



100 Parkers Mill, Oswego, IL 60543  
Ph: 630-554-3618 • Fax: 630-554-3306  
Website: [www.oswegoil.org](http://www.oswegoil.org)  
registration@oswegoil.org

---

## Application for a Public 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:

- Public Event Definition: Events 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".
- 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.
- If applicable, site plans need to be attached to the application
- Applicant may be contacted to clarify information; please provide proper contact information
- If you are utilizing Village roads/streets for the event, a certificate of general liability 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 (check all that apply)

Street     Public Lot     Park     Private Property

Is this a first-time event at this location?                      Yes:                       No:

If no, how does this event differ from previous years? \_\_\_\_\_

Type of Event (please check all that apply):

Car Show/ How many vehicles: \_\_\_\_\_                       Concert  
 Festival                       Fundraiser                       Parade\*  
 1K/5K/10K Race\*                       Triathlon\*                       \_\_\_\_\_  
 \_\_\_\_\_

**Note: Attach proposed route or map, including assembly and disbanding areas. In the event that a State Route must be temporarily closed, please allow extra time so that approvals can be acquired from the State of Illinois Department of Transportation.**

Event Date (no rain dates): From: \_\_\_\_\_ To: \_\_\_\_\_

Event Hours                      From: \_\_\_\_\_ To: \_\_\_\_\_

Set Up:                      Date \_\_\_\_\_ Hours \_\_\_\_\_ - \_\_\_\_\_

Dismantling:                      Date \_\_\_\_\_ Hours \_\_\_\_\_ - \_\_\_\_\_

Projected number of persons attending the event: \_\_\_\_\_

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

If yes, give exact location for delivery of barricades (after the event please put barricades back to the location that they were delivered): \_\_\_\_\_

List proposed streets to be closed: \_\_\_\_\_

Closest cross streets to the event site: \_\_\_\_\_

Street address or block number: \_\_\_\_\_

Date and time of street closing: \_\_\_\_\_

Date and time of street re-opening: \_\_\_\_\_

Park name: \_\_\_\_\_

**Note: Please contact the Oswegoland Park District at (630) 554-1010 if your event includes use of Park District property.**

Describe Event: \_\_\_\_\_

\_\_\_\_\_

Purpose of event: \_\_\_\_\_

\_\_\_\_\_

2. Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

3. Person Responsible for Conducting the Event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Will an entry/admission fee (excluding vendors) be charged to participate?

Yes:  No:  If yes, how much?: \_\_\_\_\_

List all parties who will receive the proceeds from this event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Should vehicle parking be restricted in specific areas? Yes :  No:

If yes, "no parking" signs are required to be posted 24 hours in advance of the event date.

Indicate the area where you would like parking to be restricted: \_\_\_\_\_

\_\_\_\_\_

6. Indicate parking areas identified to accommodate persons attending the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Indicate parking area identified to accommodate event sponsor, employees, volunteers and other vehicles not needed on site: \_\_\_\_\_  
\_\_\_\_\_

8. Projected number of persons working at this event: \_\_\_\_\_

Projected number of vehicles used for event: \_\_\_\_\_

Type of vehicles used for the event: \_\_\_\_\_  
\_\_\_\_\_

Purpose of vehicles: \_\_\_\_\_  
\_\_\_\_\_

9. 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.**

10. Will a generator be used for power: Yes:  No:

Will electrical wiring need to be installed: Yes:  No:

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

If yes, how many? \_\_\_\_\_

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

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

12. How many portable restroom facilities will you be providing on site for this event? \_\_\_\_\_

**Note: An adequate number of portable facilities need to be provided. Please remember to have an appropriate number of handicapped accessible facilities available also.**

How many sinks will you be providing for this event? \_\_\_\_\_

13. How do you plan to publicize this proposed event? Attach a copy of the publicity plan, or flyer, if available. \_\_\_\_\_  
\_\_\_\_\_

14. Will there be any entertainment, performances or music? Yes:  No:   
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

Will there be a stage set-up for the event? 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](mailto: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](mailto:bdelphey@oswegoil.org)

15. Will access to a fire hydrant be needed? Yes:  No:

**Note: For use of a fire hydrant, contact the Department of Public Works at (630) 554-3242.**

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

Clean-up Committee Contact Person: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

17. Will any additional trash receptacles, recycle bins, and/or dumpsters be required in the event area? If so please list the number and identify on the site map the location of additional trash receptacles/recycle bins/dumpsters.

Yes:  No:  Number of trash receptacles: \_\_\_\_\_

Number of dumpsters: \_\_\_\_\_ Number of recycle bins \_\_\_\_\_

Where exactly, at the event site, will the trash receptacles, recycle bins or dumpsters be delivered or located? Please mark location on site plan. \_\_\_\_\_

18. Are any food vendors participating in the event?

Yes:  No:  If yes, how many: \_\_\_\_\_

Provide the name, address, phone and email for all food vendors participating:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note: Please list additional food vendors on a separate sheet of paper and attach to the application.**

19. Are any street vendors participating in the event?

Yes:  No:  If yes, how many: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note: Please list additional street vendors on a separate sheet of paper and attach to the application.**

20. Do you plan to sell beer, wine or liquor for public consumption?

Yes:  No:

If yes, you must obtain a license from the Village of Oswego Liquor Control Commissioner. Please contact the Village Clerk's office at (630) 554-3259. The retail sale and consumption of alcoholic liquor shall be limited to the premises specified in the permit, which premises shall be entirely enclosed by a six (6) foot chain linked fence and at the discretion of the Liquor Commission and the Chief of Police. For additional information concerning liquor licensing, please refer to Title 3 Chapter 7 of Village code.

21. Will you provide security?

Name of security firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note: For the use of Oswego Police Department personnel and costs, contact the Oswego Police Department at (630) 551-7300.**

22. 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.**

22. 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. Remember to include a site plan, if appropriate, and sign the application. We look forward to working with you on a very successful event.