



VILLAGE OF SCHAUMBURG

VILLAGE PERMIT APPLICATION- SPECIAL EVENT

COMMUNITY DEVELOPMENT DEPARTMENT
101 Schaumburg Ct., Schaumburg, IL 60193-1899
(ph) 847.923.4420 • (fax) 847.923.4474

Permit Number(s) _____

Property Information

Address of Event	
Type of Event	

Property Owner Information

Name		Event Date(s)	
Address			
Zip Code		Event Hours	
Phone #		Estimated Number of Attendees	
Email			

Special Event Permit Type (select all that apply)

Permit Fees (select all that apply)

<input type="checkbox"/> Private/Invitation only <input type="checkbox"/> Open to the public <input type="checkbox"/> Admission fee required <input type="checkbox"/> Held within a building <input type="checkbox"/> Held outdoors <input type="checkbox"/> Event advertised (copy attached / described) <input type="checkbox"/> For Profit Event <input type="checkbox"/> Not for Profit <input type="checkbox"/> Entertainment (amusement, music, games, etc.) <input type="checkbox"/> Event is age restricted <input type="checkbox"/> Food served (menu attached) <input type="checkbox"/> Alcohol serviced (Separate application issued from the Mayor's Office) <input type="checkbox"/> Unarmed security hired <input type="checkbox"/> Armed security hired Event requires Village Services <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Other (Police detail for traffic control or security; Fire watch; Engineering & Public Works services issued by the dept.)	<input type="checkbox"/> Tent \$60 <input type="checkbox"/> Stage/other structure \$100 <input type="checkbox"/> Electrical \$103 <input type="checkbox"/> Temporary sign \$18 <input type="checkbox"/> Entertainment License \$30 FEE TOTAL \$ _____
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Required Documents (if applicable to be submitted with this application)

<input type="checkbox"/> Description Letter describing the event in sufficient detail, along with activities, entertainment, etc. <input type="checkbox"/> Property Owner Letter providing permission to use the property for the event. The Description Letter and Permission Letter may be combined if the owner and applicant are the same. <input type="checkbox"/> Parking Permission Letter(s) are required from adjacent property owners for supplemental parking if the event requires additional parking. <input type="checkbox"/> Site Plan to show location of the event, tents, parking, other structures, etc. <input type="checkbox"/> Letter requesting Waiver of Permit Fees and Cost of Village Services associated with the event, if applicable. The Village may waive permit fees for certain events, including those associated with not-for-profit organizations. <input type="checkbox"/> Other Documents may include tent flame retardant certificate & tent installer, electrical application & contractor, sign application.

By checking this box, I hereby certify that the information provided in this application is true and correct to the best of my knowledge and that I have not provided false or misleading information.

Applicant's Printed Name _____

Company _____

Phone Number _____

Email Address _____