



VILLAGE OF CHERRY VALLEY
 806 E. State Street, Cherry Valley, Illinois 61016
 (815) 332-3441 phone
 (815) 332-3414 fax

SPECIAL EVENT PERMIT APPLICATION

Name of Applicant/Organization: _____

Address/Location of Event: _____

Date Event will be erected: _____ Date Dismantled: _____

Event President: _____

Address	City	State	Zip
---------	------	-------	-----

Phone	Fax
-------	-----

Registration # _____

The event will will not have electrical equipment.

Electrical: When electrical equipment is to be used, a request for inspection by the Winnebago County Building Department, Electrical Division shall be scheduled as soon as possible to be conducted when connection of electrical equipment to power source is nearing completion.

Call (815) 319-4350 to schedule. Fax form(s) to (815) 319-4351, Attn: Electrical Inspector.

Fire: When tents are more that 120 sq ft in area to be used for assembly of more than 10, or heat-producing cooking appliances are to be used in proximity of tents, an inspection by the Fire Department Fire Prevention Bureau shall be scheduled as soon as possible to be conducted when tent erection and installation of cooking appliances are nearing completion.

Water: Will any connections to the Village of Cherry Valley's hydrants be required? _____

1. Events erected on Village of Cherry Valley property, regardless of time frame, require a permit and Village Board approval.
2. Any event that anticipates attendance over one hundred (100) in a restricted or designated area during the time period of the event must have security personnel present (police, private or volunteer). The number and type of security must be approved by the Village prior to the issuance of the permit.
3. Any event that allows liquor consumption, regardless of attendance numbers, must have security personnel present (police, private or volunteer). The number and type of security must be approved by the Village prior to the issuance of the permit.

4. Any event that causes temporary road closures, traffic directing, any traffic safety concern or continued traffic disruption must provide qualified security for traffic control. The number and type of security must be submitted to the Village prior to the issuance of the permit.
5. Any event that requests the Cherry Valley Police Department as their event security will be charged Forty-five Dollars (\$45.00) per hour per officer.
6. Any event that does not request the Cherry Valley Police Department as their event security and the event causes a continued response and/or permanent presence by a Cherry Valley Police Officer(s) requiring police presence beyond regular schedule patrol functions will be charged Forty-five Dollars (\$45.00) per hour per officer.
7. Any police equipment depleted, destroyed or damaged because of the event will be billed to the event organizer at the replenishment/replacement/repair cost.
8. Items 2 through 8 may be waived by the Board of Trustees for the Village of Cherry Valley.
9. Inspections requiring electrical equipment or usage or gatherings requiring Fire Department inspections must have completed the inspections prior to the event.

The undersigned hereby applied to the Village of Cherry Valley, Illinois, for a permit to conduct a special event as described herein, and if granted, the applicant which applied for the permit shall comply with all requirements of Village Ordinances relating thereto and pay the fees required by such ordinances. No error or omission in this Application, whether approved by the Board of Trustees or not, shall permit or relieve the applicant from conducting the event in a manner other than provided for in the Ordinances of this Village relating thereto. I hereby certify that the proposed event is authorized by the property owner of record to conduct the requested activity. The information contained in this Application is true and correct.

Signature of Applicant Date

Name of Owner/Sponsor (type or print)

Name of Applicant (type or print) Date

Street Address of Applicant

Title Phone #

City, State and Zip of Applicant

ORDINANCE NO. 2010-6

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES
FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS,
SECTION 26-210. SPECIAL EVENT PERMIT**

WHEREAS, the Village has received requests for public gatherings of more than fifty (50) people, and,

WHEREAS, said requests and gatherings require compliance with Village Ordinances to ensure the safety of those attending, and,

WHEREAS, to promote the safety of people at these larger gatherings, the Board of Trustees believes it is important that certain safety guidelines be met prior to the event, and,

WHEREAS, the Village, in its attempt to promote safety, believes certain requirements and restrictions should be met and followed, and,

WHEREAS, event organizers need to understand what is expected of them by the Village to promote the safety of those at the event.

NOW, WHEREFORE, be it ordained by the President and Board of Trustees for the Village of Cherry Valley, Illinois, as follows:

SECTION 1: The Code of Ordinances for the Village of Cherry Valley, Illinois, shall be and hereby is amended to read as follows:

Section 26-200. Special Event Permit.

(a) Each public gathering or event which anticipates have fifty (50) people or more shall complete and file with the Village Clerk prior to the special event the following application and shall not conduct the special event until the necessary permit is issued by the Village.

(b) Exclusion: the uses of Baumann Park, the Village Gazebo or Pavilion or residential family gatherings are exempt from compliance with the Special Event Permit process.

SECTION 2: The organizers of the special event shall be fined Five Hundred Dollars (\$500.00) for each day the event occurs without a permit as required by Subsection (a) above.

SECTION 3: This Ordinance shall be in full force and effect ten (10) days after its approval, passage and publication in pamphlet form.

PASSED UPON MOTION BY _____ James Coppernoll _____

SECONDED BY _____ Sally Hollembeak _____

BY ROLL CALL VOTE THIS 6 DAY OF April, 2010

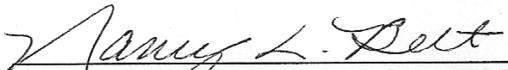
AS FOLLOWS:

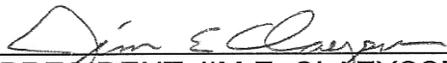
VOTING "AYE": Stephen Appell, James Coppernoll, Sally Hollembeak
Scott Kramer, Gary Maitland, David Schroeder

VOTING "NAY": None

ABSENT, ABSTAIN, OTHER None

ATTEST: APPROVED April 6, 2010


VILLAGE CLERK, NANCY L. BELT


PRESIDENT JIM E. CLAEYSSEN

FOR OFFICE USE ONLY:

Other permits required: Electrical Public Works Police

Copy of Application to: Applicant Legal Fire Dept. Police Dept. Electrical Health Dept.

Contact Water Division of Public Works (815-332-3441) for water connections

FEES: Separate payment required for each of the following (3 checks):

Special Event \$100.00 per day x _____ days = \$_____ Total Amount Due

Water Usage \$60.00 per day x _____ days = \$_____ Total Amount Due

Other Uses \$_____ per day x _____ days = \$_____ Total Amount Due

Security/Police Protection: _____

Miscellaneous: _____

Permit Approval/Disapproval:

Police Chief: _____ Approve Disapprove
Signature Date

Village President: _____ Approve Disapprove
Signature Date

Public Works Director: _____ Approve Disapprove
Signature Date

Village Office: _____ Paid