

## Special Event Permit Village of Buckner

### SPECIAL EVENTS PERMIT APPLICATION

If you are planning to host an outside event, please complete this permit application and return it at least 60 days prior to the event. Please include a layout of the event.

- This application serves as the starting point for events. Additional applications may be required.
- Your permit fee and any additional charges will be determined after submission of all documentation.
- Additional documents that you will need to submit with your application:
- Certificate of Insurance
- Medical, security, and parking plans
- Layout of your event that includes fencing, port-o-lets, dumpsters, etc.
- A sample press release and notice to residents/businesses.
- Completed application must be submitted to the Village of Buckner no less than 30 days before your event. Submission of an application does not guarantee approval.
- Applications are reviewed and approved by the Village of Buckner.
- This application can be emailed to [BucknerIllinoisMayor@yahoo.com](mailto:BucknerIllinoisMayor@yahoo.com) or sent to: Village of Buckner Attn: Special Events, 200 E. Main St P.O. Box 176 Buckner, IL 62819.

### PRIMARY EVENT CONTACT INFORMATION

APPLICANT'S FULL NAME \_\_\_\_\_

APPLICANT'S PHONE NUMBER \_\_\_\_\_

APPLICANT'S ADDRESS (STREET, CITY, STATE, ZIP) \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS \_\_\_\_\_

This will be our Village staff's contact person during the application process, and where all correspondence will be sent during this permit process. \_\_\_\_\_

DO YOU WANT TO HOLD YOUR EVENT ON VILLAGE PROPERTY? Yes    No   

EVENT TITLE \_\_\_\_\_ EVENT SPONSOR \_\_\_\_\_

ONSITE PHONE DURING EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

Please be as specific as possible and attach a scaled layout of the event. This will be reviewed by the Village of Buckner and Fire Department to ensure all state laws and ordinances are followed.

SECONDARY EVENT CONTACT \_\_\_\_\_

SECONDARY CONTACT PHONE NUMBER \_\_\_\_\_

EVENT WEBSITE LINK EVENT DESCRIPTION \_\_\_\_\_

ADMISSION FEE \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES \_\_\_\_\_

### COMMUNITY DEVELOPMENT

DO YOU PLAN ON HAVING A TENT STRUCTURE AT THE EVENT? Yes \_\_\_\_ No \_\_\_\_

DO YOU PLAN ON HAVING A FIRE EXTINGUISHER FOR EVERY TENT STRUCTURE OVER 700 SQ FEET? Yes \_\_\_\_ No \_\_\_\_

YOU PLAN ON USING TENTS OVER 10'X10' AT THIS EVENT? Yes \_\_\_\_ No \_\_\_\_

DO YOU PLAN ON SERVING FOOD/DRINKS AT YOUR EVENT? Yes \_\_\_\_ No \_\_\_\_

If you plan on using tents over 10'x10', please initial that someone from the event sponsor's organization will be there when tents are dropped off, set up, and picked up.

BEVERAGES WILL BE SERVED IN (CHECK ALL THAT APPLY): plastic cups \_\_\_\_\_ plastic bottles \_\_\_\_\_  
aluminum cans \_\_\_\_\_ glass bottles \_\_\_\_\_ other \_\_\_\_\_

DO YOU PLAN ON CONDUCTING A RAFFLE? Yes \_\_\_\_ No \_\_\_\_ If so, please attach your raffle license to the application.

### FIRE DEPARTMENT

DO YOU PLAN ON HAVING FIREWORKS/PYROTECHNICS AT YOUR EVENT? Yes \_\_\_\_ No \_\_\_\_ If so, additional paperwork is required. Please contact (618) 724-7501 for further information.

DESCRIBE YOUR MEDICAL PLAN

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MEDICAL SERVICES PROVIDER FOR DAY OF EVENT

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MEDICAL SERVICES PROVIDER EMAIL PHONE NUMBER \_\_\_\_\_

MEDICAL SERVICES PROVIDER EMAIL \_\_\_\_\_

DO YOU PLAN ON HAVING A BONFIRE AT YOUR EVENT? Yes \_\_\_\_ No \_\_\_\_

YOU PLAN ON USING ELECTRIC AT YOUR EVENT? If so, please indicate what it will be used for, and your power needs. (On Village Property only): Yes \_\_\_\_ No \_\_\_\_

DO YOU PLAN ON USING A GENERATOR AT YOUR EVENT? If so, please indicate what kind and what supplier: Yes \_\_\_\_ No \_\_\_\_

IF YOU ARE ON VILLAGE PROPERTY (PARKS, VILLAGE PARKING LOTS, ETC.), DO YOU PLAN ON HAVING TRASH AND RECYCLING RECEPTACLES AT YOUR EVENT? \_\_\_\_\_

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

IF YOU ARE ON VILLAGE PROPERTY, DO YOU PLAN ON HAVING A DUMPSTER ON SITE? Yes \_\_\_\_ No \_\_\_\_

### ADDITIONAL REQUIREMENTS

The applicant must provide the department with a certificate of general liability with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and with a general aggregate limit of not less than two million dollars (\$2,000,000). This insurance shall not be required for residential block events, parades and noncommercial expressive activities protected under the first amendment of the constitution of the United States.

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HAVE YOU MET WITH THE RESIDENTS, BUSINESSES, PLACES OF WORSHIP, SCHOOLS AND OTHER ENTITIES THAT MAY BE DIRECTLY IMPACTED BY YOUR EVENT? IF YES, PLEASE LIST THESE ENTITIES. IF NOT, PLEASE EXPLAIN:

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DO YOU HAVE A SAMPLE OF THE NOTICE AND PRESS RELEASE THAT YOU PROPOSE TO DISTRIBUTE TWO WEEKS PRIOR TO YOUR EVENT? IF YES, PLEASE ATTACH. IF NOT, PLEASE EXPLAIN:

- If you plan on using amplification, please be advised that although there is no permit which can be issued that addresses music, if complaints of any type are received, the Police Department is obligated to respond and enforce the Village Code/Ordinance.
- Sound cannot be amplified more than 50 feet from the sound amplification device.
- If this is for a car show, please request the sound amplification ordinance through the special events office.
- It is unlawful to use, operate or employ any such amplifying equipment unless the Village of Buckner Noise Ordinance/Guidelines are followed.
- The operation of sound amplifying equipment shall only occur Sundays through Thursdays between the hours of 8:00 a.m. - 8:00 p.m., prevailing time, and Fridays and Saturdays 8:00 a.m.-11:00 p.m., prevailing time. Some events may be extended if approved by the Mayor and Village Board.
- No sound amplifying equipment shall be operated within 200 feet of churches, schools or hospitals.
- Sound amplification devices noise limitation from residential properties: No person shall operate or permit operation of any sound amplification device or system from any residential property within the Village which can be heard from a distance of Fifty feet (50') or more from any property line of such residential property during nighttime hours.

DO YOU PLAN ON HAVING MUSIC/AMPLIFICATION AT YOUR EVENT? If so, check "yes" confirming you have read and will comply with the ordinance requirements below. Yes  No

DO YOU PLAN ON HIRING OUTSIDE SECURITY?

SECURITY COMPANY NAME \_\_\_\_\_

AMOUNT OF HIRED SECURITY \_\_\_\_\_

POSTED LOCATIONS FOR SECURITY \_\_\_\_\_

SECURITY COMPANY CONTACT INFORMATION \_\_\_\_\_ Yes  No

DO YOU PLAN ON HAVING A CARNIVAL AT YOUR EVENT? Yes  No

DO YOU PLAN ON HAVING A RUN, PARADE, OR WALK AT YOUR EVENT? Yes  No  If so, please attach the Street/Parking Lot Closure application. If so, please attach the Carnival application.

NUMBER OF STAGES NUMBER OF PERFORMERS \_\_\_\_\_

PERFORMER/BAND AND MUSIC TYPE

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DESCRIBE THE SOUND EQUIPMENT BEING USED

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NUMBER OF BANDS \_\_\_\_\_

DO YOU PLAN ON SERVING ALCOHOL? Yes  No  If so, please note that serving or consumption of alcoholic beverages in the public right-of-way is prohibited unless a liquor license has been issued. To

obtain a liquor license please contact the Village Clerk's Office at least 60 days prior to the event at (618) 724-7501. \_\_\_\_\_

EXPLAIN YOUR EVENT SECURITY AND PARKING PLAN: DO YOU PLAN ON VILLAGE STREET OR PARKING LOT CLOSURES? If so, please attach the Street/Parking Lot Closure application. Any Village Street/Village Parking lot Closure will only be approved if notices to the residents and businesses are sent, a press release is sent to the media, and signs to the public are posted. Please attach a sample of each to the Street/Parking Lot Closure application. Yes \_\_\_\_ No \_\_\_\_

DO YOU PLAN ON REQUIRING A MINIMUM TICKET PURCHASE AT THE ENTRY POINTS IN ORDER TO ENTER THE EVENT GROUNDS? If so, what is the amount and is it per person or per family? \_\_\_\_\_  
Yes \_\_\_\_ No \_\_\_\_

PUBLIC WORKS DEPARTMENT DO YOU PLAN ON HAVING PORTABLE RESTROOMS AND SINKS AT YOUR EVENT? Yes \_\_\_\_ No \_\_\_\_ If so, please indicate number of each and provider information: REGULAR PORT-O-LETS \_\_\_\_\_ ACCESSIBLE PORT-O-LETS \_\_\_\_\_ HAND WASHING SINKS \_\_\_\_\_ SERVICE PROVIDER \_\_\_\_\_ SERVICE PROVIDER PHONE NUMBER \_\_\_\_\_

DO YOU PLAN ON PROVIDING (A) DUMPSTER(S)? Yes \_\_\_\_ No \_\_\_\_ SERVICE PROVIDER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ LOCATION(S) OF DUMPSTERS \_\_\_\_\_ If this is on Village property, please initial that someone from the event sponsor's organization will be there when dumpster(s) are dropped off, set up, and picked up. \_\_\_\_\_ NUMBER OF DUMPSTERS \_\_\_\_\_ SIZE OF DUMPSTERS \_\_\_\_\_ DELIVERY DATE \_\_\_\_\_ PICK-UP DATE \_\_\_\_\_

#### APPLICANT SIGNATURE

Please sign below stating that all of the above referenced Village ordinances and policies have been read, agreed to, and will be followed by the event sponsor in accordance with the proposed special event. Please sign below to confirm that you have included the non-refundable application fee with this application. Please note that additional fees may be incurred for Village services.

APPLICANT NAME (PRINT) \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SPECIAL EVENT PERMIT FEES** \$25 per event

**OFFICE USE ONLY:** \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

NAME (PRINT) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_