

Special Event Permit-Part 1
 Tinley Park-Park District
 8125 W 171 St.
 Tinley Park, Illinois 60477
 708-342-4200



Thank you for considering the Tinley Park-Park District for your upcoming event. Completion of this application is the first step in the planning process to secure your permit. *Please note: This application is ONLY for events to be held within a park or facility of the Tinley Park-Park District. Additional Permit maybe needed through the Village of Tinley Park.*

Organization/Person Name: _____

Contact: _____

Address: _____

Phone: _____ Email: _____

Day of Event Phone: _____ Name: _____

Event Information

Event Name: _____ Type of Event: _____

Please tell us about the event you wish to hold:

Estimated Attendance: _____

First Choice	Park Requested	Specific Space in Park to be used	
	Event Date	Event Start Time	Event End Time
	Set-Up Start and End Time	Clean Up Start and End	Total Hours Requested
Second Choice	Park Requested	Specific Space in Park to be used	
	Event Date	Event Start Time	Event End Time
	Set-Up Start and End Time	Clean Up Start and End	Total Hours Requested

Please check all that will be included in your event:

- Entertainment:** _____
**please list all entertainment/performers and list amplification equipment to be used*
- Tents:** _____
**please list exact dimensions and descriptions, no stakes are allowed to be used*
- Vendors:** _____
**please list all vendors, include address, phone, and Illinois Sales Tax ID number, please use a separate sheet if necessary*
- Garbage Removal:** _____
**please note a \$100 per man hour fee for clean-up will be charged if area if not left free of debris*
- Electricity:** _____
****electricity is not provided by the Park District**, please list power source (COI is needed for all generator usage)*
- Portable Restrooms:** _____
**Based on the size of the event, port-a-johns will be ordered accordingly by the Park District and billed to the permit holder. The Park District requires 2 port-a-johns for every 100 people for an event lasting more than 2 hours and one handicapped stall for every 200 people*
- Traffic Control/Security:** _____
**The Park District reserves the right to require the permit holder to provide, at their own expense, an off duty Tinley Park Police Officer to be present on the premises during the event at a ratio of 1 officer to every 40 people in attendance.*
- Admission and Selling of Items:** _____
** Park Code does not allow for organizations to fundraise, charge admission or sell any food or other goods and services without written approval from the Park District. Please list any fees to be collected, detailed plans for collecting any fees before, during or after your event.*

_____ A copy of an approved Village of Tinley Park Events Permit is attached if needed
** Examples of when a Village permit will be needed include, but not limited to, and event where traffic control or street closures is required, fireworks will be used, etc. Please call the Park District if you have any questions prior to submitting your application.*

_____ A Certificate of Insurance listing the Tinley Park-Park District as additionally insured will be required for events, minimum coverage is 1 Million dollars. This includes any event where there will be outside vendors including food or beverage, entertainers, inflatables etc. Each company to be used during event will need to provide insurance listing the Tinley Park-Park District as additionally insured will be required for events, minimum coverage is 1 Million dollars before the permit will be approved.

Please Note:

- Alcohol is not permitted.
- Restoration of site before departure includes removal of all tents, booths, tables, and garbage.
- Vehicles are permitted in designated parking lots only, no vehicles may be driven or parked in any other area.
- All equipment must be free standing, no stakes or footings maybe driven into the ground.
- It is prohibited to affix temporary signage or equipment to trees, light poles, traffic, signs etc.
- Park Code does not allow for organizations to fundraise, charge admission or sell any food or other goods and services without written approval from the Park District.

APPLICANT MUST BE 21 YEARS OR OLDER TO OBTAIN PERMIT

Any special requests, including but not limited to the use of facilities for inflatables, carnival type equipment, DJ, musical entertainment, conducting a raffle, selling of products, admittance fee, etc. Must be presented as part of this permit to the Park District no less then 60 days prior to the permit dale for approval.

In the best interest of the community, the Park District reserves the right to revoke the permit of any group or individual at the discretion of the Park District.

I have read the rules and completed the application form, have answered all questions to the best of my knowledge and ability. I understand any misrepresentation or falsification of this application will be grounds for denial or immediate revocation of the District property from any and all liability which might be occasioned to said District by virtue or granting permission in this application. The approved permit must be kept by the person in charge of the event at all times during evet set-up, duration and clean-up and be presented to Park District personnel at any time.

Signature of Permit Holder: _____

Printed Name: _____

Date: _____

Park District Approval: _____

Date: _____

If approved, a **Special Event Permit-Part 2: License Agreement to Use Park District Property** will be sent detailing agreement and associated fees. Your permit is not approved until Part 1 and Part 2 are completed, returned and signed by both parties to the Park District and any applicable fee is paid.

Special Event Permit-Part 2: License Agreement to Use Park District Property sent on : _____

Notes:
