

# VILLAGE PERMIT APPLICATION- SPECIAL EVENT

**COMMUNITY DEVELOPMENT DEPARTMENT**  
101 Schaumburg Ct., Schaumburg, IL 60193-1899  
(ph) 847.923.4420



VILLAGE OF SCHAUMBURG

Permit Number(s) \_\_\_\_\_

**Property Information**

|                  |  |
|------------------|--|
| Address of Event |  |
| Type of Event    |  |

**Property Owner Information**

|          |  |                               |  |
|----------|--|-------------------------------|--|
| Name     |  | Event Date(s)                 |  |
| Address  |  | Event Hours                   |  |
| Zip Code |  | Estimated Number of Attendees |  |
| Phone #  |  |                               |  |
| Email    |  |                               |  |

**Special Event Permit Type (select all that apply)**

**Permit Fees (select all that apply)**

|   |  |
|---|--|
| <input type="checkbox"/> Private/Invitation only <input type="checkbox"/> Open to the public <input type="checkbox"/> Admission fee required<br><input type="checkbox"/> Held within a building <input type="checkbox"/> Held outdoors <input type="checkbox"/> Event advertised (copy attached / described)<br><input type="checkbox"/> For Profit Event <input type="checkbox"/> Not for Profit <input type="checkbox"/> Amusement (amusement, music, games, etc.)<br><input type="checkbox"/> Event is age restricted <input type="checkbox"/> Food served (menu attached)<br><input type="checkbox"/> Alcohol serviced (Separate application issued from the Mayor's Office)<br><input type="checkbox"/> Unarmed security hired <input type="checkbox"/> Armed security hired<br>Event requires Village Services <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Other<br>(Police detail for traffic control or security; Fire watch; Engineering & Public Works services issued by the dept.) | Tent \$60<br>Stage/other structure \$100<br>Electrical \$103<br>Temporary Sign \$18<br>Amusement<br>Late Fee \$50<br><br><b>FEE TOTAL \$</b> _____ |
|---|--|

**Required Documents (if applicable to be submitted with this application)**

Description Letter describing the event in sufficient detail, along with activities, entertainment, etc.  
 Property Owner Letter providing permission to use the property for the event. The Description Letter and Permission Letter may be combined if the owner and applicant are the same.  
 Parking Permission Letter(s) are required from adjacent property owners for supplemental parking if the event requires additional parking.  
 Site Plan to show location of the event, tents, parking, other structures, etc.  
 Letter requesting Waiver of Permit Fees and Cost of Village Services associated with the event, if applicable. The Village may waive permit fees for certain events, including those associated with not-for-profit organizations.  
 Other Documents may include tent flame retardant certificate & tent installer, electrical application & contractor, sign application.

By checking this box, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I have not provided false or misleading information.

Applicant's Printed Name \_\_\_\_\_

Company \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

(Your signature indicates your comprehension and acknowledgment of all provided information)