TOWN OF CICERO

4949 West Cermak Road• Cicero, Illinois 60804• 708.656.3600

APPLICATION FOR A

SPECIAL EVENT PERMIT/STREET CLOSURE

RETURN THIS COMPLETED APPLICATION WITH ANY REQUIRED PAYMENT, LICENCE, BOND, AND/OR EXECUTED STREET CLOSURE AGREEMENT TO:

THE OFFICE OF THE TOWN CLERK
4949 WEST CERMAK ROAD
CICERO, ILLINOIS 60804

TELEPHONE: 708-656-3600

FAX: 708-656-5801

EMAIL: MARIAS@THETOWNOFCICERO.COM

THE BOARD OF TRUSTEES OF THE TOWN OF CICERO WILL ONLY REVIEW THIS APPLICATION IF IT IS LEGIBLE AND FILLED OUT COMPLETELY. PLEASE TYPE OR PRINT CLEARLY.

Date of application:_____. The application must be filed at least thirty (30) calendar days prior to the scheduled date of the special event, unless the timeframe is waived by the Board of Trustees of the Town of Cicero.

SPONSOR INFORMATION:

- The person(s) conducting the special event or in whose name or for whose support the special event will be held: _____
  _____(the sponsor)
- Address of each Sponsor: _____
  _____
- Telephone Number of each sponsor:_____
- Fax Number of each sponsor: _____

AGENT INFORMATION (if the Sponsor is an entity or is an individual who will not be present throughout the duration of the special event, include the following information for an authorized and responsible agent (the "Agent")):

- Name of the Agent: _____
- Address of the Agent:_____
- Telephone number of the Agent:_____
- Fax number of the Agent:_____

SPECIAL EVENT INFORMATION:

- Date(s) of the proposed special event: _____
- The special event will start at _____m. and end at _____m.
- The block, intersection or portion of the street that the Sponsor is asking to close (if applicable): _____
- The estimated number of people who will attend the special event: _____
- The purpose or a description of the special event: _____
  _____
- Will parking be restricted or prohibited during the special event (check one)?

  ☐YES or ☐NO

- Will any music will be played or sound amplification equipment be used at the special event (check one box)? ☐ YES or ☐NO
  If YES, all sound amplification equipment must be used in accordance with applicable laws, including the Town of Cicero's noise ordinance.

- Will alcoholic liquor, beverages, food and/or merchandise be sold, offered for sale or given away at the special event (check one box)? ☐ YES or ☐NO

  If YES, what types of goods will be sold, offered for sale or given away:_____

  _____

  If YES, the Town of Cicero may require the Sponsor to provide proof to the Town of Cicero that the Sponsor has obtained all necessary permits or licenses to carry out the special event.

- The special Town of Cicero services, if any, that the special event will require: _____
  _____

The Sponsor has been given a copy of Chapter 82, Section 82-38, Section 82-306, and 82-307 of The Code of Ordinances of the Town of Cicero, Illinois.

THE SPONSOR UNDERSTANDS THAT, IF THIS APPLICATION IS GRANTED: (1) THE SPONSOR MUST MAINTAIN, AT ITS SOLE COST AND EXPENSE, SUCH INSURANCE POLICIES WITH SUCH LIMITS AS DETERMINED BY THE TOWN OF CICERO; (2) THE SPONSOR WILL BE REQUIRED TO POST A BOND OR DEPOSIT WITH THE TOWN OF CICERO A SUM IN AN AMOUNT ESTIMATED TO COVER THE ADDITIONAL PERSONNEL COSTS TO BE INCURRED BY THE TOWN; (3) APPROVAL TO HOLD THE SPECIAL EVENT MAY BE REVOKED BY THE TOWN; (4) THE SPONSOR IS RESPONSIBLE FOR CLEANING THE STREET AND REMOVING ALL MATERIALS AND EQUIPMENT FROM THE STREET AT THE END OF THE SPECIAL EVENT; AND (5) THE SPONSOR AGREES TO COMPLY WITH ALL APPLICABLE LAWS, STATUTES, ORDINANCES, CODES, RULES, REGULATIONS OR ORDERS IN CARRYING OUT THE SPECIAL EVENT.

If this application is granted, the Town of Cicero will notify the Sponsor of the approval, the amount and type of insurance policies required to be carried by the Sponsor, the amount of the bond or sum needed to cover the Town of Cicero's anticipated additional personnel costs, if applicable, and of any other conditions imposed on the special event by the Town of Cicero.

_____ _____

Signature of Sponsor Date

_____

Printed Name of Sponsor