



100 Parkers Mill, Oswego, IL 60543
Ph: 630-554-3618 • Fax: 630-554-3306
Website: www.oswegoil.org
registration@oswegoil.org

Application for a Private Special Event Permit

To ensure the Village can plan adequately for the location and/or services you are requesting on this application, please adhere to the following requirements:

- Private Event Definition: Events not open to the general public
- Application must be completely filled out and received **EIGHT (8) WEEKS** prior to the proposed date of the event. Failure to submit within the eight weeks may result in denial of the application and event. Exceptions can be made for certain types of events. If a question does not apply to your event, please mark the space “N/A”
- Please contact the Oswegoland Park District at (630) 554-1010 if your event includes use of Park District property.
- A non-refundable application fee of \$25.00 will be due for all approved events. Payment will be due at time of permit. Check or money orders should be made payable to: Village of Oswego, 100 Parkers Mill, Oswego, IL 60543. Additional fees may apply and will be dependent on specific services requested.
- All Village ordinances and safety rules pertaining to noise ordinance, parking restrictions, fireworks, recreational fires, outdoor electrical, and weather conditions shall be followed.
- If you are utilizing Village roads/streets for the event, a certificate of insurance must be received before the event can be permitted. The certificate of insurance must have \$1,000,000 in general liability coverage. The name and the date of the event must be listed in the description section of the certificate of insurance. In some cases, a hold harmless agreement will be requested. The certificate must list the Village of Oswego as an additional insured in the following format:

Village of Oswego
It's officials, employees, agents and representatives
100 Parkers Mill
Oswego, IL 60543

If you have any questions regarding the application or application process, please call the Village of Oswego at (630) 551-2346.

FOR OFFICE USE ONLY

Permit No. _____ Issue Date: _____
Application Fees Paid: _____ Date Paid: _____

1. Name of Event: _____

Location of Event (Address): _____

Type of Event (please check all that apply):

- Birthday Party Block Party Fundraiser
 Graduation Wedding/Reception _____

Event Date From: _____ To: _____

Event Hours From: _____ To: _____

Projected number of persons attending the event: _____

Describe Event: _____

Will barricades be necessary for a street closure? Yes: No:

List proposed streets to be closed: _____

Date and time of street closing: _____

If yes, give exact location for delivery of barricades (after the event, please bring the barricades back to the location they were delivered to): _____

2. Contact Person for the Event: _____

Address: _____

Phone: Daytime _____ Evening _____

Email Address: _____

3. Is a tent, inflatable structure, or other temporary structure(s) being erected or used on-site for this event? Yes: No:

If yes, include a description, or a site plan, diagramming where the structure(s) will be located on the site.

Flame certificates **MUST** be provided before a permit will be approved.

Name of tent company or company erecting the tent, inflatable structure or other temporary structure(s):

Address: _____

Phone Number: _____

List the exact tent, inflatable structure, or other temporary structure size(s):

Note: Tents larger than 12x12 will need to be permitted and inspected.

4. Will signs or banners be hung: Yes: No:

If yes, how many? _____

Describe in detail the proposed location(s) or attach a site plan: _____

For more information on tent, sign and banner regulations, contact the Building and Zoning Department at (630) 554-2310.

5. How do you plan to publicize the event? Attach a copy of the publicity plan or flyer if available.

6. Will there be any entertainment, performances or music? Yes: No:

If yes, describe: _____

Will you need the Fire Department to participate or assist with the event? Yes: No:

If yes, please contact Lt. Kris Kearns at 630-383-0523, or at kkearns@oswegofire.com

Will you need the Police Department to participate or assist with the event? Yes: No:

If yes, please contact D.C. Brad Delphey at bdelphey@oswegoil.org

7. Describe, in detail, your plan for cleaning, recycling, and disposing of all refuse from this event. You must provide a plan for accommodating recyclables. _____

8. Will you familiarize yourself with all the laws of the United States, State of Illinois, Kendall County and ordinances of the Village of Oswego pertaining to the Human Trafficking Resource Center Notice Act? Yes: No:

Note: All special events, on public property, requiring a permit shall post a Human Trafficking notice in accordance with 775 ILCS 50/5 (PA 100-0671). Notices must be visible by the public, employees, volunteers and any others who may be attending or part of the special event.

9. What are your plans for providing emergency services? _____
Note: All emergency services shall include the requirement to call 911.

PENALTY: Any person found liable/guilty by a preponderance of the evidence of a violation of Village Code, relating to this licensing, in an administrative/judicial hearing shall be subject to a class IV fine, plus applicable hearing costs, as provided in subsection 1-4-3G of this code. The Village of Oswego Police Department may shut down any event deemed to be in violation of this code.

Waiver and Hold Harmless Agreement

As the event applicant, I will abide by the approved permit and/or permits and will make every effort to resolve any conflicts through appropriate communications. Furthermore, I understand that the Village of Oswego, its officials, employees, and agents will not be responsible for any property left unattended at the event, and that I am responsible for reporting incidents of vandalism or illegal activity at the event by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor(s), and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the Village of Oswego for any and all loss incurred by it in repairing or replacing damage to Village of Oswego property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the Village of Oswego, its officers, agents, and employees from any liability to any person, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agents, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all special use regulations/ requirements/agreements. I do hereby agree to abide by all federal, state, local and Village of Oswego laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Village of Oswego property. I understand that lack of meeting all requirements may result in the denial of the proposed special event. In the event that information provided on this form changes, or the event is canceled, I will inform the Village of Oswego, in writing, at least two (2) weeks prior to the event.

Applicant Signature: Date: _____

Print or Type Name:

Daytime Phone Number: Email Address: _____

Thank you for taking the time to complete this application clearly and completely. Remember to include a site plan, if appropriate, and sign the application. We look forward to working with you on a very successful event.