



## City of Sycamore

City Clerk's  
Office 308 West  
State Street  
Sycamore, IL  
60178  
T#: 815.895.4515  
F#: 815.899.2054

[www.cityofsycamore.com](http://www.cityofsycamore.com)

### For Office Use Only

Permit Fee: \$25.00 ☐ paid  
\$200 Deposit Check #: \_\_\_\_\_  
\_\_\_\_\_  
Date  
Received: \_\_\_\_\_  
Permit: Issued \_\_\_\_\_ Denied \_\_\_\_\_  
Reason Denied: \_\_\_\_\_

## Application for Special Event Permit

Application for **NEW EVENTS** must be submitted a minimum of **14 days** before event date. Application for **ANNUAL EVENTS** must be submitted by **March 15** to reserve the date.

Incomplete application will **NOT** be accepted.

### 1. EVENT INFORMATION

- a) Name of Event: \_\_\_\_\_  
\_\_\_\_\_
- b) Location of Event: \_\_\_\_\_  
\_\_\_\_\_
- Is the premises: ☐ Indoor ☐ Outdoor Is the premises: ☐ Public ☐ Private
- c) Date of Event: \_\_\_\_\_ Event Time(s): Start: \_\_\_\_\_ am/pm Finish: \_\_\_\_\_  
\_\_\_\_\_ am/pm
- d) Requested Time of Street Closure for Event Set Up \_\_\_\_\_ (maximum of 3 hours before approved event)  
Provide items to be set up \_\_\_\_\_
- e) Street closure request? (please circle) Yes No  
If yes, name street: \_\_\_\_\_  
Reason for street closure: \_\_\_\_\_
- f) TYPE OF EVENT:  
☐ Outdoor Liquor ☐ Public Property  
☐ Festival/Fair ☐ Race/Walk/Bike Ride  
☐ Other Not Listed. Explain: \_\_\_\_\_
- g) Estimated attendance: \_\_\_\_\_ Demographic (age) of crowd: \_\_\_\_\_

### 2. ORGANIZATION HOSTING EVENT

- a) Organization \_\_\_\_\_
- Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_
- Day Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

### 3. CONTACT PERSON /APPLICANT - PERSON RESPONSIBLE FOR THIS EVENT

a) Name \_\_\_\_\_

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

Day Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_ Relationship to organization: \_\_\_\_\_

#### 4. CONTACT INFORMATION OF ALL EVENT PLANNERS RESPONSIBLE FOR THIS EVENT

Name	Address	Phone/Cell #	E-mail

#### 5. FOR AN EVENT THAT WILL INVOLVE LIQUOR AND/OR ENTERTAINMENT

<u>Hours of Liquor Sales and/or Entertainment</u>	Notes:
*Entertainment _____ To _____	
*Liquor Sales _____ To _____	
* Entertainment and Liquor sales must cease by 11:00pm.	
a) Name of business providing alcohol: _____	
b) ** City Liquor License No.: _____	
d) Alcoholic liquor at the event will be: <input type="checkbox"/> Served <input type="checkbox"/> Sold <input type="checkbox"/> Served and sold	
e) Number of servers and number of BASSET/TIPS trained staff that will be present at the event: _____	
** It is the liquor license holder's responsibility to comply with any State requirements.	

#### 6. ATTACH THE FOLLOWING TO THIS APPLICATION

- ☐ a. **Permit Fee** for \$25.00 and a separate **Deposit Check** for \$200.00 made payable to the City of Sycamore.
- ☐ b. **Copy of Proof of Insurance** naming the "City of Sycamore" as **an additional insured** including name and date of the event in the amount of \$1,000,000.00 in general liability, and if alcoholic liquor will be served/sold, liquor liability in the amount of \$1,000,000.00.
- ☐ c. **Letters of permission/notification** from any property owner(s) affected that may necessitate a street closure or the acquisition of temporary easements, use of leased land or as otherwise required.
- ☐ d. **Building permit applications** if building permits are required, applications signed by licensed contractors required in accordance with the City of Sycamore's Code provisions. Provide a detail of any temporary or permanent changes, additions, and/or deletions to any structural, electrical, mechanical or plumbing systems necessary to conduct the special event.
- ☐ e. **Detailed site plan showing:** (Aerial Computer Generated Map Preferred)
  1. Location where the event will be held including any existing or proposed accessory structures (stage, beer station, etc.)
  2. Temporary fencing.
  3. Adequate number of egress points at least 36" wide - plus, locations where temporary alteration of fence/barricades occurs.
  4. Minimum of 16' fire lane. (Any obstacles (chairs or tables) allowed in fire lane must be easily removed in an emergency.)
  5. Location of refuse and portable restroom facilities.
  6. Location of portable fire extinguishers and first aid, if required.
  7. Electrical supply sources, if applicable.
  8. Parking arrangements if necessary: on-site and off-site

#### 7. POLICE SERVICE CONTRACT REQUIRED FOR EVENTS ON CITY PROPERTY

1. Contact Deputy Chief Jeff Wig at [jwig@sycamorepd.com](mailto:jwig@sycamorepd.com) or 815-895-3435.

#### 8. ORIGINAL SIGNATURES REQUIRED - FACSIMILES OR COPIES WILL NOT BE ACCEPTED

I, the undersigned/applicant hereby state that the information contained in this application is true and correct to the best of her/his knowledge.

**DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_