



Special Event Application

This application must be completed in full and submitted to the Community Development Department not less than ten (10) days prior to the commencement of the special event. False or incomplete information may cause the application to be denied. The non-refundable fee of \$5.00 must accompany the application. It is the Applicant's responsibility to be compliant with Village of Deerfield Municipal Code provisions.

Per Village Ordinance, noise and backyard lighting must be extinguished no later than 11:00 p.m.

Owner Contact Information

Property Owner Name: _____

E-mail Address: _____ Phone #: _____

Address of event: _____

On-Site Emergency Contact Information

To be completed, if different from the Owner information listed above

Emergency Contact Name: _____

Emergency Contact Email Address: _____ Phone #: _____

Special Event Operations

Date(s) of event: _____ Hour(s) of event: _____

Total number of attendees including all guests, hosts and hired staff: _____

Estimated number of vehicles at event: _____

Event will be: Interior Only Exterior Only; Both

Identify the location of all public streets, public ways, and public property which you propose to use for parking of vehicles (please include a map): _____

Describe the amount and type of vehicles expected to be used and brought to the event. Also describe the provisions made for parking of these vehicles on public or private property: _____



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Describe the method and procedures for the removal of garbage and other waste from the event location:

Describe any type of special effects expected or planned to be used at the event, including sound, pyrotechnics or other effects: _____

Describe the type of event (i.e. wedding, bar mitzvah, etc.) and type of equipment being used: _____

Tent Regulations

Do you intend to use tents: ___ Yes ___ No

If yes, a separate approval is required by the Deerfield Bannockburn Fire Protection District. Applicant must contact the Fire District directly at 847-945-4066. Initial that you understand: _____

If yes, how will the tent be secured: _____

Do you intend to use propane heaters or similar heating elements inside the tent(s): ___ Yes ___ No

Do you intend to use electricity inside the tent(s): ___ Yes ___ No

If yes, how: _____

Signature Under Oath

I swear or affirm that all the information in this application is true and correct.

Signature of Owner: _____

Date: _____

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Permit: Approved _____ Denied _____ Date: _____

Signature of Authorizing Official: _____