



City of Markham

Building & Housing Department

16313 Kedzie Parkway • Markham, Illinois 60428

Phone (708) 331.4095 Ext. 314 • Fax: (708) 331.9250

Email: housing@cityofmarkham.net

Permit # _____
Date _____
Received By _____
Fee: **\$35.00**

SPECIAL EVENT PERMIT APPLICATION

Applicant Name: _____

Applicant Address: _____

Applicant Telephone: _____ Applicant Email: _____

Location/Address of Event: _____

Description of Event: _____

List Dates of Event and Hours of Operation:

Set-Up Date/Time: _____ Tear-down Date/Time: _____

Estimated Number of Participants: _____ Spectators/Attendants: _____

- | Yes | No | (Additional Fees May Apply) |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will Food Be Served? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will Alcohol Be Served? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is Electricity Needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will There Be Any Inflatable Jumpers, Slides, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will There Be Live Entertainment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will There Be Temporary Signage? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will There Be A Tent? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will There Be Any Structures Other Than A Tent? |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, list structures: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Will There Be Any Road Or Sidewalk Or Right-Of-Way Closures? |

Applicant Signature

Date

City of Markham Use Only:

APPROVED

DENIED

Building Official
SPECIAL EVENT TERMS & CONDITIONS

ADMENDMENTS OR REVISIONS: It is the responsibility of the applicant to inform the City in writing of any and all amendments and/or revisions to the original application. The applicant must inform the City upon the immediate discovery of such amendments and/or revisions to the original application prior to the event day. All amendments and/or revisions are subject to the review of the City.

COSTS: Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the City and changes/modifications relative to the event from the other City departments are at the sole expense and risk of the Event Organizer.

BLOCK PARTIES: Applicant/Organizer shall obtain written permission of at least half of the residents that live on the affected block prior to submission of permit. If approved, applicant/organizer shall provide all residents of that block with written notification of the date and time of the party and notifications of an street closures.

GARBAGE/CLEAN-UP: Clean-up is the responsibility of the applicant/group/organization. Any clean-up that is not done properly will be completed by the City of Markham staff and billed back to the event organizer.

GRILLING/FRYING: Grilling/frying must be confined to enclosed metal containers and my only take place within dedicated grilling/frying areas. Hot coals must be cooled or doused with water after use and must be disposed of in proper containers. Cooking oils must be cooled before disposed of in proper containers.

INCLEMENT WEATHER: No rain dates will be issued. Refunds will not be granted for inclement weather.

ON CITY PROPERTY: A Hold Harmless Agreement must be signed for any event taking place on City property including streets and sidewalks.

PROHIBITED ACTIVITIES: No bonfires or open flame: "No person shall light or make use of any fire in the park except those fires for cooking purposes may be made in portable metal containers or grills sunder such regulation as may be prescribed by the City of Markham." No parking and/or driving vehicles on grass, athletic fields, recreation courts, service roads or pathways.

SIGNAGE: Fastening or attaching any rope, sign, banner flyer or other object to any tree, shrub, or park feature on City property is strictly prohibited. No markings are allowed on paths. All signage must be removed at the end of the event.

Applicant will indemnify and defend the City of Markham, its officials, agents, and employees ("the Indemnitees") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses that the Indemnitees may suffer, incur, or sustain or for which it or they may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do solemnly swear and affirm that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

NAME OF APPLICANT (please print)

SIGNATURE OF APPLICANT

DATE