



**VILLAGE OF CHANNAHON**

24555 S NAVAJO DRIVE CHANNAHON, IL 60410  
PHONE: 815-467-6644 FAX: 815-467-9774

**OPEN AIR EVENT APPLICATION**

Submit to the Police Department two (2) weeks prior to event.

Date of application: \_\_\_\_\_

Date of event & location: \_\_\_\_\_

Start and end time: \_\_\_\_\_

Type of event:

- Block Party       Walk-a-thon  
 Parade       Other \_\_\_\_\_

Organization Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Person(s) in charge of event/Must be available during hours of event.

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Entertainment? Yes      No      If yes what type? \_\_\_\_\_

Will liquor be at the event? Yes      No

Will liquor be sold at event? (Catered) Yes      No  
If yes, 1-day liquor license is required. (See attached application)

Approximate number of persons expected: \_\_\_\_\_

Event will occupy  All /  Part of the width of street or sidewalk

Area to be blocked off: \_\_\_\_\_

Time street will be closed: \_\_\_\_\_

Barricades needed? Yes      No

If barricades are needed, (only if street is closed) they will be dropped off by Village Public Works personnel at the location during normal working hours (Monday-Friday 7:30 am-3:30pm). Village personnel will return to pick up barricades also during normal working hours.



**VILLAGE OF CHANNAHON**

24555 S NAVAJO DRIVE CHANNAHON, IL 60410

PHONE: 815-467-6644 FAX: 815-467-9774

**PARKING**

It is the responsibility of application to obtain permission from any public and/or private property owner to use their facility for parking.

Location of parking with permission by Owner/Manager (signature)

\_\_\_\_\_

Location of parking with permission by Owner/Manager (signature)

\_\_\_\_\_

**VENDORS**

Will there be any vendor booths? (i.e. souvenirs, food, drinks) Yes No

If yes, applicant is responsible for a vendor license if not using a licensed Channahon Business. Fee for license is \$20.

Vendor Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone: \_\_\_\_\_

What items will be sold? \_\_\_\_\_

**If food will be sold Vendor must submit, to the Village, County Health Department permit to operate.**

**\*CHANNAHON ORDINANCE**

**§ 13.5/800-5 LOUD OR UNNECESSARY NOISES.**

(A) It shall be unlawful for any person to make, continue or cause to be made or continued any loud, unnecessary or unusual noises or any noise which knowingly disturbs, injures or endangers the comfort, repose, health, peace or safety of others.

\*The applicant agrees to hold the Village of Channahon its officials and employees harmless of any claim or injury arising out of the use of any public street, sidewalk or other facility in conjunction with the terms and conditions of this permit.

\_\_\_\_\_  
Applicant's Signature

-----

Village Administrator

Fire Chief

Public Works



# Channahon Fire Protection District EVENT REQUEST

## EVENT INFORMATION:

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Number of People: \_\_\_\_\_ Shift/Firehouse: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Station  
Assigned/Involved:

## REQUEST FOR:

### Station Tour:

Tours are done at Station #1 – 24929 S. Center Street

### Event:

- Block Party     Fire Drill     Sporting Event     Public Event  
 Parade     Touch a Truck     Stand-By     Other:  
 Home Inspection     Smoke / CO Detector Check     Smoke / CO Detector Install

### Talk On:

- Babysitting     CPR/AED     Fire Safety     Extinguishers  
 Evacuation Plan     First Aid     Fire-Setter Intervention  
 Other:

Car Seat Installation/Check

### Demonstration:

### Additional Information:

## AUDIENCE AGE:

School:  Pre-School     Kindergarten     Grade 1-2     Grade 3-5     Grade 6-8     High School

Other:  Adult     Children     Senior

### Special Needs or Additional Information:

## EQUIPMENT NEEDED:

Ambulance     Engine     Truck     Safety Trailer     Other:

## APPROVAL:

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Denied By & Reason: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTIFICATION:

- Fire Lieutenant     Fire Inspector     EMS Administrator  
 Life Safety Educator     Station Officer(s)     Entered into Master Calendar