

SPECIAL EVENT PERMIT APPLICATION**GENERAL**

This is to certify that the Village of Green Oaks has authorized the issuance of a Special Event Permit on the property described below, subject to requirements, conditions, and restrictions stated in this permit:

Applicant Information:

Name	
Address	
Phone Number	
Email Address	

Event Information:

Event Name			
Date		Number of Guests	
Time		Indoor	Outdoor
Location			
Location Address			
Phone Number			
	☐ Food served ____am/pm to ____am/pm		
	☐ Alcohol served ____am/pm to ____am/pm		

I, _____, have read and agree to abide by the stated requirements, conditions, and restrictions for the use of the subject property for which this *Special Event Permit* is being granted.

*Applicant Signature**Date*

*Village Administrator Signature**Date*

REQUIERMENTS, CONDITIONS & RESTRICTIONS

If not applicable, please note N/A

- The adjacent owner's permission shall be obtained for the use of the subject property for the event.
- Use shall be confined to _____(date). Unless otherwise expressly approved, all uses and activities shall be limited to specified hours.
- If applicable, outside music will begin at _____(time) and terminate at _____(time).
- Approximately _____ people are expected to attend the special event.
- No temporary structures shall be erected unless a building permit has been issued and an inspection has been made.
- No permanent or temporary lighting and/or all electrical connections shall be installed without an electrical permit, inspection, and approval by an inspector from the Building Department of Green Oaks.
- The site shall be cleared of all debris within 24 hours of the end of the event.
- Parking allowed only in the lot and must have personnel to take care of that issue.
- If parking is requested on adjacent properties, must have approval of property owner.
- All applicable laws and regulations are to be followed.
- To serve alcohol, please contact the Village Administrative Office to obtain a Temporary Liquor License.
- Applicants should contact Lake County Health Department regarding sanitary facilities and food preparation at 847-360-6700.
- Must hire either off duty police officers or security.