



Tinley Park-Park District
8125 W. 171st Street - Tinley Park, Illinois 60477
(708) 342-4200
Event Permit Application

Name of Person Responsible for Permit _____

Address _____

Phone (home) _____ (cell phone) _____ (work phone) _____

Name of Organization _____

Day Requested: M T W TH F S SU (please circle)

Date Requested: _____ Time: Start _____ a.m. p.m. Permit Ends _____

Park Site: _____ Estimated Attendance _____ Type of Event: _____

Detailed Information of Event _____

Please check all that will be included in your events:

Entertainment
List all Entertainment/Performances, including date and time, and indicate which will use amplification equipment:

Merchandise Vendor(s)
List Each Vendor's Name, Address, Phone Number and Illinois Sales Tax ID Number: (Approval by Board of Commissioners required 60 days prior to Event).

Tent or Food Trucks/Carts
List Exact Size and Description (no staked Tents are allowed)

Name of Company Supplying Tents: _____

Garbage Removal
All areas must be left clean of debris. A fee of \$100 per man hour if additional clean up is required by the Park District. Please describe the plan to remove garbage from the event site:

Electricity

Electricity is not provided by the Park District. Please list power source.

Traffic Control/Safety/Security

The Park District reserves the right to require the permitted individual or organization to hire at their own expense, an off-duty Tinley Park Policeman to be present on the premises during the period of the permit at a ratio of 1 policeman per 50 people in attendance. You will be required to provide crowd control in excess of 200 people. You must provide services from all emergency departments from whom you will need assistance.

Portable Restrooms

Based on the size of the event portable bathrooms will be ordered accordingly by the Park District and billed to the permit/holder. The Park District requires two port-o-johns for every 100 people, minimally IADA accessible unit for an event lasting more than two hours and one additional ADA accessible stall for every 200 participants.

A Village of Tinley Park “Events Permit” Must be approved and a copy of the approved permit must accompany this application.

Certificate of Insurance listing the Tinley Park-Park District as an additional insured will be required for all events. Minimum coverage is \$1 million.

Use of bouncers or carnival type equipment will require Park District approval in advance and a certificate of insurance from the provider naming the Park District as an additional insured.

Alcoholic beverages are not allowed.

Vehicles are permitted only in the parking lot area. No vehicles may be driven or parked in any other area. Unload contents of your vehicle in the parking lot.

Restoration of the site must include, but is not limited to, dismantling tents, removing booths, removing Port-o-johns and removing trash.

APPLICANT MUST BE 21 YEARS OR OLDER TO OBTAIN EVENT PERMIT

Any special requests, including but not limited to the use of the facilities for bouncers or carnival type equipment, use of a disc jockey or their musical entertainment, conducting a raffle, selling of products, admittance fee, etc. must be presented in writing to the Park District no less than 60 days prior to the permit date for approval. **Electricity is not provided at any site.**

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

I have read the rules and completed the application form, and have answered all questions to the best of my knowledge and ability. I understand that any misrepresentation or falsification of this application will be grounds for denial or immediate revocation of this District property and agrees to indemnify and hold harmless the Tinley Park-Park District 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 during the event.

Signature of person responsible for permit _____ **Date** _____

Park District Staff Approval _____ **Date** _____