

Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, ILLINOIS 60154
(708) 345-0020 FAX (708) 345-2873
WWW.WESTCHESTER-IL.ORG



Village of Westchester Application for Special Event Permit

The undersigned hereby makes application for a special event permit to conduct an event on Village owned property, sidewalk(s), and/or street(s) of the Village of Westchester and in support of such application makes the following statements and representations.

Completed applications should be returned to Assistant Village Manager, Village of Westchester, 10300 W. Roosevelt Rd. Westchester, IL 60154

Organization Requesting Permit: _____

Name of event: _____ **Date of event:** _____

Type of event: Run ____ Walk ____ Other (describe): _____

Assembly time for event participants: _____ AM / PM

Actual start time of event: _____ AM / PM

Actual end time of event: _____ AM / PM

Starting location of event: _____

Ending location of event: _____

Person making application:

Name: _____ Phone: _____

Address: _____

Email: _____

Business Name: _____

Business address: _____

Chairman or person in charge of event:

Name: _____ Phone: _____

Email address: _____

Names and contact information of directors / trustees of the organization are:

Name: _____ Phone: _____

Email address: _____

Name: _____ Phone: _____

Email address: _____

Name: _____ Phone: _____

Email address: _____

Attach addendum if necessary

State the purpose or objective of the proposed event:

Is this event political in nature? Yes ___ No ___

If yes, please provide documentation of political status.

Proposed location/route of event (*describe location(s) and attach map*):

Estimated number of pedestrians/attendees: _____

Is traffic control needed? Yes No Will road closures be required? Yes No

If yes, describe: _____

Are barricades required? Yes No

Are you requesting Village staff be present for this event? Yes No

Note: The Village may require reimbursement for staff participation

Insurance Required

Applicants must provide a current certificate of liability insurance with a general liability minimum coverage of \$1,000,000 per occurrence, with a Minimum General Aggregate amount no less than \$2,000,000.

In addition, the following language naming the Village listed as an additionally insured party must be included with the insurance certificate:

“To the fullest extent permitted by law, the Applicant agrees to indemnify, save harmless and defend the Village of Westchester, and their respective elected and appointed officials, employees, agents, consultants, attorneys and representatives and each of them against and hold it and them harmless from any and all lawsuits, claims, injuries, demands, liabilities, losses, and expenses; including court costs and attorney’s fees for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of, or in connection with this event. The foregoing indemnity shall apply except if such injury is caused directly by the willful and wanton conduct of Municipalities, its agents, servants, or employees or any other person indemnified hereafter.”

Failure to provide adequate insurance will result in automatic denial of this application.

Signature

I have carefully read the foregoing application and swear that every statement made therein is true and correct to the best of knowledge and belief.

Signature of Person Making Application

Date

