



VILLAGE OF BEECHER

625 Dixie Highway, PO Box 1154

Beecher, Illinois 60401

(708) 946-2261

BUSINESS SPECIAL EVENT APPLICATION & APPROVAL FORM

PLEASE SUBMIT THE COMPLETED APPLICATION TO THE BEECHER VILLAGE HALL AT
625 DIXIE HIGHWAY OR VIA EMAIL AT CLERK@VILLAGEOFBEECHER.ORG

PLEASE ALLOW A MINIMUM OF 4 WEEKS FOR PROCESSING

Business: _____

Applicant / Organizer: _____

Address: _____ Phone: _____

Email: _____

EVENT INFORMATION

Date: _____ Start Time: _____ End Time: _____

Address/Area being used: _____

Estimated Attendees: _____

Event Description: _____

Alcohol Service

Will alcoholic beverages be available at the event?

☐ Yes ☐ No *If yes, a Special Event Liquor License Application Form must be completed and attached to this document

*****Please provide a map of the area being used**

SAFETY & STREET CLOSURE REQUIREMENTS

The applicant agrees to always maintain emergency vehicle access, keep fire hydrants and entrances clear, comply with all police/fire requirements, comply with all State laws/Village ordinances, obtain any required permits, and clean the area after the event.

DEPARTMENT OF PUBLIC WORKS REQUESTED SERVICES:

- ☐ Barricades/cones
☐ Signage
☐ Street closure assistance
☐ Other: _____

POLICE DEPARTMENT REQUESTED SERVICES:

- ☐ Traffic control
☐ Police presence/visit
☐ Street closure assistance
☐ Other: _____

BUSINESS SUPPORT

A signature page of area businesses affected by the closure is required to be attached to this application (minimum of five signatures needed).

APPLICANT CERTIFICATION

I certify that the information provided is accurate and agree to comply with all applicable associations, city, police, fire, and Village requirements. I understand that board approval does not replace any governmental permit or authorization that may be required.

Applicant Signature: _____ **Date:** _____

OFFICE USE ONLY

VILLAGE BOARD APPROVAL

☐ **APPROVED** ☐ **APPROVED WITH CONDITIONS** ☐ **DENIED**

Title: _____ **Signature:** _____

Date: _____

Application Date: _____ **Permit / Ref. No.:** _____

Final Approval: ☐ Yes ☐ No **Additional Permit Required:** ☐ Yes ☐ No