

Manager's  
Office  
Approval:

\_\_\_\_\_

Date

\_\_\_\_\_

Initials



Village of  
**Northbrook**

The Village of Northbrook  
1225 Cedar Lane  
Northbrook, IL 60062  
847/664-4010  
Fax: 847/272-1892

## **SPECIAL EVENT PERMIT APPLICATION**

**\*\*\*All items must be completed\*\*\***

### Organization Information

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

Organization Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

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

Name of Applicant/Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home or Work Phone: \_\_\_\_\_ Cell Phone # on Day of Event: \_\_\_\_\_

### Event Information

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Is this a parade or walk/run?      Yes       No       \*If Yes, please provide a map of the route\*

Will there be food or beverage?      Yes       No       \*If Yes, please provide the name(s) of the vendor(s) & complete a temporary food permit for each\*

Will the event be held indoors?      Yes       No       \*If Yes, please complete an Indoor Special Event Checklist\*

Will the event be held outdoors?      Yes       No       \*If Yes, please complete an Outdoor Special Event Checklist\*

Will there be a tent?      Yes       No       \*If Yes, please complete a Tent Checklist\*

Will there be carnival/amusement rides? (i.e. Bounce House)      Yes       No       \*If Yes, please complete a Carnival & Amusement Ride Checklist\*

**PLEASE CONTINUE ON REVERSE**

- Will there be street parking? Yes  No  \*If Yes, please describe location and number of cars\*
- Will alcohol be served or sold? Yes  No  \*If Yes, please contact the Village Clerk at 847/664-4010\*
- Will there be music? Yes  No
- Will additional security be required? Yes  No
- Will street closure(s) be required? Yes  No
- Will barricades be required? Yes  No  \*If yes, please provide the number needed\*
- Will street cleaning be needed before or after the event? Yes  No
- Will there be a raffle? Yes  No  \*If Yes, please complete a Raffle License Application\*

Description of the Event (please print): \_\_\_\_\_  
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**This application should be accompanied by any and all additional required forms and permits, as specified above or by Village staff. These include a site plan of the event (including the location of any tents, parking, restrooms and trash collection) and any other checklists required by the Village.** Depending on the event, the Village may require Police, Public Works or Fire Department Service at the event. The Applicant shall be responsible for any service fees asset in the Village's Annual Fee Ordinance. Information regarding temporary event signage can be located on the Village’s website, [www.northbrook.il.us](http://www.northbrook.il.us) on the Special Event Permit page. If the Applicant would like to invite a Northbrook Village Trustee to their event, please submit the invitation in writing to the applicable Trustee via Northbrook Village Hall, 1225 Cedar Ln., Northbrook, IL 60062.

**AFFIDAVIT**

**I (We) swear and affirm that I (we) will not violate any of the Ordinances of this Village or the laws of the State of Illinois or of the United States of America in the conduct of the special event in this application and that the statements contained in this application are true and correct to the best of my knowledge and belief.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_