



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068
TEL: 847/ 318-5200
FAX: 847/ 318-5300
TDD:847/ 318-5252

URL:<http://www.parkridge.us>

SPECIAL EVENT PERMIT APPLICATION

The following requirements are to be submitted 60-days prior to your event if using a public-right-of-way.

- Fully completed application
- \$25 non-refundable application fee, payable to the City of Park Ridge*.
- Certificate of Insurance for \$1,000,000 General Aggregate, naming the City of Park Ridge as an additional insured
- Signed Hold Harmless Agreement
- Site Plan

Additional items to consider:

- Are you serving food? Complete the Temporary Food Permit Application and contact the City's Environmental Health Department at 847/318-5281?
- Are you serving alcohol? Complete the Temporary Liquor License Application and call 847/318-5208 for any additional instructions.
- If you are requesting a street closure for your event, have you completed a Street Closing Application Form? For assistance call 847/318-5464

I will be happy to assist you throughout the application process. If you have any questions, please feel free to contact me at 847/318-5464.

Cheryl Peterson, Deputy Clerk

Tel.: 847/318-5464 Fax: 847/318-5300 email: cpeterso@parkridge.us

* 9-6-3 APPLICATION FOR PERMIT; ISSUANCE OF PERMIT An application for a special event permit shall be made to the City Manager on forms provided by the City. A fee of twenty-five dollars (\$25.00) shall be paid for each application. A single application may be submitted by a group of commercial establishments or by an organization representing several commercial establishments provided that such application shall identify individually each commercial establishment participating in the special event.

Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE, SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.



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A Special Event Permit is required if using a public right-of way. Please complete this form and return it to the Deputy Clerk in the Administration Department at City Hall along with a check payable to the City of Park Ridge for \$25, a site plan, a signed Hold Harmless Agreement and a Certificate of Insurance naming the City of Park Ridge as the additional insured (\$1,000,000 liability coverage). *Applications need to be submitted at least 60 days prior to the planned event.*

Today's date: _____

Applicant Information

Name of event _____

Applicant name: _____

Applicant address: _____

Phone number: _____ Email: _____

Relationship of applicant to event: _____

Has applicant ever been convicted of a felony? _____

Group Information

Group coordinating event _____ Phone _____

Secondary contact for event _____ Phone _____

Event Information

Proposed date(s) and time(s) of event _____

Address or location of event _____

Nature, purpose and detailed description of event _____

Will the event be open to the public? _____ If so, please describe _____

Estimated number of people attending event _____

Will any part of the event take place on public property? _____ If so, where? _____

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Please answer all of the following questions by circling yes or no for each question:

- | | | |
|--|-----|----|
| 1. Will food be sold or served at the event? | Yes | No |
| 2. Will food be prepared at the event? | Yes | No |
| 3. Will liquor be sold or served at the event? | Yes | No |
| 4. Will any streets need to be closed for the event? | Yes | No |
| 5. Will police or security services be needed at the event? | Yes | No |
| 6. Will fire or paramedic services be needed at the event? | Yes | No |
| 7. Will sanitary facilities be needed at the event? | Yes | No |
| 8. Will tents <u>greater</u> than 400 square feet be used at the event? | Yes | No |
| 9. Will there be any amusement rides at the event? | Yes | No |
| 10. Will there be any live animals at the event? | Yes | No |
| 11. Will electrical service be required for the event? | Yes | No |
| 12. Will there be live entertainment at the event? | Yes | No |
| 13. Will items be sold at the event? | Yes | No |
| 14. Will a fee be charged to attend the event? | Yes | No |
| 15. Will any public works services be needed at the event?
<small>(This includes barricades, garbage and recycling, etc.)</small> | Yes | No |
| 16. Will there be event signage advertising?
If yes, how many?: _____ Size: _____ Location(s): _____ | Yes | No |

17. What is the setup and cleanup timeframe needed? _____

If you answered yes to any of the above questions, please describe below. It is also very likely that you will need an additional permit and/or a health inspection. (Attach additional pages if necessary.) If a vendor is being used for the event, please provide the vendor's contact information.

Applicant's Signature _____

Date _____



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HOLD HARMLESS AGREEMENT SPECIAL EVENT – USE OF PUBLIC WAY

I, _____, an authorized representative for the
(applicant – print first and last name)

_____, indemnify and hold the
(names of organization or event)
Applicant(s)

City of Park Ridge harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be causally related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of the use of the public way relative to

Name of Special Event and date(s)

Signed this _____ day of _____, 20____.

Name / Authorize Representative

Title

Signature

SUBSCRIBED AND SWORN

To before me this _____ day of _____, 20____.

Notary Public Signature

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APPLICATION FOR STREET CLOSING FOR SPECIAL EVENTS

Only local streets as identified on the Street Classification System Map and selected collector streets as approved by the City may be closed for private events. In no case shall any arterial street closing be approved.

Street to be closed _____

Between _____ and _____
(Street name) (Street name)

Date street to be closed _____ Rain Date _____

Between the hours of _____ and _____ (No LATER THAN 10:30 PM)

Purpose of street closing _____

Number of barricades ()
delivered to and picked up at _____
(Address)

Barricades will be delivered on the day before the above event or on the Friday before if on a Sunday. Barricade pick up will be on the Monday following the event.

~~NO PERSONAL VEHICLES WILL BE ALLOWED TO BLOCK THE STREET OFF~~

The following representative certifies that all block residents have been notified of the street closure and will serve as the contact person.

Name: _____ Phone (_____) _____
(Please Print)
Signature _____

Return completed application to Public Works Service Center 400 Busse or Fax to 847.318.5327
For questions, please call 847.318.5240 (TDD 847.318.5252)

For office use only:

Application Approved:

_____ by _____
(Date) (Name & Title)

Rev. 2011-06-14

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RULES GOVERNING STREET CLOSING FOR PRIVATE EVENTS

1. Only local streets as identified on the Street Classification System and selected collector streets as approved by the City may be closed for private events.
2. In no case shall any arterial street closing be approved for private events.
3. No intersection may be closed unless an oncoming vehicle can exit the area without turning around.
4. Applicants agree that any public property damaged as a result of the activities taking place while the street is closed will be replaced or restored.
5. No street may be closed without an approved form. This form serves as the approved permit.
- 6. NO PERSONAL VEHICLES WILL BE ALLOWED TO BLOCK STREET OFF.**
7. The City will periodically review streets where closings are prohibited. Changes will be made as deemed appropriate.
8. The list of all collector streets which have been approved for street closing will be maintained and updated as required.
9. The Police Chief or his representative is authorized to revoke instantly the permit for any street closing in the event he determines that the actions or conduct of the group have violated any of the terms and provisions stated herein or other applicable laws and ordinances, or in the event it is determined by the Chief or his representative that such actions have resulted in interference with the flow of vehicular or pedestrian traffic on streets not covered by the permit.
10. The City does not guarantee that streets are safe for pedestrian activities, and will not be responsible for injuries to people playing in closed streets.

Please return your request as early as possible. All requests must be returned two full working days in advance of the event.



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FAX: 847/ 318-6411
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URL:http://www.parkridge.us

Temporary Food Permit Application

Health Officer must approve menu and booth layout before a permit can be issued.

All applications must be turned in 10 days prior to the event.

Event Information

Event Name: _____

Location: _____ City: _____

Set Up Date: ___/___/___ Set Up Time: _____ Event Times: _____

Event Dates: Starting: ___/___/___ Ending: ___/___/___

Will be at this location for: _____ days / dates. If not consecutive days list dates

of business here: ___/___/___ ; ___/___/___ ; ___/___/___ ; ___/___/___

___/___/___ ; ___/___/___ ; ___/___/___ ; ___/___/___ ; ___/___/___

___/___/___ ; ___/___/___ ; ___/___/___ ; ___/___/___ ; ___/___/___

This permit is only good for one location, for a maximum of the fourteen (14) days listed above.

Vendor Information

Organization/Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____

Onsite Contact Person: _____

Phone Number: (____) _____ - _____

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Food to be Prepared: Supplier Information: Process of Transportation & Preparation to Event:

Menu Item	Source	Preparation/Transportation
Example	Example	Example
Hamburger	Grocery Store (Name)	Purchased frozen, cooked to order
Fried Rice	Restaurant (Name)	Made at restaurant, transported in hot box, held at steam table

No preparation will be allowed onsite until a temporary permit is issued.

Vendor Booth Layout

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dishwashing facilities, potable water supply and insect fans.

Check all the following about what equipment will be provided at your booth:

- Approved transportation equipment for hot and cold foods.
- Mechanical hot holding equipment (i.e., no heat lamps or crockpots).
- Mechanical cold holding commercial refrigeration or freezers (i.e., no household refrigerators).
- Probe and equipment thermometers for checking food and equipment temperatures.
- Flooring and overhead cover, if not provided by the organizer.
- Dunnage racks or pallets to store all food and paper goods off the ground.
- Additional clean, wrapped cooking utensils.
- Dispensers for condiments (i.e., pre-packaged, squeeze bottles or hinged lid containers).
- Hand washing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a hands free tap and a bucket to catch the waste water).
- Clean clothes and hair covering (i.e., cap, visor or bandana) for employees.
- Wash, rinse and sanitize containers that are large enough to hold soiled utensils.
- Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids).
- Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords, fire extinguishers and first aid kits.
- All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home-prepared food is prohibited.
- Vendor bringing prepared food from outside Park Ridge– A current health inspection report for the facility where food was prepared is required.

Applicant's
Name Printed _____

Applicant's
Signature _____

Health Officer
Signature _____ Date _____



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OFFICE OF THE MAYOR

TEMPORARY LIQUOR LICENSE APPLICATION

Name of Organization _____

Street Address _____

Chief Executive Officer/Executive Director (Name, Title and Home Address) _____

Is the organization a not for profit corporation? _____

If not, describe the organization _____

Describe the event for which the license is requested _____

Describe the manner in which the liquor will be served or sold _____

Is this a fund raising event for this organization? _____

Date for which license is requested _____

Name, Address and Phone Number of Person completing the application _____

Print Name _____	Date _____	Signature _____	Date _____
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- The following items are necessary for a complete temporary liquor license application:
- Completed temporary liquor license application.
 - Check in the amount of twenty-five dollars (\$25.00) per day
 - Certificate of liquor liability insurance(minimum of \$1,000,000) with the City of Park Ridge listed as an additional insured

For a T-3 License, submit a completed temporary liquor license application, the applicable fee (\$25) and a signed, Hold Harmless Agreement. A liability insurance certificate is not required.

Pease return completed application and required items to:
Park Ridge City Hall – Administration Services Dept., 505 Butler Place, Park Ridge, Illinois 60068.

From the Park Ridge Municipal Code

12-6-12 TEMPORARY LICENSE

- A. The Commissioner is authorized to issue a Class T (Temporary) license according to the following conditions:
1. A Class T license shall authorize the sale of alcoholic liquor by a bona fide community group not engaged in the business of selling alcoholic liquor, at a designated location where such sale is not otherwise prohibited, in conjunction with social, recreational or fund-raising events and not as part of a profit-making enterprise.
 2. A Class T license shall be valid only from eleven o'clock (11:00) a.m. of the day for which it is issued until one o'clock (1:00) a.m. of the following day or until two o'clock (2:00) a.m. on January 1 of each year. A single Class T license shall be valid only for one such period. A separate Class T license shall be required for each such period. A Class T license may not be renewed or extended. Separate Class T licenses may be issued for consecutive days. No organization may receive more than five (5) Class T licenses in any twelve (12) month period.
 3. A Class T license shall authorize the sale of alcoholic liquor by the glass; it is not necessary that the sale be in connection with or complementary to the sale of food.
 4. A Class T license shall authorize the sale of alcoholic liquor only in a permanent or temporary enclosed building or structure, including a tent, and not at open-air counters or stands. Consumption of alcoholic liquor may take place only within such enclosed building or structure. No person under the age of twenty-one (21) years may prepare, sell or deliver alcoholic liquor pursuant to a Class T license.
 5. Applications for a Class T license shall be made to the Commissioner on a form provided by the Commissioner, not less than thirty (30) working days prior to the date for which the license is to be issued. The Commissioner may waive any of the provisions of Sections 12-6-7 and 12-6-9 of this Chapter, which are determined to be inapplicable to a Class T license. In addition to all information required by the Commissioner, applicants for Class T license shall provide, at the time of application, a certificate of insurance, which names the City of Park Ridge as an additional insured, verifying that the applicant has obtained dram shop/liquor liability insurance in the amount of one million dollars (\$1,000,000.00) at a minimum. The certificate of insurance shall be subject to the approval of the Commissioner. The applicant shall also provide evidence of having obtained any other permits and licenses required for the event at the designated location. No bond shall be required for a Class T license.
 6. The fee for each Class T license shall be twenty-five dollars (\$25.00).
 7. After review of the license application, the Commissioner may issue a Class T license and shall advise the Police Department, the Liquor License Review Board and the City Council of such issuance.
 8. The applicant shall acquire any additional license required by the Illinois State Liquor Commission.
 9. Each person who prepares, sells, delivers or serves any alcoholic liquor pursuant to a Class T license is required to sign a letter of understanding, on a form approved by the Commissioner, that states that the person has been advised of the rules and regulations regarding the preparation, sale, delivery and service of alcoholic liquors by the Class T liquor license holder. All persons who prepare, sell, deliver or serve any alcoholic liquor pursuant to a Class T license are not required to complete BASSET training as required by Section 12-6-24.

**ORDINANCE 2010-79
OF THE CITY COUNCIL OF THE CITY OF PARK RIDGE
AMENDING ARTICLE 12, CHAPTER 6, SECTION 10
OF THE MUNICIPAL CODE OF PARK RIDGE**

BE IT ORDAINED by the City Council of the City of Park Ridge, Cook County, Illinois, pursuant to its home rule authority provided under Article VII of the Illinois Constitution of 1970 as follows:

SECTION 1: That Article 12, "Businesses and Occupations," Chapter 6, "Alcoholic Liquors," Section 10, entitled "Classification of Licenses and Schedule of Fees" of the Park Ridge Municipal Code is hereby amended by adding a new License, Class T-3, to read in its entirety as follows:

Class T-3: A Class T-3 license authorizes a retail establishment that does not hold a liquor license, to serve alcoholic beverages at a promotional or civic event.

Additional Qualifications:

1. The promotion or civic event authorized by the particular Class T-3 license may be held at only one location.
2. Each day of the event shall require a separate T-3 license.
3. All alcoholic beverage service and consumption must take place within the area specified in the license.
4. There may be no charge of any kind for the alcoholic beverage.
5. No more than three (3) such promotions or events for a particular licensee may be issued in any calendar year.
6. No person shall serve or pour alcoholic beverages except in accordance with Section 12-6-24(D) of this Code.
7. The licensee must execute a release and hold harmless statement that is satisfactory to the City Attorney and absolutely releases and absolves the City, its officers, employees and agents from any liability.
8. Such other regulations or restrictions as may be imposed by the Local Liquor Control Commissioner.

SECTION 2: That Article 12, "Businesses and Occupations," Chapter 6, "Alcoholic Liquors," Section 10, entitled "Classification of Licenses and Schedule of Fees," Paragraph B of the Park Ridge Municipal Code is amended to include the new Class T-3 license as follows:

- B. The fees for licenses shall be as follows:
- | | | |
|-----------|-------------------------------|------------------|
| Class T-3 | Temporary-3 (Promotion/Event) | \$ 25.00 per day |
|-----------|-------------------------------|------------------|