

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 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

MEDICAL SERVICES PROVIDER FOR DAY OF EVENT

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.

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:

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 _____

DESCRIBE THE SOUND EQUIPMENT BEING USED _____

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 _____