

VILLAGE OF CHANNAHON
24555 S. Navajo Drive



OPEN AIR EVENT APPLICATION

Submit to the Police Department two weeks prior to event.

Date of application: _____ Date of Event: _____

Type of event: Walk-a-thon Block Party
 Parade Other explain: _____

Organization Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: (_____) _____

Person in charge of event:

Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: (_____) _____

Contact Person present during hours of event:

Name: _____

Phone: (_____) _____ Cell Phone: _____

Event Details:

Location of event: _____

Starting time: _____ Termination time: _____

Entertainment? Yes No If yes what type: _____

***Entertainment must comply with Channahon Ord. 13.5/800-5 Loud or Unnecessary Noises.**

Will liquor be sold at event? Yes No If yes 1-day liquor license is required.

Approximate number of persons expected: _____

Event will occupy the width of street requiring it to be blocked off? Yes No

Area to be blocked off: _____

Time street will be closed: _____

If street will be closed to traffic, **the applicant must post signs 3 days prior** to event stating date, time and length of closure and coordinate closure with the Police Department and Fire Department. Only residential streets, with a readily available alternate route are subject to closure. Closures that create traffic delays or hazards will not be permitted.

If barricades are needed, (**only supplied if on Village streets**) they will be dropped off by Village Public Works personnel at the location during normal working hours (Monday – Friday 7:30 a.m. – 3:30 p.m.). Village personnel will return to pick up barricades, also during normal working hours.

The street may only be blocked of during the hours of the event.

Parking: It is the responsibility of the applicant to obtain permission from any public and/or private property owner to use their facility for parking. Illegally parked vehicles may be towed.

Location of parking with property owner/manager signature: _____

Vendors: Will there be any vendor booths? (i.e. souvenirs, food, drinks) Yes No

If yes, applicant is responsible purchasing for a vendor license, if not using a licensed Channahon business.

Company Name: _____

Company Address: _____

City: _____ State: _____

Zip: _____ Phone: (_____) _____ Items Sold: _____

..... (If more than one vendor, please list information on the back of this form)

The applicant agrees to hold the Village of Channahon and its officials and employees harmless of any claim or injury arising out of the use of any public street, sidewalk or other facility in conjunction with the terms and conditions of this permit.

Submit completed application to the Channahon Police Department two weeks prior to the event. The applicant will be notified within 72 hours if the event has been approved.

Applicant's Signature: _____

Village of Channahon Use Only:

Approved by: _____

(Chief of Police or Designee)

Copies sent to: Village Administrator Public Works Fire Dept. (if necessary)