



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

TEMPORARY USE PERMIT APPLICATION
(Return the completed form to Community Preservation & Development)

Today's date: _____

____Specified (Zoning Administrator Approval)

____Non-specified (City Council Approval)

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? _____

Where do you anticipate attendees will park? _____

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?
(This includes barricades, garbage and recycling, etc.) | Yes | No |
| 16. What is the setup and cleanup timeframe needed? _____ | | |

17. Will there be event signage? Yes No
Specify location, number and size of signs _____

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 _____

For office use only
Permit Approved and issued by: _____ on _____