



VILLAGE OF CHERRY VALLEY  
806 E. State Street, Cherry Valley, Illinois 61016  
(815) 332-3441 phone  
(815) 332-3414 fax

SPECIAL EVENT PERMIT APPLICATION

Name of Applicant/Organization: \_\_\_\_\_

Address/Location of Event: \_\_\_\_\_

Date Event will be erected: \_\_\_\_\_ Date Dismantled: \_\_\_\_\_

Event President: \_\_\_\_\_

\_\_\_\_\_

Address	City	State	Zip
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\_\_\_\_\_

Phone	Fax
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Registration # \_\_\_\_\_

The event  will  will not have electrical equipment.

**Electrical:** When electrical equipment is to be used, a request for inspection by the Winnebago County Building Department, Electrical Division shall be scheduled as soon as possible to be conducted when connection of electrical equipment to power source is nearing completion.

Call (815) 319-4350 to schedule. Fax form(s) to (815) 319-4351, Attn: Electrical Inspector.

**Fire:** When tents are more that 120 sq ft in area to be used for assembly of more than 10, or heat-producing cooking appliances are to be used in proximity of tents, an inspection by the Fire Department Fire Prevention Bureau shall be scheduled as soon as possible to be conducted when tent erection and installation of cooking appliances are nearing completion.

**Water:** Will any connections to the Village of Cherry Valley's hydrants be required? \_\_\_\_\_

1. Events erected on Village of Cherry Valley property, regardless of time frame, require a permit and Village Board approval.
2. Any event that anticipates attendance over one hundred (100) in a restricted or designated area during the time period of the event must have security personnel present (police, private or volunteer). The number and type of security must be approved by the Village prior to the issuance of the permit.
3. Any event that allows liquor consumption, regardless of attendance numbers, must have security personnel present (police, private or volunteer). The number and type of security must be approved by the Village prior to the issuance of the permit.

4. Any event that causes temporary road closures, traffic directing, any traffic safety concern or continued traffic disruption must provide qualified security for traffic control. The number and type of security must be submitted to the Village prior to the issuance of the permit.
5. Any event that requests the Cherry Valley Police Department as their event security will be charged Ninety Dollars (\$90.00) per hour per officer.
6. Any event that does not request the Cherry Valley Police Department as their event security and the event causes a continued response and/or permanent presence by a Cherry Valley Police Officer(s) requiring police presence beyond regular schedule patrol functions will be charged Ninety Dollars (\$90.00) per hour per officer.
7. Any police equipment depleted, destroyed or damaged because of the event will be billed to the event organizer at the replenishment/replacement/repair cost.
8. Items 2 through 8 may be waived by the Board of Trustees for the Village of Cherry Valley.
9. Inspections requiring electrical equipment or usage or gatherings requiring Fire Department inspections must have completed the inspections prior to the event.
  - (a) Each public gathering or event which anticipates having 50 people or more which charges any fee or requires any ticket for admittance shall complete and file with the village clerk prior to the special event the following application and shall not conduct the special event until the necessary permit is issued by the village.
  - (b) Exclusion: The use of Baumann Park, the Village Gazebo or Pavilion or residential family gatherings are exempt from compliance with the special event permit process.
  - (c) The organizers of the special event or facility upon which the event is held shall be fined \$500.00 for each day the event occurs without a permit as required by subsection (a) above.

The undersigned hereby applied to the Village of Cherry Valley, Illinois, for a permit to conduct a special event as described herein, and if granted, the applicant which applied for the permit shall comply with all requirements of Village Ordinances relating thereto and pay the fees required by such ordinances. No error or omission in this Application, whether approved by the Board of Trustees or not, shall permit or relieve the applicant from conducting the event in a manner other than provided for in the Ordinances of this Village relating thereto. I hereby certify that the proposed event is authorized by the property owner of record to conduct the requested activity. The information contained in this Application is true and correct.

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Name of Owner/Sponsor (type or print)

\_\_\_\_\_  
Name of Applicant (type or print)                      Date

\_\_\_\_\_  
Street Address of Applicant

\_\_\_\_\_  
Title    Phone #

\_\_\_\_\_  
City, State and Zip of Applicant

\_\_\_\_\_  
Signature of Village President

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY:

Other permits required:  Electrical  Public Works  Police

Copy of Application to:  Applicant  Legal  Fire Dept.  Police Dept.  Electrical  Health Dept.

Contact Water Division of Public Works (815-332-3441) for water connections

FEES: Separate payment required for each of the following (3 checks):

Special Event \$100.00 per day x \_\_\_\_\_ days = \$\_\_\_\_\_ Total Amount Due

Water Usage \$60.00 per day x \_\_\_\_\_ days = \$\_\_\_\_\_ Total Amount Due

Other Uses \$\_\_\_\_\_ per day x \_\_\_\_\_ days = \$\_\_\_\_\_ Total Amount Due

Security/Police Protection: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

Permit Approval/Disapproval:

Police Chief: \_\_\_\_\_  Approve  Disapprove  
Signature Date

Village President: \_\_\_\_\_  Approve  Disapprove  
Signature Date

Public Works Director: \_\_\_\_\_  Approve  Disapprove  
Signature Date

Village Office: \_\_\_\_\_  Paid