



The Village of Riverdale

Special Events Permit Application

The Village of Riverdale
Office of the Village Clerk
157 W. 144th St.
Riverdale, IL 60827

708.841.2200
708.841.7587.fax
kholcomb@villageofriverdale.net
www.villageofriverdale.net

Do I need a permit?

The Village of Riverdale regulates special events that affect the public right of way or public health, safety and welfare of citizens. Such events require a special events permit. If you answer yes to any of the following questions, you will need a permit:

- Does your event extend to public property, such as a sidewalk, alley, street or parkway?
- Are you cooking and/or serving food to the public?
- Are you serving alcohol to the public?
- Are you obstructing or redirecting vehicular or pedestrian traffic?
- Are you placing anything on public property such as stage, tent, temporary structure, kiosk, tables, and chairs?
- Do you anticipate the need to hire off duty police for security purposes?
- Do you need signage to reserve parking spaces?

If a permit is required, complete the following Special Events Application Form and submit it to:

Village of Riverdale
Office of the Village Clerk
157 W. 144th St.
Riverdale, IL 60827

Special Events Checklist

The following checklist will help you understand the information needed and steps that must be taken to apply for a special events permit:

- ☐ Include narrative describing event, including listing all participating merchants, vendors, exhibitors and units, as well as any amplified presentations or musical events.
- ☐ Include reproducible layout/drawing of event with all of the following applicable items (grid available on page 6):
 - Sanitation facilities
 - First aid facilities
 - Emergency vehicle access (12-foot minimum width)
 - Tents/temporary structures
 - Utility lines/generator/portable water source
 - Lighting
 - Area restriction devices such as barricades or other screening- including any detour routes if the street is to be closed
 - Electric power source

☐ Attach list of permits or licenses sought, such as Health, and/ or Liquor License, Electric.

☐ Submit certificate of insurance, naming Village of Riverdale as an additional insured.

☐ If the streets to be closed for an event are bus routes or public highways, the Village will make needed arrangements. Please allow up to two months for this process. Call 708.841.2200 for more details.

Fees

- ☐ \$55 application fee if the application is submitted more than 60 days prior to the event. \$110 If submitted between 59 and 45 days prior to the event. \$165 if it is submitted between 44 and 35 days prior to the event, and \$550 if the application is submitted between 29 and 15 days prior to the event. **The Block Party fee is \$5.**

NO APPLICATION FOR A SPECIAL EVENT SHALL BE ACCEPTED LESS THAN 14 DAYS PRIOR TO THE EVENT.

- ☐ Proof of full payment of any related fees prior to the issuance of the Special Events Permit.

Food

- ☐ If food will be served outside of licensed food establishments, attach a list of vendor(s) and location(s). If initial notification to the Village is not provided, the list of food vendors must be submitted to the Village of Riverdale Inspectional Services Department at least 14 days prior to the event.
- ☐ Notify food vendors that they will be required to complete a Temporary Food Vendor Application and receive a permit. For details, contact the Village of Riverdale Inspectional Services Department at 708.849.2122

Other

- ☐ Area restriction devices such as barricades or other screening, including any detour routes if the street is to be closed.
- ☐ Refuse removal arrangements, whether Village or outside contractor. The Village of Riverdale Public Works Department can provide a list of waste haulers who are licensed in the Village - call 708.841.2200 for more information.
- ☐ Required personal injury and property damage insurance or other such insurance as deemed necessary by the Village. Endorsements requested for all insurance certificates.
- ☐ Attach information on use of volunteers including how many, for what purpose and a description of any training received by these volunteers.

Notice

If your special event will be held more than once during the year with the same location and arrangements, you need to submit only one application listing all dates.

Block parties, block parades and other events otherwise regulated by Village Code and agreements. A Block Party Application is available on the website under "Forms" at www.villageofriverdale.net

Contact

For more information, contact the Office of the Village Clerk at 708.841.2200 or e-mail kholcomb@villageofriverdale.net

Other contacts:

Fire Department 708.849.2122
Police Department 708.841.2203
Public Works 708.841.2202

Keep pages 1 and 2 of this packet for your records.



The Village of Riverdale

Outdoor Special Event Permit Application

The Village of Riverdale
Office of the Village Clerk
157 W. 144th St.
Riverdale, IL 60827

708.841.2200
708.841.5787 fax
kholcomb@villageofriverdale.net
www.villageofriverdale.net

SPONSOR/CONTACT INFORMATION

Name of Sponsor _____ Contact Person _____

Contact Address _____

Contact Phone _____ Contact E-mail Address _____

EVENT INFORMATION

Name of Event _____

Event Date(s) _____ Rain or Alternate Date(s) _____

Event Location/Route (map/layout should be attached) _____

Event Times from _____ am / p.m. until _____ am / p.m.

Number of people projected to attend this event: -----

STREET CLOSURES AND PARKING (\$50 per block per day for each day the street will be closed.)

Street(s) ☐ will not be closed ☐ will be closed (Please attach map or sketch of all closures.)

If closed, which streets and blocks? _____

Closed from _____ a.m. / p.m. _____ a.m. / p.m.

List any other parking-related requests or considerations

VILLAGE SERVICES AND OTHER REQUESTS

Alcohol ☐ will ☐ will not be served other than inside currently licensed establishments

If alcoholic beverages will be served outside, attach list of vendor(s) and location(s). Vendors must have current liquor licenses of required types.

Barricades ☐ will ☐ will not be used

The Village can provide barricades. Village staff deliver and pick up the barricades. Barricades must be erected in accordance with Village directions. Contact Public Works at 708.841.2202 and ask for Public Works Director for more information.

Food ☐ will ☐ will not be served other than inside licensed restaurants

All food vendors must obtain a food permit. Vendors will be inspected by the Village of Riverdale Inspectional Services Department. Contact the department for more details at 708.849.2122

Police will notify you should officers and/or vehicles be required.

Portable bathrooms ☐ will ☐ will not be used

If yes, list number and where they will be located.

Public address system (PA) ☐ will ☐ will not be used

If yes, who will provide, where it will be located and the number and type of musical/entertainment and/or presentations.

Refuse receptacles ☐ will ☐ will not be used

If refuse receptacles will be required, the applicant must coordinate sufficient quantities of containers, refuse collection and removal of emptied containers with an independent hauler. Applicant must provide written verification of adequate refuse disposal accommodations, subject to approval by the Village. If verification such as a contract with a private hauler is not provided with this application, it must be provided at least 14 days prior to the event. Applicant will be charged for any post-event cleanup provided by the Village. The Village of Riverdale Public Works Department can provide a list of waste haulers who are licensed in the Village - call 708.841.2202 for more information.

Special fencing ☐ will ☐ will not be used

If yes, list who will provide it and where it will be located.

Lighting/Electric All participants will need to provide their own source of power for their specific needs; the Village will not provide electrical services of any sort.

List equipment that requires electric power

List source of the electric power

Special water service ☐ will ☐ will not be required

If food is being served, organizers must provide a potable water source. Those wishing to use a Village hydrant or other water source will need to provide a \$1,500 refundable deposit. Vendors may also use their own source.

Stages ☐ will ☐ will not be used

If yes, list who will provide and where it will be located.

Temporary structures (such as tents) ☐ will ☐ will not be erected

If yes, list number, type and location.

INSURANCE

Liability insurance for the event ☐ is attached ☐ is not attached

Note: Prior to the approval of a special event, the Village requires the sponsor(s) to obtain a special event insurance policy. No permit shall be issued until the applicant has supplied to the department proof of insurance evidencing commercial general liability insurance, with limits of not less than 1,000,000.00 per occurrence for bodily injury, personal injury and property damage, naming the village as additional insured on a primary, noncontributory basis for any liability arising directly or indirectly from permittee's operations. The Village must receive proof of insurance in the form of a policy endorsement, in addition to a certificate of insurance, prior to a permit being issued, or the event will not be allowed to proceed. Call 708.841.2200

HOLD HARMLESS AGREEMENT

Please read this form carefully and know that in signing this Hold Harmless Agreement (the "*Agreement*"), the sponsor herein identified below (the "Sponsor"), covenants and agrees to the Village of Riverdale, Cook County, Illinois, as herein described, for good and valuable consideration, the receipt of which is hereby acknowledged, as part of sponsoring and operating an Outdoor Special Event named _____ and located _____ on _____ thru, _____ (2026, 2027, 2028, 2029, 2030) (circle one) (the "Event").

The Sponsor understands, acknowledges and represents that the Village will allow services or products to be provided in conjunction with the operation of the Event by Sponsor upon the express condition that Sponsor indemnify and hold harmless the Village from any claim, demand or liability as a result of the operation of the Event or a service or product being provided for the Event, and waive any claims of liability against the Village, as follows:

1. Sponsor and its officers, agents, employees and assigns shall be permitted to operate the special Event and provide services or products for the Event and agrees to voluntarily assume the risk of any injury or damage to the person or property of the Sponsor or its officers, agents, employees, assigns and invitees and expressly waives any claims or demands against the Village for any acts or omissions of the Village or any of its officers, agents, employees, assigns and invitees causing said injury or damage.
2. It is understood and acknowledged by Sponsor and Sponsor represents that the Village is not liable for any loss, injury, damage, claim, demand, or expense to Sponsor or its officers, agents, employees, assigns or invitees, and further that Sponsor agrees to indemnify and hold harmless Village from any loss, injury, claim, damage, demand, cause of action or liability, including reasonable attorney's fees and costs, resulting from Sponsor's operation of the Event or providing services or products for the Event. If Village shall be subject to any claim, demand or penalty, or become a party to any suit or other judicial or administrative proceeding by reason of the operation of the Event or the services or products provided by Sponsor, its officers, agents, employees or assigns for the Event, or any act or omission with respect to said services or products for the Event or the operation thereof, then Sponsor shall indemnify and hold the Village harmless against all judgments, settlements, penalties and expenses, including attorneys fees, court costs and other expenses of litigation or administrative proceeding, incurred or imposed on the Village in connection with the investigation or defense relating to such claim, litigation or administrative proceeding.
3. It is understood and acknowledged by Sponsor and Sponsor represents that all property of the Sponsor or Sponsor's officers, agents, employees, assigns and invitees, or anyone claiming by or through Sponsor, shall be at the risk of Sponsor or such other person only, and the Village shall not be liable for any damage thereto, including, without limitation, theft or vandalism to any equipment or of any vehicle at the Event.

Nothing in this Agreement shall be interpreted to waive any immunities or privileges provided to the Village, as an Illinois municipal corporation under Illinois statutory or common law, such privileges and immunities being specifically reserved by the Village.

Sponsor covenants and agrees that this Agreement shall be construed in accordance with the laws of the State of Illinois, County of Cook and that if any term or provision of this Agreement shall be held illegal, unenforceable or in conflict with any law governing this Agreement, the validity of the remaining portions shall not be affected thereby.

In signing this Agreement, Sponsor expressly acknowledges and represents that it has read and fully understand this Agreement in its entirety .

Sponsor's Name
(Please Print)

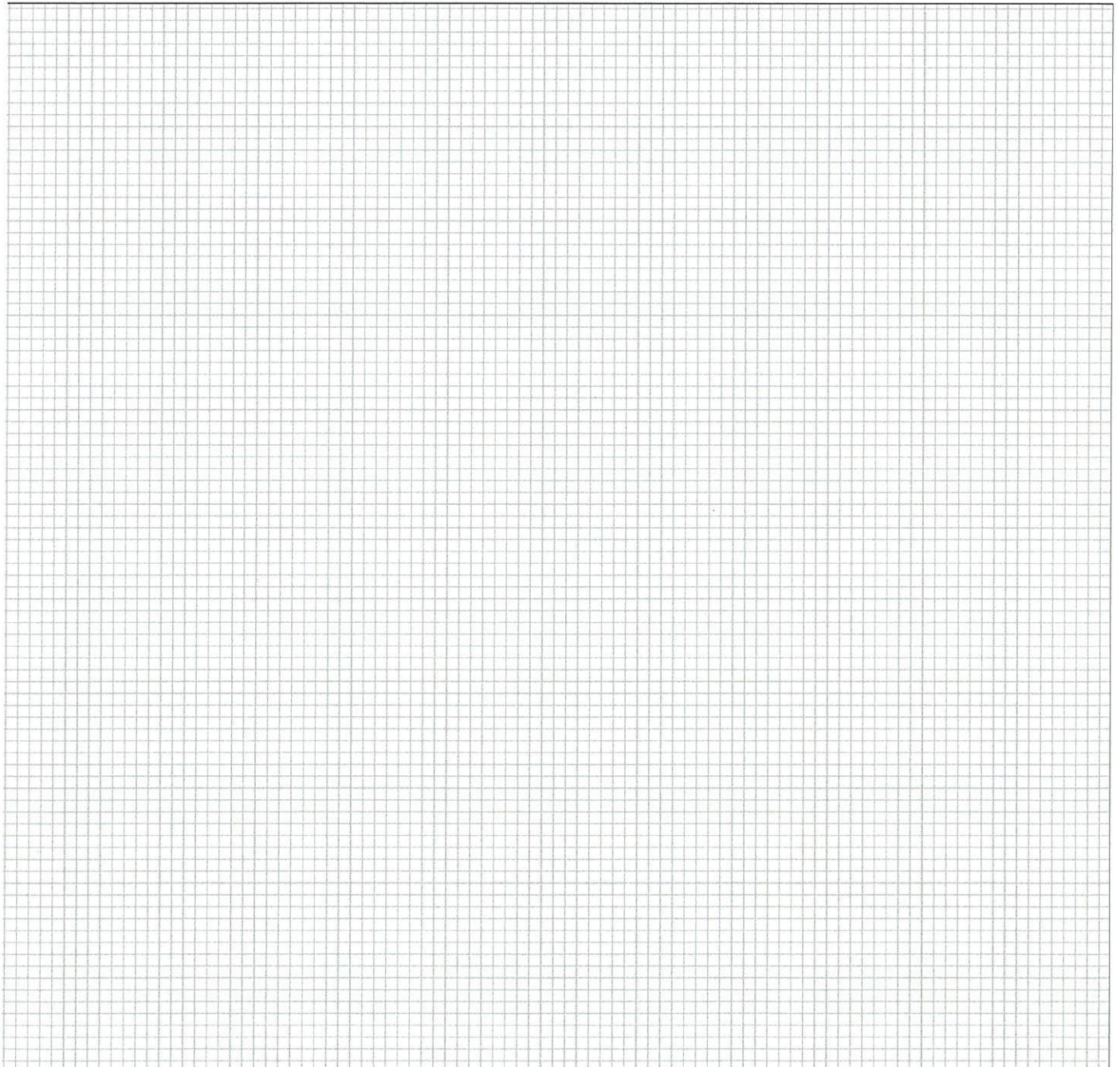
By:

Title:

(Signature)

Please include reproducible layout of event with all of the following applicable items. This drawing indicates the following (check all that apply):

- Sanitation facilities
- First Aid facilities
- Emergency vehicle access (12-foot minimum width)
- Tents/temporary structures
- Utility lines/generator/portable water source
- Lighting
- Area restriction devices such as barricades or other screening - including any detour routes if the street is to be closed
- Map of route for parades, races, etc.
- Equipment that requires electric power
- Location of the electric power source



Make copies of this page as needed.