



Application and application fee must be received a minimum of 30 working days prior to the last Village Board meeting preceding the event. Each permit sought requires a separate application. Applicant must submit \$75.00 for a single event application or \$200.00 for an annual event application. Application fee is non-refundable.

Event Location: (Address & Full Description)		
Property Owner Name: (If different from applicant)	Phone:	
Event Name & Type/Purpose:		
Maximum Daily Attendance:	Event Date(s):	Event Time(s):
Name of Person Responsible: (present on the site for event duration)		
Address:	Email:	Phone:

Describe the following in detail and attach additional pages if necessary:

Equipment to be used for amplification and steps that will be taken to minimize noise emanating from premises:
Outdoor lighting to be used (if evening event) and steps to be taken to minimize light emanating from premises:
Measures to be taken to address sanitation needs for the event:
Measures to be taken to address parking for those attending the event:

Please check if your event will include any of the following and submit the applicable documents as indicated below.

- Rides, merry-go-rounds, other mechanical devices
The last inspection date and a copy of the state inspection certificate shall be submitted with the application.
- Food handlers, food trucks, or other provision of food and beverages
A copy of the state health certificate for any person employed in such Public Event for the purpose of preparing, handling or selling food or drink shall be submitted to the clerk before the Public Event begins.
- Alcoholic beverages
Licenses for each person handling the alcohol and the applicable alcoholic beverage license shall be submitted to the clerk before the Public Event begins.

Applicant's Name:		
Address:	Email:	Phone:
Current Employer (or most recent)	Name:	Phone/Email:
Previous Employer	Name:	Phone/Email:

Acknowledgement of Public Event Ordinance and Liability Insurance Requirements

- Applicant affirms receipt of The Village of Yorkville Code of Ordinances, Article XII. Public Events and understands that additional requirements apply and that the Village Board may impose at its discretion conditions on any Public Event Permit as outlined in Division 3.
- The applicant understands that no permit shall be granted unless the applicant has filed with the clerk a public liability insurance policy in accordance with Sec. 14-682 of the Village of Yorkville Code of Ordinances.

Applicant agrees to indemnify and save harmless the Village and its officers and agents and citizens against any injuries and damages resulting or arising from the conducting of any Public Event for which the license is issued or from the performance by the applicant or his or her agents of any negligence incident to or connected with the conduct of such Public Event and that the applicant shall pay all judgments, costs and charges that may be recovered against the Village or any of its officers or agents by reason of the conduct of such Public Event.

Applicant affirms that the statements contained in this application are true and correct to the best of their knowledge.

Signature of Applicant

Date

Office Use Only			
Application Received on:	/ /	Fee Received:	\$ _____
Building Inspector Inspection completed:	/ /		
Code Enforcement Inspection completed:	/ /	Village Board Action	
Background Check(s) Completed on:	/ /	Village Board Acted on:	/ /
Reference Check(s) Completed on:	/ /	Action Taken:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Proof of Insurance Received on:	/ /	Approved License No.	# _____
Conditions Imposed by Village Board according to Sec. 14-685			
<input type="checkbox"/> Fencing	<input type="checkbox"/> Water	<input type="checkbox"/> Toilet Facilities	<input type="checkbox"/> Solid Waste Disposal
<input type="checkbox"/> EMS	<input type="checkbox"/> Telephones	<input type="checkbox"/> Security	<input type="checkbox"/> Fire Services
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Other: _____		
Additional Notes:			