

# CITY OF HARVEY

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ROSA ARAMBULA, CITY CLERK  
15320 BROADWAY AVENUE  
HARVEY, ILLINOIS 60426-7539  
OFFICE (708) 210-5330



## **SPECIAL EVENT PERMIT APPLICATION PROCESS**

Thank you for choosing Harvey to hold your special event. There is no fee for the Special Event Permit application. This information packet will assist you in your application process and obtaining all required authorizations for your event. It is your responsibility to read this packet in its entirety to ensure you understand the rules and necessary requirements for holding a Special Event.

Completed applications must be submitted to the City Clerk's office **at least one week** before the next scheduled City Council meeting. If application is submitted after the deadline, application will not be reviewed until the following scheduled City Council meeting. Applications will be brought before the council for approval. City Council meeting dates are included in the packet.

### **Small Private Events**

Special Events hosted on private property and do not require any City services (barricades, traffic control, street/alley closures, etc.) do not need to complete a special events application unless event has DJ, live music, or event would be in violation of Ordinance #3364 Chapter 9-04-420 Section 1 of the municipal code.

Notice is then forwarded to the Harvey Police Department of event.

### **Special Events**

Events hosted on private or City property that require City services (barricades, traffic control, street/alley closures, etc.) will need to complete application along with proposal.

Proposal must be typed and include date, detailed description of event, proposed layout and/or route, and contact information for all event organizers.

### **Approval**

Application will be reviewed and voted on by the City Council for approval. Applicant will be notified of permit status by the City Clerk's office.

If approved, notice of event will be forwarded to both the Harvey Street Dept. and Police Dept. The Street Dept. is responsible for delivering barricades for and street/alley closure.



# City of Harvey

Office of the City Clerk

Rosa M. Arambula

## OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

COUNCIL APPROVAL DATE: \_\_\_\_\_

CLERK'S OFFICE STAFF INITIALS: \_\_\_\_\_

## Special Events Application

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

Address (Street, City, Zip code): \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Type of Event:

☐ Block Party ☐ Street/Ally Closure ☐ Celebration (Birthday, Cookout, etc.) ☐ Tagging

☐ Live Band, DJ, Loud Music ☐ Other \_\_\_\_\_

### Event Address (Street, City, Zip code):

### Description of Event:

### Date and Time:

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

All events must end by 8 P.M unless the event planner has obtained a special events permit. As the event planner, you accept full responsibility for failure to comply with regulations set forth by the City of Harvey. If you are found in violation of the regulations, you may be subject to fines and/or citations of \$300 per violation in accordance with Ordinance 3364 and Chapter 9, section 9-04-420 of the Municipal Code. Consent is hereby given for a police officer or any other official designated by the City of Harvey, Illinois ordinance to enter upon said property and inspect for required permit and premises for safety.

**PERMIT MUST BE DISPLAYED ON THE PREMISES DURING THE EVENT**

Signature of Applicant: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_