



## Application for a Permit for a Large Public Gathering

Section 30-300 of the Butler Municipal Code

Permit may be applied for no more than 120 days and no less than 45 days prior to the event

### **Requirements**

1. Name and Address of the Promoter and/or Event Sponsor

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Name	Address

_____	_____
Name	Address

2. Address and Legal Description of All Property Upon Which the Assembly is to be Held

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3. Name, Residence, and Mailing Address of the Owner(s) of Record of All Property Upon Which the Gathering Will Be Held

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4. Proof of Ownership of All Property Upon Which the Assembly is to be Held, or, a Statement of Permission for Use from the Property Owner(s)

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5. Description of the Nature or Purpose of the Assembly

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6. Days and Hours of the Assembly

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7. Maximum Number of Persons Expected \_\_\_\_\_

- a. If number of actual attendees exceeds the expected number of attendees, please state your plan on how to limit the number of attendees permitted to attend.

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8. Maximum Number of Tickets to be Sold (if any) \_\_\_\_\_

9. Plans for Fencing the Location, and the Gates Contained in Fencing (attach plan to application).

10. Plans for Supplying Potable Water (Including source, amount available, and location).

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**11. Plans for Providing Toilet Facilities (Including the source, number, location, and type, and the means of disposing of waste deposited). (Attach site plan to application). 1 toilet for every 100 females, 1 toilet for every 200 males**

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12. Plans for Holding, Collection, and Disposing of Solid Waste Material (2.5 pounds per person)

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13. Plans for Medical Facilities and Emergency Medical Care

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14. Plans, if any, for Site Lighting

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15. Plans for Parking Vehicles, including Size and Location of Lots, Points of Highway Access and Interior Roads (Site plan may be attached to application)

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16. Plans for Camping Facilities, if any

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**17. Plans for Security, including the Number of Guards, their Deployment, Command Arrangements, names, Addresses, Credentials, and Hours of Availability (at least one (1) Security Guard for every 500 expected attendees). SHOULD THE CHIEF OF POLICE, VILLAGE ADMINISTRATOR, AND/OR VILLAGE PRESIDENT DETERMINE THE NEED FOR ADDITIONAL POLICE PROTECTION IS REQUIRED, HE/SHE MAY CONTACT THE COUNTY SHERRIFF'S DEPARTMENT AND ALL COSTS ASSOCIATED WITH THE ADDITIONAL PROTECTION SHALL BE DEDUCTED FROM THE POSTED CASH BOND.**

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18. Plans for Fire Protection, including Number, Type, and Location for all Protective Devices (alarms and extinguishers) and the Number of Emergency Fire Personnel Available to Operate Equipment

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19. Plans for Sound Control and Sound Amplification, including Number, Location and Power of Amplifiers and Speakers

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20. The Plans for Food Concessions and Concessionaires who will be allowed to Operate on the Grounds (including the Names and Addresses of All Concessionaries and their License or Permit Numbers)

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### **Fees**

- 1,000 – 2,499 Persons \$1,500.00
- Over 2,500 Persons \$2,000.00

The Village Board shall have the authority to require the applicant and site owners to file a cash bond or establish an escrow account in an amount to be determined by the Village Board, but not exceeding One Hundred Thousand Dollars (\$100,000.00), conditioned on complete compliance by the applicant and site owner with all provisions of this Section, the terms and conditions of the Public Gathering Permit, including cleaning up the site, and the payment of any damages, administrative and law enforcement costs, fines, forfeitures or penalties imposed by reason of violation thereof. Such bond or escrow account information shall be filed with the Administrator prior to the issuance of a permit.

### **Properly Executed Contracts**

No less that two (2) weeks prior to the proposed event, properly executed contracts for the above mentioned requirements shall be presented to the Village Administrator. Failure to provide properly executed contracts will result in the refusal to issue the permit.

- Event Liability Insurance
- Fire and EMS Services
- Lighting/Illumination Services (if needed)
- Security Contract Services
- Fire Protection Services (Extinguishers, alarms, etc)
- Potable Fresh Water Service (1 gallon per person, per day)
- Enclosed Toilet Facilities Contract(1 toilet for every 100 females, 1 toilet for every 200 males)
- Lavatory Facilities Contract (Continuous water supply with soap and paper towels)
- Solid Waste Removal Contract (Disposal for 2.5 pounds of solid waste per person, per day)

## **Acknowledgement**

I certify that I have received a copy of the Village of Butler Municipal Code regarding the Permit for Large Gathering and understand and acknowledge the requirements for the application and approval of said permit.

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Name	Address	Signature
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We, the undersigned, affirm that the information contained within the application for a Large Gathering Permit, under Section 30-300 of the Village of Butler Municipal Code of Ordinances is true and correct to the best of our knowledge, and that any intentional inaccuracies are grounds for denial or revocation of the permit.

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