

Village of Glen Ellyn
Parade and Event Permit



APPLICATION

(Application must be submitted 30 days prior to the event.
Certificate of Insurance must accompany permit application.)

Date of Event: _____

Village Use Only: Date Received _____

Sponsor: Name _____

Address _____

Applicant: Name _____

Address _____ Telephone _____

Alternate Telephone(s) _____

Complete **ONE** of the three following blocks:

PARADE

Purpose of Parade: _____

Route Desired: _____

Number of Units: _____ Starting Time: _____ Ending Time: _____

OPEN MEETING

Purpose of Meeting: _____

Place of Meeting: _____

Estimated Attendance: _____ Starting Time: _____ Duration: _____

Sound amplification system to be used? Yes _____ No _____

Output of System in Watts: _____ Direction it will be pointed: _____

RUNNING OR BICYCLE EVENT

Estimated number of participants _____

Race Course: We wish to use the following established course (select one)

North Course ____ South Course ____ No Preference ____

Distance (select one): 10K Course _____ 5K Course _____ Both _____ Other _____

Based on the Administrative Rules, the Sponsor will provide ____ chemical toilets to be located at _____.

Based on the Administrative Rules, the Sponsor will provide ____ mobile and/or ____ fixed location first-aid treatment. If fixed location, first-aid treatment will be provided at _____.

Based on the Administrative Rules, the Sponsor will notify the affected residents, churches and governmental bodies by the following method(s) _____.

The Sponsor agrees to provide, on request, copies of such notifications and to identify those persons so notified.

Time of Event : Time(s) contained in the Administrative Rules will be used _____, or;
We propose the following starting time(s) _____.

Sound Amplification System to be used? Yes ____ No ____

Output of System in Watts: ____ Direction it will be pointed: _____

The _____ agrees to purchase insurance coverage which is valid on the
(Sponsor Organization)
date of the event, with coverage limitations of **\$2,000,000.00** to insure the Village of Glen Ellyn, their employees, agents or members from and against any and all loss, damage, and any and all claims, suits, costs, or liability to persons other than officers, employees, and agents of Glen Ellyn and for damage to property, resulting from or arising out of the event stated in this application.

Further, the _____ agrees to indemnify and hold harmless the Village of Glen
(Sponsor Organization)
Ellyn, its officers, agents, and employees from all claims or actions for any loss, damage, personal injury, or death occurring as a consequence of the event stated in this application.

Sponsor Signature

Applicant Signature

Recommendation of the Chief of Police:

Chief of Police

