



SPECIAL EVENT PERMIT APPLICATION

Thank you for your interest in holding a special event in the Village of Itasca! We look forward to working with you to bring your event to life! Anyone who intends to host a special event within the corporate limits of the Village of Itasca must first complete this application in its entirety. For questions or assistance completing the application, please contact Village Hall at 630-773-0835.

KEY INFORMATION

- This application, along with all required supporting documents, must be submitted to the Village at least 30 days before the event date. Liquor license requests must also be submitted 30 days in advance.
- Applications can be submitted online at itasca.com, in person at Village Hall, emailed to communications@itasca.com, or mailed to the Village of Itasca, Attn: Special Events, 550 W. Irving Park Road, Itasca, IL 60143.
- Events are approved based on Village resources, scheduling, and event logistics. The Village may deny permits due to conflicts, parking limitations, unpaid fees, missed deadlines, or prior event issues.
- Approved applicants will receive an official permit.

SUBMISSIONS MUST INCLUDE

- Application
- Proof of liability insurance coverage
- Supplemental forms when applicable
- Site Plan

APPLICANT INFORMATION

Applicant Name: _____ **Organization:** _____

Phone Number: _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

GENERAL EVENT INFORMATION

Event Type (check one):

- ☐ Art/Market/Sale ☐ Circus ☐ Concert
☐ Festival/Carnival ☐ Parade/Race ☐ Other

If selected other, please specify: _____

Event Name: _____ **Event Date(s):** _____

Event Address: _____

Event Hours: _____ **Anticipated Attendance:** _____

Setup Date & Time: _____ **Take Down Date & Time:** _____

Has this event been held in the past? ☐ Yes ☐ No If yes, please provide most recent date: _____



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ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided is correct and complete. I acknowledge having read and understood the information contained in this application. I agree to conduct my special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

Signature of Organizer

Date

OFFICE USE ONLY

Date Recieved:

☐ Approved ☐ Not Approved

Signature

Date

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ADDITIONAL EVENT INFORMATION & SUPPLEMENT FORMS

Depending on the nature and components of your special event, you may be required to complete additional forms. Review the following checklist carefully and complete any supplement forms that apply to your event. These supplement forms support specific needs such as property ownership, street closures, and special uses.

All below forms are included at the end of this packet for your convenience, or available at itasca.com/specialevents

		YES	NO
PROPERTY OWNERSHIP	Will this event be held on private property? <i>If yes, provide a Letter of Permission from Property Owner.</i>	☐	☐
BUILDINGS	Will tents (larger than 10' x 10'), stages, or other structures be erected on-site? <i>If yes, fill out and submit a Temporary Building Permit Application.</i>	☐	☐
SIGNAGE	Will any off-site temporary signs, banners, or advertising be used? <i>If yes, fill out and submit the Temporary Sign Permit Application.</i>	☐	☐
STREETS/TRAFFIC	Will this event require street or sidewalk closures? <i>If yes, indicate closure points on the site plan, and fill out and submit the Temporary Street Closure and Barricade Request. The Village of Itasca may provide barricades upon request.</i>	☐	☐
AMPLIFIED NOISE	Will this event include speakers or amplified noise? <i>If yes, fill out and submit the Amplified Noise Permit Request.</i>	☐	☐
ALCOHOL	Will alcoholic beverages be served or sold at this event? <i>If yes, you must obtain a license from the Village of Itasca Liquor Control Commissioner. Review the Event Liquor Requirements Packet.</i>	☐	☐
FOOD SERVICE	Will there be food sold at this event? <i>If yes, each vendor is required to have a DuPage County Health Department "Temporary Food Service Permit"; for more information, visit their website.</i>	☐	☐
FIREWORKS	Will there be fireworks at this event? <i>If yes, fill out and submit a Outdoor Pyrotechnics Display Permit Application.</i>	☐	☐
WATER	Will the event require water access? <i>If yes, fill out the Hydrant Meter Application.</i>	☐	☐
EXOTIC ANIMALS	Will the event feature exotic animals or wildlife displays? <i>If yes, please complete and submit the Exotic Animal Permit Request.</i>	☐	☐
RESIDENT NOTIFICATION	Have you notified nearby residents or businesses about your event? <i>If no, please be sure to notify nearby residents by mail or posted notice.</i>	☐	☐

CERTIFICATE OF INSURANCE



All vendors, performers, contractors providing services or equipment for the event are required to provide COI's. COI's must be attached with the submission of this application.

- *The certificate must name the Village of Itasca as an additional insured and include coverage limits as required by the Village.*
- *Review the **COI Requirements** and **Sample Certificate of Liability Insurance** for reference.*

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EVENT SITE PLAN REQUIREMENTS

To ensure your event is reviewed efficiently and thoroughly, please submit the following materials with your application:

- A detailed 11" x 17" **site layout map**
- A **written event plan** explaining any elements not easily shown on the map

Both components are required for your application to be considered complete.

SITE LAYOUT MAP

Your map must clearly show the full layout of your event and include the following elements:

- **Tents/Structures** Size and exact location of all tents, stages, or any temporary structures.
- **Food & Beverage Areas** Locations where food, beverages, or alcohol will be prepared or sold.
- **Rides & Attractions** Locations of any amusement rides, carnival games, inflatables, or entertainment structures.
- **Restroom Facilities** Placement of portable toilets or access to permanent restrooms.
- **Lighting** Placement of temporary lighting. Note any potential impact on neighboring properties.
- **Event Signage** Location and type of all promotional or directional signs
Note: Signage in the public right of way is not permitted unless specifically approved by the Village.
- **Use of Streets, Sidewalks, and Public Spaces** Mark any areas of public property that will be used or closed off
- **Traffic Control & Parking** Road closures, detour routes, shuttle areas, and designated parking locations

WRITTEN EVENT PLAN

If any details cannot be easily represented on the map, please include them in the written description. The written plan must address the following:

A. Infrastructure & Support

- **Power and Utility Access** Requests for electricity, water hookups, or other utility needs.
- **Stage or Sound System Use** Entertainment requiring a speaker system, including time, location, and amplification level.
- **Use of Village Services** Any support needed from the Village (e.g., barricades, fencing, police, public works, trash collection).

B. Safety & Emergency Planning

- **Security Plan** General event security and any overnight security arrangements.
- **Emergency Response Plan**
 - How you plan to communicate emergencies
 - What the evacuation routes are
 - Any on-site or near by shelter locations
 - Where the first aid station will be located
 - Will there be any on-site emergency medical personnel

C. Communication & Clean-Up

- **Resident/Business Notification Plan** Include how and when adjacent property owners will be notified of street or lot closures. *Notifications must be made at least two weeks in advance of any disruption.*
- **Post-Event Clean-Up Plan** Identify who is responsible and how cleanup will be handled.
- **Accessibility Accommodations** ADA-compliant routes, services, or facilities provided for attendees.