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OFFICE USE ONLY

# THE VILLAGE OF **FRANKLIN PARK** ILLINOIS **9500 Belmont Avenue, Franklin Park, Illinois 60131** Building Dept: (847) 671-8245 Zoning Dept: (847) 671-8227

# **Temporary Event & Vendor Permit Application**

YOU ARE HEREBY NOTIFIED THAT A TEMPORARY EVENT OR VENDOR MUST OBTAIN A PERMIT BEFORE OPERATING UPON THE PREMISES AT

ADDRESS OF PROPERTY

#### In Franklin Park, Illinois 60131.

Applications for Temporary Event & Vendor Permits shall be obtained at the Building Department, 9500 Belmont Avenue, Franklin Park, Illinois, Second Floor. The packet must be filled out completely and returned to the Building Department in a timely manner. The application must be processed by both the Building Department and Zoning Department. You will be contacted by Village staff when your application has been reviewed.

The enclosed forms have been prepared to collect vital information needed by the Fire, Police, Health, Zoning, and Building Departments. The information will be used in normal daily operations and during emergencies. Information changed should be reported to the building administrator by calling (847) 671-8245.

Below is a checklist of items needed to submit a valid application:

COMPLETED APPLICATION PACKET

EVENT OR VENDOR USE LETTER (SEE LAST PAGE FOR INSTRUCTIONS)

SITE MANAGEMENT PLAN (IF REQUIRED, SEE LAST PAGE FOR INSTRUCTIONS)

HAS REVIEWED ILLINOIS DEPARTMENT OF PUBLIC HEALTH GUIDELINES FOR FAIRS AND TEMPORARY FOOD SERVICE ESTABLISHMENTS (*IF PREPARING, COOKING, SELLING, OR SERVING FOOD OR BEVERAGES*)

			OFFICE USE ONLY
ZONING REVIEW	DATE	ZONING DISTRICT	
BUILDING REVIEW	DATE	VALID PERMIT DATE	E
COMMENTS			

PLEASE NOTE: Applications with missing information WILL NOT be accepted and WILL NOT initiate the application process. Any false, misleading or material omission of information shall subject any license or permit issued as a result of this application to be subject to revocation.

THE VILLAGE OF FRANKLIN PARK ILLINOIS 9500 Belmont Avenue, Franklin Park, Illinois 60131 Building Dept: (847) 671-8245 Zoning Dept: (847) 671-8227

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				APPLICANT INFORMATION
COMMUNITY EVENT				
ADDRESS OF EVENT				
NAME OF APPLICANT				
APPLICANT TYPE	INDIVIDUAL	PARTNERSHIP	CORPORATION	OTHER
APPLICANT PHONE		APPLI	CANT EMAIL	
APPLICANT ADDRESS				
NAME OF PERSON TO C	CONTACT			
PERSON TO CONTACT P	HONE (OFFICE)		(CELL)	
This information will be us	sed by the Fire and Po	blice Departments in cas	e of emergency	EMERGENCY CONTACT
EMERGENCY CONTACT	NAME 1			
EMERGENCY PHONE (C	DFFICE)		(CELL)	
EMERGENCY CONTACT	EMAIL			
EMERGENCY CONTACT				
				PROPERTY OWNER CONTACT
NAME OF CURRENT BU	ILDING OWNER			
CURRENT OWNER'S AD	DRESS			
CURRENT OWNER'S PH	ONE (OFFICE)		(CELL)	
CURRENT OWNER'S EM	IAIL			
				VENDOR CERTIFICATIONS
If food is	present, an IDHP I	Food Service Sanitation	on certified employee r	nust be on-site at all times
CERTIFIED EMPLOYEE #	1 NAME		DATE OF ISSUA	NCE
CERTIFICATION NUMBE	R		EXPIRATION D	ATE
CERTIFIED EMPLOYEE #	2 NAME		DATE OF ISSUA	NCE
				ATE

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Temporary Event & Vendor Permit Application PAGE 3 OF 4

THE VILLAGE OF FRANKLIN PARK ILLINOIS 9500 Belmont Avenue, Franklin Park, Illinois 60131 Building Dept: (847) 671-8245 Zoning Dept: (847) 671-8227

INDICATE EVENT DATES & HOURS		EVE	INI &	VENDO	OR INFOR	ΜΑΤΙΟ
INDICATE EVENT SET-UP AND TAKE-DOWN TIMES						
WILL ANY PORTION OF THE EVENT TAKE PLACE OUTSIDE? -	-	-	-	-	YES	NO
WILL ENTERTAINMENT OR PERFORMANCES OCCUR ON SITE?	-	-	-	-	YES	NO
WILL SALES OF MERCHANDISE OR SERVICES OCCUR ON SITE?	-	-	-	-	YES	NO
WILL FOOD BE PREPARED, COOKED, SOLD, OR SERVED ON SITE?	-	-	-	-	YES	NO
WILL TEMPORARY STRUCTURES, VENDOR STALLS, OR SEATING BE UTIL	IZED?	-	-	-	YES	NO
IF YES TO ANY, PLEASE DESCRIBE						
DESCRIBE CROWD CONTROL AND SECURITY MEASURES						
HOW WILL TRASH AND RECYCLING BE DISPOSED OF?						
				FO	OD PREP	ERATIO
IF FOOD IS PRESENT, WHERE WILL IT BE PREPARED? ON-SIT	E	OFF-S	SITE			
PLEASE LIST ALL TYPES OF FOOD WHICH WILL BE MADE AVAILABLE FOR				J:		
WILL FOOD AND BEVERAGES BE PURCHASED FROM AN APPROVED SOL	JRCE?		YES	NO		
WILL FOOD AND BEVERAGES BE PURCHASED FROM AN APPROVED SOU LIST THE NAME, ADDRESS, AND CONTACT INFORMATION OF ALL APPRO					CES TO BE U	TILIZED:
					CES TO BE U	TILIZED:
					CES TO BE U	TILIZED:
				AGE SOUR		TILIZED:
LIST THE NAME, ADDRESS, AND CONTACT INFORMATION OF ALL APPRO	OVED FC	DOD AN	D BEVER	AGE SOUR	NE)	
LIST THE NAME, ADDRESS, AND CONTACT INFORMATION OF ALL APPRO	OVED FC	DOD AN	D BEVER	AGE SOUR	NE)	
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LIST THE NAME, ADDRESS, AND CONTACT INFORMATION OF ALL APPRO	OVED FC	DOD AN	D BEVER	AGE SOUR	NE) NTION FACILI	
LIST THE NAME, ADDRESS, AND CONTACT INFORMATION OF ALL APPRO (PURVEYOR) (ADDRESS) IF PREAPRED OFF-SITE, LIST THE NAME, ADDRESS, AND CONTACT INFOR	OVED FO	DOD AN	ALL FOOL	AGE SOUR 	ITION FACILI	TIES:
LIST THE NAME, ADDRESS, AND CONTACT INFORMATION OF ALL APPRO (PURVEYOR) (ADDRESS) IF PREAPRED OFF-SITE, LIST THE NAME, ADDRESS, AND CONTACT INFOR (COMMISSARY) (ADDRESS)	OVED FO	DOD AN	ALL FOOL	AGE SOUR 	ITION FACILI	TIES:

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## Temporary Event & Vendor Permit Application

### **EVENT OR VENDOR LETTER INSTRUCTIONS**

Please provide a EVENT OR VENDER LETTER that includes the following:

- Detailed description of operations and background
- Reason for locating in Franklin Park
- Manager, owner or person of responsibility contact
- Business/Organization marketing packet (if available)

Event or Vendor letter must be TYPED\* using company letterhead or logo.

\*If you do not have access to a personal computer to type a commercial use letter, free computer use is provided at the Franklin Park Public Library located at 10311 Grand Ave, Franklin Park, IL 60131.

# SITE MANAGEMENT PLAN INSTRUCTIONS

Please provide a scaled SITE MANAGEMENT PLAN based on a plat of survey. This should include the following:

#### Site Plan

- Proposed outdoor structure and operation locations
- Addresses, unit/suite numbers, legend and scale
- Indicate crowd control and security measures
- Indicate where people will park or access site
- Indicate closed roads, driveways, or parking areas

#### **Food Service**

- Indicate size and location of kitchen, food trucks food stroage, preperation, or service stations
- Indicate location and number of seats, tables, fixtures, or amenities in which customers will utilize, if applicable
- Indicate food disposal, trash, and recycling receptacles

#### **APPLICANT CERTIFICATION**

certify that the information provided in this application is true and correct to the best of my knowledge and agree that I have a continuing obligation to inform the Village if there is a change in circumstances.			
I certify that I will complete all work required by the Zoning and Building the site and obtain all necessary permits for work I will undertake.	Departments before occupying	INITIAL	
I certify I have read, understand, and agree to follow all Illinois Departme for fairs and temporary food establishments if preparing, cooking, selling,		INITIAL	
I certify that I will obtain a Temporary Event & Vendor Permit Application	before occupying the site.	INITIAL	
APPLICANT SIGNATURE	DATE		
NAME OF APPLICANT			
SUBSCRIBED AND SWORN BEFORE ME ON THIS DAY OF, 20			
NOTARY PUBLIC			

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ADDRESS TO:

Nicholas Walny Zoning Administrator Village of Franklin Park 9500 W Belmont Franklin Park, IL 60131

Zoning Dept: (847) 671-8227