



Village of Glen Ellyn Special Event Permit Application

The Special Event Permit Application must be submitted at least **sixty (60) days prior** to the event date in order to ensure sufficient time for processing. Please contact the Administration Department at 630-469-5000, or refer to the Special Event Permit Application Guidelines at www.glenellyn.org for more information. The Special Event Permit processing fee is \$50.00.

EVENT INFORMATION			
Event Title			
Type of Event	<input type="checkbox"/> Carnival or Rides <input type="checkbox"/> Business Special Event <input type="checkbox"/> Festival <input type="checkbox"/> Outdoor Concert <input type="checkbox"/> Parade <input type="checkbox"/> Tent Sale <input type="checkbox"/> Walk/Run/Bike <input type="checkbox"/> Zoo/Circus <input type="checkbox"/> Other (please specify): _____		
Event Date(s)		Time	
Alternate Date(s)		Time	
First Time Applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is it an Annual Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Website (if any)			Anticipated Attendance
Location of Event Please list all requested street or sidewalk closures noting time(s) each street will be closed.			
Describe the Event Please describe your event in detail including any additional information that may be important to understanding its scope and purpose. Please attach any promotional materials regarding the event.			
Please see <u>Section 3</u> of the Special Event Application Guidelines for more information regarding Event Activities			
Event Activities Please check all items that will be included in your event. *Extraordinary activities may require additional licenses, fees or submittals (See Guidelines for additional information).	<input type="checkbox"/> Alcohol* <input type="checkbox"/> Animals* <input type="checkbox"/> Automobiles <input type="checkbox"/> Balloons/Signs/Decorations <input type="checkbox"/> Bands/Live Music <input type="checkbox"/> Carnival Rides* <input type="checkbox"/> Floats <input type="checkbox"/> Food Booth(s) <input type="checkbox"/> Parade/Race* <input type="checkbox"/> Parking Lots* <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Promotional Signage* <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Stage/Bandshell <input type="checkbox"/> Streets/Sidewalks* <input type="checkbox"/> Tents* <input type="checkbox"/> Vendors <input type="checkbox"/> Raffle* <input type="checkbox"/> Other (please specify): _____		
	For tents and promotional signage checked above, please indicate type, size and location(s): _____ _____		

Draw Event Site Plan

Please provide a draft site plan for your event. Please include the following applicable locations; food/drink vendors, bathrooms, entry/exit points, parking, tents, and any additional details. (See guidelines for additional information).

All applications should be completed and submitted **not less** than sixty (60) days prior to the event date. Applications that are complete and submitted to the Village along with any necessary submittals will be processed by Village staff. Incomplete applications will be held for processing until it is complete. Please return your completed Special Event Permit Application to:

By Mail/Drop Off: Village of Glen Ellyn, Administration Department, 535 Duane Street Glen Ellyn, IL 60137
By Email: contactus@glenellyn.org

EVENT ORGANIZER INFORMATION

Name (First/Last)				
Address			Apt./Unit	
City		State	Zip Code	
Home Phone		Cell Phone		
E-mail Address				
Name of Sponsoring Organization(s) (If applicable/different)				
Organization's Legal Status		<input type="checkbox"/> Governmental Entity	<input type="checkbox"/> Non-profit Entity	<input type="checkbox"/> Commercial Business
Sponsoring Organization Main Contact (If applicable/different)				
Address			Apt./Unit	
City		State	Zip Code	
Daytime Phone		E-Mail		

Applicant Signature: _____

Date: _____