



CITY OF OAK FOREST

*Growing Families,
Building a Community.*

City Facilities Application

15440 South Central Avenue Oak Forest, Illinois 60452-2195
708.687.4050 x1041 • Fax 708.687.1179 • www.oak-forest.org

Name of event: _____

Requested facility: _____

Sponsor: _____

Contact person: _____

Phone: _____ E-mail: _____

Description/purpose of event:

Date(s) and time of event
Please list each day individually.

Date: _____ Hours: _____ - _____

Date: _____ Hours: _____ - _____

Date: _____ Hours: _____ - _____

Date: _____ Hours: _____ - _____

Set up date: _____ Hours: _____ - _____

Tear down date: _____ Hours: _____ - _____

Projected attendance: _____

Admission fee? Yes No If yes, how much? _____

Who will receive the proceeds from the event?

Please check all that apply.

Entertainment

Please list all forms of entertainment and indicate if amplification equipment will be used.

Raffle

Please attach raffle permit per City Ordinance Chapter 5.44. For a copy, contact the Clerk's Office at 708-687-4050, ext. 1023.

Liquor

Please include a copy of your liquor license and dram shop insurance or contact the Liquor Commissioner at 708-687-4050, ext. 1001.

Food vendor(s)

List the vendor's name, address, phone number, and state sales tax ID number. Also include a copy of the vendor's sanitation license. You must adhere to the Illinois Department of Public Health's guidelines for fairs and temporary food service establishments.

Merchandise vendor(s)

List the vendor's name, address, phone number, and state sales tax ID number. Also include a copy of the vendor's sanitation license. You must adhere to the Illinois Department of Public Health's guidelines for fairs and temporary food service establishments.

Portable restroom facilities

Please list the name and phone number of the company. Please note: Two port-o-johns for every 100 attendees for an event lasting more than two hours and one handicapped stall for every 200 attendees. A minimum of two hand-washing stations per 100 attendees also is recommended.

Tent(s)

Please provide the tent company's name and phone number. In addition, provide a description of the tent(s) below and attach a to-scale plan diagramming how and where the tent(s) will be used. You must notify J.U.L.I.E at 800-892-0123 two business days prior to installation. For a tent permit and more information, please call the Building Department at 708-687-4050, ext. 1040.

Garbage removal

Please list the name and phone number for the trash company you will use to clean the area of debris. To avoid wind-blown refuse, containers with lids are recommended. Please describe the plan to remove refuse and garbage from the facility.

Generator and/or electric wiring

Please list your source of power.

Water

For use of a fire hydrant, contact the Public Works Department at 708-535-4090.

Use of streets and parking lots

List proposed streets or lots requested to be closed.

Parking

List parking areas to accommodate attendees, employees, volunteers and other vehicles.

Traffic control

Is crowd control fencing required? Yes No If so, total footage: _____

Will other forms of traffic control be required?

- | | |
|--|--|
| <input type="checkbox"/> Traffic signal assistance | <input type="checkbox"/> Pavement markings |
| <input type="checkbox"/> Police | <input type="checkbox"/> Specialized equipment |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Cones |
| <input type="checkbox"/> Special event signage | <input type="checkbox"/> Other _____ |

Safety and security

Please check all that apply.

- Crowd control
- Police/security
- Ambulance/EMT
- Pyrotechnics
- Money escorts
- Night security
- Emergency Management
- Other: _____

Signage and publicity

Please describe how you will publicize your event. Signage requires a temporary sign permit. For more information, please contact the Building Department at 708-687-4050, ext. 1040.

Metra and/or resident notification

Metra must be notified if the event will take place near the train station. Please call 708-687-4050, ext. 1008 to talk to the special events coordinator. In addition, if residents will be affected by this event, please describe how you will notify them about it.

City assistance

Please indicate which departments you will need assistance from.

- Police Department
- Emergency Management
- Billable Services
- Fire Department
- Public Works
- Waiver of Fees*

Please note

- You must sign the attached Indemnification and Hold Harmless Agreement and submit it with this application.
 - A Certificate of Insurance listing the City of Oak Forest as an additional insured will be required for all events. Minimum coverage is \$1,000,000/\$2,000,000.
 - A site plan or route map must be included with this application.
 - Restoration of the facility must include, but is not limited to, dismantling tents, removing booths, filling tent holes, removing Port-O-Johns, and removing dumpsters.
- * A *Waiver of Fees* must have City Council approval. Please submit a letter requesting a *Waiver of Fees* with this application or fax it to 708-687-1179.

I have read and understand the "Rules and Regulations Governing the Use of City Facilities and Property." All of the information in this application is accurate to the best of my knowledge.

Sponsor President/CEO

Date

Event Coordinator

Date

For office use only

Received by: _____ Date: _____

Routed to: _____ Event day inspection? Yes No

Event coordinator contacted by: _____ Date: _____

EXHIBIT A

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I, _____, an individual or authorized agent of the group or organization named _____, the applicant for a permit to use City facilities or property, do hereby agree to defend, indemnify, and hold harmless the City of Oak Forest, its officers, employees, and agents from any loss, damage, expense, claim, and cost of every nature and kind whatsoever, including attorney’s fees, arising out of or in connection with applicant’s and its invitees’ use of the City property, facility, public right-of-way, public equipment, or public personnel at, during, or in conjunction with the activity or event described in the permit.

Activity or Event: _____

Property/Facility: _____

Date of Activity or Event: _____

Applicant’s Signature

Applicant’s Name

Phone Number

Date

**CITY OF OAK FOREST
RULES AND REGULATIONS GOVERNING
THE USE OF CITY FACILITIES AND PROPERTY**

GENERAL GUIDELINES

1. Users. Individuals, groups, and organizations may use City facilities and property for recreational, cultural, civic, and educational events and activities, subject to the issuance of a permit and compliance with the rules and regulations contained in this Policy.
2. Duration of Use. The use of a City facility or property is restricted to the dates and times listed in the permit, and the individual, group or organization using the facility or property must vacate the facility or property on or before the time specified on the permit.
3. Care of City Facility or Property.
 - a. Set Up and Clean Up. The individual, group, or organization using the City facility or property will be responsible for setting up for the permitted event or activity and cleaning up the facility or property at the conclusion of the event or activity, including removing all materials, including garbage and debris, from the facility or property. No materials may be stored within the facility or property without the express written permission of the City.
 - b. Damage to City Property. The individual, group, or organization using the City facility or property assumes all liability for damage to or theft of City property, facilities, or equipment or property or equipment of the individual, group, or organization resulting from its use. No City facility or property may be structurally altered or otherwise modified without the advance, written approval of the City of Oak Forest. Renewal of a permit to use City facilities or property will be contingent on the satisfactory care of City facilities, property, and equipment, and strict observance of all rules and regulations governing the use of City facilities, property, and equipment.
 - c. Cleaning or Damage Deposit. For certain events or activities or the use of certain facilities or property, the City may require the individual, group, or organization to post a deposit with the City at the time of submission of a permit application to cover any cleaning or damage expenses. The cleaning and damage deposit will be refunded if the City facility, property, and equipment is not damaged, is left in an orderly condition, and the use of the City facility, property, or equipment was in compliance with this Policy and any other applicable rule or regulation.
4. Compliance with Laws. The use of City facilities and property must comply with all federal and state laws, and City codes, rules, and regulations, including without limitation all Fire Department regulations limiting the capacity of specific rooms or tents. Copies of applicable codes, rules, and regulations are available in the City Clerk's office. City staff is authorized to enter any room, tent, or area used by an individual, group, or organization at any time in order to enforce this Policy, as well as all other laws, codes, rules, and regulations.

5. Alcoholic Beverages; Smoking. Alcoholic beverages are prohibited in public facilities unless approved in advance by the City for an individual, group, or organization holding a valid City liquor license. Smoking is prohibited except in designated areas and consistent with state and local laws and regulations.
6. Noise. Individuals, groups, and organizations using the City facility or property must respect the personal and property rights of others and avoid unnecessary noise that may disturb other groups using the facility or others in the area of the facility or property. Amplified music or sound will not be permitted unless approved in advance by the City.
7. Security. The City is not responsible for the security of any property or equipment of the individual, group, or organization or any person attending any event or activity. The City may, in its discretion, provide City staffing for a particular event or activity, including security or police services, and require the individual, group, or organization to reimburse the City for the costs of these additional City services.
8. Parking. Vehicles must be parked in approved parking areas only and must comply with all state and local laws and regulations. No vehicles will be permitted to block any driveway or entrance leading into or out of the City facility or property as these driveways are for the use of emergency vehicles.
9. Commercial Activities. The sale or raffle of merchandise, the acceptance of donations or charges for admission, and other commercial activities are prohibited on City facilities or property, unless approved in advance by the City.

PERMITS

10. Permit Required. A permit is required for the use of City facilities or property, which facilities and property are available on a first come, first serve basis.
11. Application. An application for a permit to use City facilities or property must be submitted to the City Administrator or the Administrator's designee not less than thirty (30) days prior to the proposed use. The following information and documentation must, if applicable, be included with the application:
 - a. Permit Fee: The City may charge a permit fee in an amount calculated to reimburse the City for the use of City personnel, equipment, and property in connection with the applicant's proposed use of City facilities or property. In addition, the City reserves the right to assess a surcharge on the proceeds received by any group or organization that imposes an admission fee or charge in an amount not to exceed twenty (20%) percent of the total amount of admission fees or charges received from the event or activity.
 - b. Certificate of Insurance: The City may require an applicant to provide proof of insurance in an amount and in a form approved by the City and to submit a certificate of insurance with the application.

- c. Indemnification and Hold Harmless Agreement: The application must include a signed indemnification and hold harmless agreement, in substantially the form attached to this Policy as Exhibit A, providing that the applicant agrees to indemnify, defend, and hold the City, its officers, employees and agents, harmless from any loss, damage, expense, claim and cost of every nature and kind whatsoever, including attorney's fees, arising out of or in connection with applicant's use of the City's property, facility, public right-of-way, public equipment or public personnel at, during or in conjunction with the activity or event described in the permit.
12. Transfer of Permit. Permits are nontransferable to other groups or for other City property or facilities unless otherwise approved by the City Administrator after receipt of a written request for approval of a transfer at least ten (10) days in advance of the event or activity.
13. Cancellation.
 - a. Full Refund. A permit may be canceled and permit fees refunded in the event that the individual, group, or organization is unable to hold the activity or event because of weather conditions or because the City requires use of the City facilities or property.
 - b. Partial Refund. A permit may be canceled for any reason other than those listed in Section 13.a of this Policy, provided that notice of the cancellation is submitted to the City Administrator or the Administrator's designee in writing at least ten (10) business days in advance of the activity or event. In that event, the City will refund a portion of the permit fee in the amount of 80% of the permit fee. The notification date will be the date the City Administrator or the Administrator's designee receives the written notice.
 - c. No Refund. The failure to use a permit or to cancel a permit at least ten (10) business days prior to the date of the activity or event will result in a forfeiture of the entire permit fee. In addition, the failure to use a permit without notice to the City may result in the denial or cancellation of future permits.