



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Website: <http://www.villageofmaplepark.org>

SPECIAL EVENT PERMIT APPLICATION

PERMIT NUMBER: _____

Property Information

Address of Event	
Type of Event	

Property Owner Information

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

Special Event Permit Type (select all that apply)

Permit Fees

☐ Private/Invitation Only	☐ Open to the public	☐ Admission fee required	☐ Application Fee \$25 ☐ Liquor \$10 ☐ Barricade Deposit \$50 per barricade ☐ Other: _____ _____ _____ Total Due: _____
☐ 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)			

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: _____