

VILLAGE OF MAPLE PARK, ILLINOIS

RESOLUTION 2022-31 Approved: September 6, 2022

**A RESOLUTION APPROVING THE REVISED
SPECIAL EVENTS APPLICATION**

WHEREAS, the Village of Maple Park (Village) is a non-home rule municipality in accordance with the Constitution of the State of Illinois of 1970; and,

WHEREAS, the Village of Maple Park has a Special Event Application Process; and,

WHEREAS, Board of Trustees has directed staff to amend the Special Event Application; and,

WHEREAS, the Village Board of the Village of Maple Park is approving the amended Special Event Application, as attached and named as Exhibit A; as follows.

SECTION 1. The application shall be amended as attached, reducing the application to one page.

ADOPTED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at a Special Village Board meeting held on May 17, 2022.

AYES: Peloso, Joy, Simon, Speare, Ward, Groezinger, Peloso

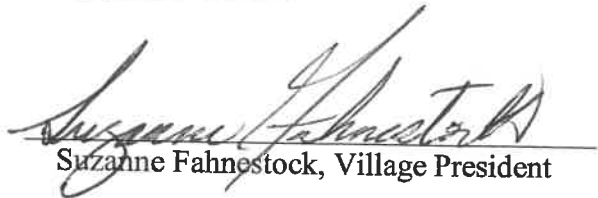
NAYS: None

ABSENT: None

ABSTAIN: None

APPROVED by the Village President on the 6th day of September, 2022.




Suzanne Fahnestock, Village President


Elizabeth Peerboom, Village Clerk



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, MN 55129
Village Hall: 815-827-3309
Website: <http://www.villageofmaplepark.com>

EXHIBIT A

SPECIAL EVENT PERMIT APPLICATION

PERMIT NUMBER: _____

Property Information

Address of Event	_____
Type of Event	_____

Property Owner Information

Name	_____	Event Date(s)	_____
Address	_____	Event Hours	_____
Zip Code	_____	Estimated Number of Attendees	_____
Phone #	_____		
Email	_____		

Special Event Permit Type (select all that apply)

☐ Private/Invitation Only	☐ Open to the public	☐ Admission fee required
☐ Held within a building	☐ Held outdoors	☐ Event advertised (copy attached / described)
☐ For Profit Event	☐ Not for Profit	☐ Amusement (amusement, music, games, etc)
☐ Event is age restricted	☐ Food served (menu attached)	
☐ Alcohol served (separate application issued by the Village President)		
☐ Unarmed security hired		
Event requires Village services ☐ Police ☐ Fire ☐ Other		
(Police detail for traffic control or security; Public Works services)		

Permit Fees

- | |
|---|
| ☐ Application Fee \$25 |
| ☐ Liquor \$10 |
| ☐ Barricade Deposit \$50 per barricade |
| ☐ Other: _____ |
| Total Due: _____ |

Required Documents (if applicable to be submitted with this application)

- | |
|---|
| ☐ Description letter describing the event in sufficient detail, along with activities, entertainment, etc. |
| ☐ Property owner letter providing permission to use the property for the event. The description letter and permission letter may be combined if the owner and applicant are the same. |
| ☐ Parking permission letter(s) are required from adjacent property owners for supplemental parking if event requires additional parking. |
| ☐ Site plan to show location of event, tents, other structures, etc. |
| ☐ Letter requesting waiver of permit fees and cost of village services associated with the event, if applicable. The Village may waive permit fees for certain events, including those associated with not-for-profit organizations. |
| ☐ Certificate of Insurance naming the Village of Maple Park as additional insured. |

☐ By checking this box, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I have not provided false information.

Applicant's Printed Name: _____

Company: _____

Phone number: _____

Email Address: _____

Signature: _____

Date Received: _____

Staff Initials: _____