

VILLAGE PERMIT APPLICATION-MUNICIPAL PROPERTY/ROW USE

COMMUNITY DEVELOPMENT DEPARTMENT

101 Schaumburg Ct., Schaumburg, IL 60193-1899 (ph) 847.923.4420 • (fax) 847.923.4474

Property Information		Permit Number(s)		
Address of Event				
Type of Event				
Property Owner Inforn	nation			
Name				
			L Event Date(s)	
Address			French Harris	
Zip Code			Event Hours	
Phone # Email			Estimated Number of Attendees	
			t Fees (select all that apply)	
☐ Private/Invitation only	Open to the public	Admission fee required	Tent \$60	
Held within a building	☐ Held outdoors	☐ Event advertised (copy attached / described)	Stage/other structure \$100	
For Profit Event	☐ Not for Profit	☐ Entertainment (amusement, music, games, etc.)	Electrical \$103	
Event is age restricted	☐ Food served (menu a	·	Temporary sign \$18	
☐ Alcohol serviced (Separate application issued from the Mayor's Office)			☐ Entertainmen	t License \$30
Unarmed security hired	Armed security hired	0.1		
Event requires Village Services Police Fire Other (Police detail for traffic control or security; Fire watch; Engineering & Public Works services issued by the dept.)			FEE TOTAL \$	
Required Documents ((if applicable to be s	submitted with this application)		
☐ Description Letter describ	oing the event in sufficient	detail, along with activities, entertainment, etc.		
Property Owner Letter prowner and applicant are		the property for the event. The Description Letter and Pe	ermission Letter r	may be combined if the
☐ Parking Permission Lette	r(s) are required from adja	cent property owners for supplemental parking if the eve	ent requires addi	tional parking.
☐ Site Plan to show location	n of the event, tents, parkir	ng, other structures, etc.		
☐ Certificate of Insurance a	and Endorsement for use o	f municipal property or public right-of-way		
	of Permit Fees and Cost of those associated with not-	of Village Services associated with the event, if applicable for-profit organizations.	e. The Village m	ay waive permit fees for
☐ Other Documents may in	clude tent flame retardant	certificate & tent installer, electrical application & contract	ctor, sign applica	tion.
and employees from and agains including death, property loss o municipal property.	st any and claims, suits, dam or theft sustained by any per eby certify that the informa	s to indemnify and hold harmless the Village of Schaumbunge, causes of action, judgments, loss, costs, expenses, and son on the premises during or as a result of the applicant's ation provided in this application is true and correct to the	attorney's fees a permission to ho	rising out of personal injury, d an activity/event or use of
Applicant's Printed Name	e			
Company				
Phone Number				
Email Address				