



100 Parkers Mill • Oswego, IL 60543 • (630) 554-3259
Website: www.oswegoil.org

VILLAGE OF OSWEGO VILLAGE HALL PARKING LOTS RESERVATION APPLICATION FORM

To request a reservation for the Village Hall parking lots, please complete and submit the form to:

Village of Oswego
100 Parkers Mill Oswego,
Illinois 60543
Phone (630) 551-2343
eventpermits@oswegoil.org

Organization/Business Name: _____

Applicant/Contact Name: _____

Address: _____ City: _____ Zip: _____

Daytime Phone Number: _____ Evening Phone Number: _____

E-mail Address: _____

Day and Date Requested: _____

Event Times – Start: _____ Finish: _____

Total Estimated Attendance: _____

Brief Description of the Nature of the Event: _____

Requirements:

Reservations must be applied for by a member of the interested organization/business who is 18 years of age or older. This individual will be the only person authorized to make changes to the reservation and will also serve as the primary contact for the Village.

Organizations/businesses using the Village Hall parking lots must provide a certificate of insurance with the Village of Oswego listed as an additional insured. The certificate should reflect the following limits of insurance: Limits of liability: \$1,000,000 - General Liability.

Applicants are responsible for cleanup. The Village Hall parking lots must be left clean and in good condition. All waste must be disposed of properly.

No alcoholic beverages are allowed on the Village Hall parking lots property. A temporary liquor license must be applied for through the Special Event Permit process which would allow the applicant/temporary liquor license holder to sell and serve alcohol. All Village requirements pertaining to the sale and consumption of alcoholic beverages must be followed, including fencing, checking of ID's, wrist banding and/or hand stamping.

All special events, on public property, requiring a permit, shall post a Human Trafficking notice in accordance with 775 ILCS 50/5 (PA 100-0671). Notices must be visible by the public, employees, volunteers and any others who may be attending or part of the special event.

The application does not guarantee approval of the Village Hall parking lots request. Once an application has been submitted, the Village will approve or deny the application. The applicant will be notified of approval or denial within ten (10) business days. The reservation is considered temporary until a Special Event Permit is approved and a certificate of insurance is received.

NOTE: Failure to comply with any of the listed requirements will result in the denial of the request and all future requests to use the Village Hall parking lots.

Waiver and Hold Harmless Agreement

As the event applicant, I will abide by the approved permit and/or permits and will make every effort to resolve any conflicts through appropriate communications. Furthermore, I understand that the Village of Oswego, its officials, employees, and agents will not be responsible for any property left unattended at the event, and that I am responsible for reporting incidents of vandalism or illegal activity at the event by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor(s), and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the Village of Oswego for any and all loss incurred by it in repairing or replacing damage to Village of Oswego property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the Village of Oswego, its officers, agents, and employees from any liability to any person, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agents, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all special use regulations/ requirements/agreements. I do hereby agree to abide by all federal, state, local and Village of Oswego laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Village of Oswego property. I understand that lack of meeting all requirements may result in the denial of the proposed special event. In the event that information provided on this form changes, or the event is canceled, I will inform the Village of Oswego, in writing, at least two (2) weeks prior to the event.

Applicant Signature: Date: _____

Print or Type Name: