Riverside Daily Permit to Sell or Serve Alcoholic Liquor for or during the scheduled event.

Signature of Representative

Date of Signature



SPECIAL EVENT APPLICATION PACKET: ROAD CLOSURE APPLICATION

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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.

I/We, the undersigned, agree to abide by all Village Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the Village of Riverside, its Trustees, officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.

Signature of Representative

Date of Signature



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 AND FARMER'S MARKET FOOD VENDOR PERMIT 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. **APPLICANT MUST SIGN HOLD HARMLESS AGREEMENT.**



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 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). **APPLICANT MUST SIGN HOLD HARMLESS AGREEMENT.**



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. **APPLICANT MUST SIGN HOLD HARMLESS AGREEMENT.**

Temporary Structures

I will have a temporary structure(s) at the event. _____
Initial

THE APPLICANT MUST ACQUIRE LIABILITY INSURANCE FOR ALL TEMPORARY STRUCTURES, INCLUDING VEHICLES, TENTS, INFLATABLE OBJECTS, AND ANY RECREATION STRUCTURE INTENDED TO BE LOCATED 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. **APPLICANT MUST SIGN HOLD HARMLESS AGREEMENT.**



Hold Harmless Agreement

IF YOU HAVE REQUESTED TO HAVE A PARKING LOT CLOSED AND/OR ERECT SPECIAL FENCING OR TEMPORARY STRUCTURES IN A PUBLIC RIGHT-OF-WAY, YOU MUST SIGN THE HOLD HARMLESS AGREEMENT BELOW.

I/We, the undersigned, agree to abide by all Village Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the Village of Riverside, its Trustees, officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the erecting, construction or the maintenance of any special fencing, stage(s) or temporary structures of any kind whether or not it is located in the public right-of way, the conduct, activities or negligence of any individual, contractor or organization constructing erecting or maintaining any such structures and the closing of any parking lot for the scheduled event.

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:

