



ROBERT J. BURDEN, CITY CLERK
100 HEART BLVD
LOVES PARK IL 61111
815-654-5034

**APPLICATION MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE 60 DAYS
PRIOR TO THE EVENT**

DATE: _____ ESTIMATED NUMBER OF ATTENDEES: _____ FEE: _____
(OVER 500 ATTENDEES \$250.00)

NAME OF APPLICANT: _____

ADDRESS: _____
STREET CITY STATE ZIP

PHONE NUMBER OF APPLICANT: _____ CELL PHONE _____

BUSINESS ADDRESS OF APPLICANT: _____
STREET CITY STATE ZIP

NAME OF RESPONSIBLE AGENT: _____

ADDRESS: _____
STREET CITY STATE ZIP

PHONE NUMBER: _____ CELLPHONE: _____

DATE(S) OF EVENT: _____ HOURS: _____

LOCATION OF EVENT/ADDRESS: _____

TYPE OF EVENT (DESCRIPTION): _____

NUMBER OF PAVED PARKING SPACES AVAILABLE FOR THE EVENT _____

HAS THIS EVENT BEEN HELD BEFORE? YES _____ NO _____ HOW MANY YEARS? _____

IS THERE A REQUEST FOR ROAD OR LANE CLOSURE? _____

SITE PLAN SUBMITTED (REQUIRED) _____

DAY OF EVENT EMERGENCY CONTACT PHONE: _____ DAY OF EVENT EMERGENCY CONTACT CELL PHONE: _____

SALES TAX NUMBER (If applicable): _____ - _____

WILL ALCOHOL BE SERVED? Yes _____ No _____ WILL THERE BE AMPLIFIED MUSIC? Yes _____ No _____

SECURITY PROVIDED BY (If necessary): _____

Signature of Applicant

SEP Info Sheet

When do I need a Special Event Permit?

Any event in the City of Loves Park when you are:

- 1) Expecting large attendance that potentially can cause congestion and high traffic on city streets.
- 2) Planning to have your event outside.
- 3) Having Amplified music: Must be compliant with the Noise Ordinance
- 4) Using city streets: Street Events-5k Run\Walk; Block parties with closure of lanes or streets. FYI- must contact Loves Park Police & Street Departments one week prior to your event.

Planning to serve **food or have food vendors**:

****Please contact Winnebago County Health Department** as soon as possible, as they have their own requirements you must meet.

The Special Event Permit Application and Site Map will need to be returned to the City Clerk's Office, if applicable the Liquor License application will need to be returned to Nate, in the Community Development Department, all at least 60 days prior to the event.

Your Special Event Permit request will be read in at the City Council meeting and referred to the Codes & Regulations Committee. If needed they will set a meeting, review your application and vote on your request. The committee may request you be present for questions at that meeting. Once they approve, then the City Council will vote as well. Once it's approved by City Council, we will mail you a letter with your approval. If denied, a letter will be mailed to you for notification.

****If event is being held at City Hall** and you're in need of a temporary Liquor License, you will need a Special Event Permit Application, Site Map, Certificate of Insurance and the temporary Liquor License Application.