



## Village of Mokena Special Event Permit Instructions & Application

Thank you for your interest in holding a Special Event in the Village of Mokena. This packet contains the information needed to apply for a Special Event Permit, as well as any other required permits related to your event. The first three pages should be removed from the completed application packet and kept by the event organizer for reference.

On page three of this packet, you will find the Special Event checklist, which is designed to help you determine permits that are required for your Special Event. Some information will not apply to your Special Event. However, **all** special event organizers are required to fill out the Special Event Permit Application in full, and submit it with all requested documentation. **All Special Events must receive formal approval from the Village of Mokena Board of Trustees.**

Please fill out application completely. Any missing information may delay the approval of your application. You may submit your completed application, or any questions, to:

Village of Mokena  
11004 Carpenter Street, Mokena, IL 60448  
Phone: (708) 479-3900 Fax: (708) 479-4844  
administration@mokena.org

**Special Event Criteria:** The Village of Mokena defines a Special Event as a temporary public outdoor activity that may include one or more of the following:

- Utilization of Public Right-of-Way for the event, including parades, runs, walks, marathons, bike races, open air public meetings, or any other group-sponsored activity occupying or using any street or public place in the Village
- Utilization of Village resources

Any activity that meets the definition above requires a Special Event Permit.

## Requirements and Conditions

1. **Alcoholic Beverages:** A Special Event Liquor License is required for the sale of alcoholic beverages. All Special Event Liquor Licenses must be approved by the Village of Mokena Liquor Commissioner. Please contact Greg Anderson, Assistant Village Administrator, **at least three (3) months** prior to your event for details on obtaining a Liquor License.
2. **Certificate of Insurance:** An original Certificate of Insurance naming the Village of Mokena and their respective public officials, officers, employees, volunteers, agents and assignees, as an additional insured at the **required limits of \$1,000,000 per occurrence/\$2,000,000 aggregate**. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of your event registration, an **original copy** of the certificate of insurance **must be on file** prior to the event date. The Village of Mokena reserves the right to request additional insurance for the event, as deemed necessary by Village staff and/or Village Board.
3. **Compliance with Village Ordinances:** The applicant shall comply with all applicable Village ordinances, codes, conditions, and requirements, copies of which can be obtained at the Village Hall.
4. **Food and Beverage Health Inspections:** Food and beverages shall not be sold at an event unless approved and licensed by the Will County Health Department. Event organizers are responsible for arranging health inspections for their events. Please contact the Will County Health Department at (815) 727-8480 for more information. Also note that any mobile food vehicles operating as part of the event must comply with Village of Mokena Code Section 3-18-10.
5. **Hold Harmless Agreement:** The event organizer must sign a Hold Harmless Agreement (see page 10), agreeing to indemnify the Village of Mokena against any and all actions arising from, during, or as a result of the event.
6. **Amendments:** The event organizer is required to inform the Village of Mokena of any and all amendments to the original application prior to the day of the event. All amendments and/or revisions are subject to review by the Village of Mokena.
7. **Temporary Tent Permit:** The event organizer is required to inform the Village of Mokena of all temporary tents that will be erected for the event. The event organizer must complete a Temporary Tent Permit regardless of size. In addition, please contact the Mokena Fire Protection District at (708) 479-5371 to verify requirements for temporary tents.
8. **Special Event Electric Permit:** The event organizer is required to inform the Village of Mokena of the use of generators and temporary electrical wiring. The event organizer must complete a Special Event Electric Permit application and inspection.

**The Village of Mokena is not responsible for any accidents or damages to persons or property resulting from a Special Event; the Event Coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants, and spectators abide by all of the above conditions, ordinances, codes, and requirements.**

## **Application Process / Checklist**

### **Documents that must be submitted:**

- ☐ 1. Completed and Signed Special Event Permit application must be submitted at least 3 months prior to event.
- ☐ 2. Hold Harmless Agreement must be submitted with each Special Event Permit application.
- ☐ 3. Original Certificate of Insurance naming the Village of Mokena and their respective public officials, officers, employees, volunteers, agents and assigns, as an additional insured at the **required limits of \$1,000,000 per occurrence/\$2,000,000 aggregate**.
- ☐ 4. Detailed Route Map showing all streets and/or sidewalks to be used, if applicable.
- ☐ 5. Complete detailed description of the event.
- ☐ 6. Detailed Site Layout depicting the following:
  - a. All Rights-of-Way, drive aisles, and permanent structures
  - b. All proposed activity locations (tents, VIP areas, vendors, restroom facilities, alcohol sales areas, non-alcohol sales areas, stages, seating, carnival rides, attractions, etc)
  - c. Proposed parking locations, including handicapped spaces
  - d. Location of generators or temporary electrical wiring
  - e. Event security and/or first aid areas, if applicable
  - f. Street closures, if applicable
  - g. Barricade locations, if applicable

### **Documents that may need to be submitted (check all apply):**

*\*Please note, some of these items may be warranted later in the application process.*

- ☐ Copy of Tax Exempt ID and Certificate (if applying as a non-profit)
- ☐ Temporary/Civic Sign Permit Application
- ☐ Temporary Tent Permit
- ☐ Special Event Electric Permit
- ☐ Village of Mokena Liquor License Application (must be submitted at least 3 months prior to event)
- ☐ Approval from the Illinois Liquor Control Commission
- ☐ Approval from other entities impacted by event (i.e. – Park District, Fire Protection District, Church, etc.)
- ☐ Route for runs/walks/etc. for the Mokena Police Department to approve

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7. Event Timeline

**Setup:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

**Event Starts:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

**Event Ends:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

**Dismantle:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

**Daily Event Hours:** \_\_\_\_\_

**Days & Hours alcohol will be sold:** \_\_\_\_\_

8. Is this an annual event? ☐ Yes ☐ No

If "Yes," please answer the following questions:

a. What is the anticipated attendance for this event? \_\_\_\_\_

b. How many years have you been holding this event? \_\_\_\_\_

c. Where was the event held last year? \_\_\_\_\_

9. Fees & Proceeds (Please use additional paper if needed)

a. Will fees be charged to participants? ☐ Yes ☐ No

i. If "Yes," list amount by category: \_\_\_\_\_

b. Will fees be charged to spectators? ☐ Yes ☐ No

i. If "Yes," list amount by category: \_\_\_\_\_

c. Will fees be charged to vendors/exhibitors? ☐ Yes ☐ No

i. If "Yes," list amount by category: \_\_\_\_\_

d. Is the Special Event a fundraiser and/or a charitable event? ☐ Yes ☐ No

i. If "Yes," to whom do the event's proceeds go?

Recipient Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Website: \_\_\_\_\_

ii. If annual event, include list of last year's recipients: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

iii. If first-time event, include a copy of your organization's by-laws for charitable distribution.

## Applicant Information

Hosting Organization Name: \_\_\_\_\_

President/Chief of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Website: \_\_\_\_\_

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Please check organization's legal status:

☐ Partnership

☐ Corporation

☐ Limited Liability  
Corporation

☐ Religious  
Organization

☐ Not for Profit

☐ Other  
(explain): \_\_\_\_\_

Does your organization hold any State or Federal tax exemption(s)? ☐ Yes ☐ No

If "Yes," please identify each exemption (501(c)(3), 501(c)(6), etc.), and attach the documentation establishing each exemption. \_\_\_\_\_  
\_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_ - \_\_\_\_\_

Event Coordinator's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Onsite/Day-of-Event Contact's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

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## Event Operations Information

### Food

Will you be serving and/or selling food at your event? ☐ Yes ☐ No

If "Yes," a permit is required from the Will County Health Department for each food vendor.

Will you have one or more mobile food vehicles (food trucks) at your event? ☐ Yes ☐ No

Pursuant to Village of Mokena Code Section 3-18-10, please note that any food vendor who utilizes a **mobile food vehicle** is required to obtain a local business license from the Village of Mokena. A mobile food vehicle is defined as follows:

**Mobile food vehicle:** a fully-enclosed vehicle or trailer equipped with facilities for preparing, cooking, and selling various food products and operating at an approved fixed location as an extension of a retail food establishment.

Please indicate the location of any mobile food vehicles (food trucks) on the site layout map on Page 11.

### Liquor

Will you be serving and/or selling alcohol at your event? ☐ Yes ☐ No

If "Yes," a Special Event Liquor License is required from the Village of Mokena. Please contact the Liquor License Coordinator at (708) 479-3900 for additional information. A Liquor License is also required from the Illinois Liquor Control Commission.

*Continued on next page*

## **Restroom Facilities**

Name of Company providing services: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

No. regular provided: \_\_\_\_\_ No. accessible provided: \_\_\_\_\_ No. hand-washing stations provided: \_\_\_\_\_

Date to be installed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date to be removed: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Refuse / Waste Disposal**

Name of Company providing services: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Total

# provided: \_\_\_\_\_ Date to be installed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date to be removed: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Security**

Is public or private security proposed for the event? ☐ Public ☐ Private

If security is private, how many security officers will be present? \_\_\_\_\_ Are officers armed? \_\_\_\_\_

Security dates and times:

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Are you requesting public security assistance from the Village of Mokena? ☐ Yes ☐ No

If yes, Mokena Police, Mokena ESDA, or both? ☐ Mokena Police ☐ Mokena ESDA ☐ Both

Name of Company providing private security, if applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Onsite Contact person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## **Street Closures / Traffic Control**

Are you requesting the closure of Village streets? ☐ Yes ☐ No

If "Yes," please fill in the following information:

Street	From	To	Date(s)	Times
Ex. Wolf Road	LaPorte Road	191 <sup>st</sup> Street	9/5/2019	9:00 am to 3:00 pm

Continued on next page



Are you requesting traffic control assistance from the Village of Mokena? ☐ Yes ☐ No

Dates and times traffic control is requested:

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

### **Signage**

If you wish to promote your Special Event through signage, please contact the Village Hall at (708) 479-3900 to obtain information on a Temporary or Civic Sign Permit.

### **Miscellaneous Other Information**

Does your event require the use of Village sidewalks? ☐ Yes ☐ No

If "Yes," please indicate where: \_\_\_\_\_

Are you requesting the use of any another other Village-owned property, i.e. parking lots, etc? ☐ Yes ☐ No

If "Yes," please indicate the property you are requesting to use: \_\_\_\_\_

Are you requesting the use of any Village of Mokena Public Works services? Please explain the reason for your request below. Your request will be evaluated by the appropriate division(s).

\_\_\_\_\_  
\_\_\_\_\_

Please list any and all other relevant information that may assist us in reviewing your Special Event Permit application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Site Layout and/or Route Map**

In the space on the next page (or separate sheet if necessary), illustrate the layout and/or route for your Special Event, in as much detail as possible. Please mark the flow of parades, runs, walks, etc. with arrows (→ → →). Please label the following applicable locations using the following abbreviations:

Mobile Food Vehicle (MFV)	Barricades (B) [include # of barricades]
Other Food Vendor–Not MFV (OFV)	Fire Lane (FL)
Beverage Vendor (BV)	Fire Extinguishers (FE)
Hand Washing sinks (HWS)	Public Entrances/Exits (PE)
Retail Merchants (RM)	Sound Stages / Amplified Sound (S)
First Aid (FA)	Residential streets surrounding event
Garbage Receptacles (G)	Toilets (T)

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**Site Layout and/or Route Map**

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**All applications must be signed in front of a Notary Public.**

STATE OF ILLINOIS    )  
                                  ) SS.  
COUNTY OF WILL    )

I have read and understand the contents of this application. I swear under oath that I will not violate any of the ordinances of the Village of Mokena, or the laws of the State of Illinois, or the laws of the United States of America, in the conduct of the Special Event described herein. The information contained in this application, attached exhibits, and other information submitted is complete, are true and correct to the best of my knowledge and belief. Knowingly providing false information will automatically void this application and cancel the event. I authorize the Village of Mokena, its agents, and its employees to seek information and conduct an investigation into the truth of the statements set forth in this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(Notary Public Seal)

## For Office Use Only

### Are the following included?

☐ Completed/signed application

☐ Hold Harmless Agreement

☐ Original Certificate of Insurance

☐ Detailed Event Description

☐ Detailed Site Layout/Route Map

☐ Copy of Tax Exempt ID and Certificate (if applying as a non-profit)

☐ Approval of route from Mokena Police Department for runs/walks/etc.

Permit Approved?     \_\_\_ YES     \_\_\_ NO     Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Permit Number: \_\_\_\_\_

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

*Village Representative*



## Village of Mokena Special Event Release and Hold Harmless Agreement

\_\_\_\_\_ (**Name of Organization or Company**) recognizes and acknowledges that there are certain risks associated with a Special Event within the Village of Mokena. By signing this application for a Special Event, \_\_\_\_\_ (**Name of Organization or Company**) does hereby agree to assume the full and complete risk of any injuries, damage, or loss regardless of the type of severity, which anyone employed by or used as a volunteer by \_\_\_\_\_ (**Name of Organization or Company**) may sustain as a result of the Special Event in the Village of Mokena.

\_\_\_\_\_ (**Name of Organization or Company**) does hereby fully release and discharge the Village of Mokena, its officers, agents, and employees from any and all claims for injury, damage, or loss sustained by any of its employees or volunteers connected in any way to this Special Event in the Village of Mokena.

\_\_\_\_\_ (**Name of Organization or Company**) further agrees to indemnify and hold harmless and defend the Village of Mokena, its officers, agents, and employees from any and all claims, including attorney's fees, resulting from injury, damage, or loss sustained by any of its employees or volunteers, or caused by them, and arising out of, or in any way connected or associated with, this Special Event in the Village of Mokena.

I, \_\_\_\_\_ (**Representative Name**) state that I am an authorized representative of \_\_\_\_\_ (**Name of Organization or Company**) with the authority to execute this agreement. I have read and fully understand the above release and hold harmless agreement, and execute it on behalf of, and as the duly authorized representative of \_\_\_\_\_ (**Name of Organization or Company**).

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(Notary Public Seal)



**VILLAGE OF MOKENA**  
COMMUNITY DEVELOPMENT DEPARTMENT  
11004 CARPENTER ST, MOKENA, IL 60448  
(708) 479-3900  
[COMMUNITYDEVELOPMENT@MOKENA.ORG](mailto:COMMUNITYDEVELOPMENT@MOKENA.ORG)

Date Received

## Temporary Tent Permit and Code Compliance Checklist

*Please read, review, and complete this checklist in its entirety and submit it to the Village a minimum of 14 days prior to the date of the event.*

### Applicant Information

Applicant Name: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Day Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Tent Information (List all tents. Attach additional pages if needed)

Tent Size (length & width)	Estimated Number of Occupants <ul style="list-style-type: none"><li>Maximum 1 person per 7 sq. ft. of area</li><li>If over 49 occupants see item #2 below</li></ul>	Proposed Use of Tent (e.g. sales, dining with tables & chairs, spectator seating, wedding)

(IFC 3103.2)

### Submittal Requirements

Small Tents: Tents 400 sq. ft. in size or smaller

- Submit site layout diagram, showing distance to nearby buildings and drive aisles, and any parking, including accessible parking spaces.
- Aggregate area of small tents shall not exceed 700 sq. ft. unless a 12 ft. fire break clearance is provided between groupings

### Large Tents: Tents over 400 sq. ft. in size

- Submit interior tent plan diagram showing furnishings layout, designated egress openings, exit signs, and any heating or electrical equipment (IFC 3103.6, 3103.12)
  - Submit a site layout diagram showing both the tent and its relation to nearby buildings, other tents, egress from buildings and other tents, cooking equipment, stored fuel (e.g. propane, charcoal), generators, and streets or vehicular drive aisles (IFC 3103.8, 3104.15-19)
  - Certification of flame-resistance must be provided when submitting plans. (IFC 2015, 3104.2)
  - Tent provider or event organizer shall submit certificate of liability insurance to village.
  - Aggregate area of all tents shall not exceed 10,000 sq. ft. unless a 20 ft. fire clearance is provided between groupings. (IFC 3103.8.2)
- 

## **Tent Requirements**

### **1. General: Requirements applicable to all temporary tents (regardless of size)**

- Temporary tents are allowed to be erected for maximum of 180 days within any 12-month period on a single premise. (IFC 3103.1)
- Tents must be flame-resistance rated per UL701, and shall have a permanently affixed label bearing the identification of size and fabric or material type. (IFC 3104.2) (IFC 3104.3)
- Tents shall not be located within 20 feet of lot lines, buildings, cooking tents, generators, parked vehicles or internal combustion engines. (IFC 3103.8.2)
- Tents shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request. (IFC 3103.9)
- Tents must use manufacturer approved stakes or purpose-designed precast concrete ballasts for anchorage. Water filled drums or other unapproved ballasts will only be allowed for tents 144 sq. ft or smaller. (IFC 3103.9, AHJ)
- No tent, regardless of maximum wind speed noted in the manufacturer specification, shall be occupied when sustained wind speeds reach 40 mph or greater. Tent shall be vacated when sustained wind speeds reach 75% of the manufacturer specified wind speed capacity. (AHJ)
- Event organizer shall designate a competent person to monitor the weather conditions during times the tent is occupied. Such person shall have the authority and means to instruct the occupants to evacuate the tent in case of inclement weather. (AHJ)

**Designated Weather Monitoring Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

- Standby personnel. Where, in the opinion of the fire code official, it is essential for public safety, the event organizer shall employ qualified persons to remain on duty during the times the tent open to the public, or when activity is being conducted. Standby personnel shall keep diligent watch for fires and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public (IFC 3104.20)
- Smoking shall not be permitted inside tents. (IFC 2015, 3104.6). No smoking signs shall be provided. (IFC 2015 3104.6).
- Portable outdoor gas-fired heaters (propane heaters) are prohibited inside tents. (IFC 603.4.2.1.1)
- All tents shall have 2A10BC fire extinguishers present and mounted near exits, with minimum of 1 extinguisher per every required exit. Extinguishers shall be readily accessible, in operating condition, and have a current annual inspection tag attached. (IFC 906)

- The number of accessible parking spaces in parking lots must be maintained in the same ratio as originally provided. Provide temporary accessible parking spaces and temporary striping at new locations if applicable. (2018 Illinois Accessibility Code)

## **2. Egress (Exit) Requirements applicable to all temporary tents over 144 sq. ft in size.**

- Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress where the exit serves an occupant load of 50 or more. (IFC 3103.12.6)
- Exit signs shall be listed in accordance with UL 924 as the internally illuminated type or shall be externally illuminated by luminaires supplied by two separate circuits, one of which shall be separate from all other circuits. For occupant loads exceeding 300, exit lights shall be supplied by two separate sources of power, one of which shall be an approved emergency system with a minimum duration capacity of 90 minutes when operated at full design demand. (IFC 3103.12.6.1)
- Exits shall be spaced at approx. equal intervals around the perimeter of the tent and shall be located such that all points inside tent are 100 feet or less from exit. (IFC 3103.12.1)
- Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements (IFC 3103.12.3):
  - a. Curtains shall be free sliding on a metal support. The support shall be not less than 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
  - b. Curtains shall be of a color, or colors, that contrasts with the color of the tent.
- Tents with more than 49 occupants shall have a temporary "Maximum Approved Occupant Load" placard laminated and mounted in a conspicuous location near the tent entrance. Placard will be provided by the Fire District or Building Department after review of this application. (IFC 3103.2)
- Tents with opaque side walls comprising more than 50% of exterior perimeter shall have emergency lights provided with backup batteries or generator in case of power failure. (IBC 1008.3.5)

### **Number of Required Exits for Tents**

<b>Occupant Load</b>	<b>Minimum number of exits</b>	<b>Minimum width of each exit</b>
1-9	1	36"
10-199	2	72"
200-499	3	72"

(IFC 3103.12.2)

## **3. Cooking: Additional Requirements when cooking near tents (regardless of size)**

- Open-flame cooking appliances shall only be used outside and shall not be located under any tent structure unless explicitly approved by the Fire Code Official. (IFC 3104.70)
- Tents where cooking is performed with sidewalls or drops shall be separated from other tents by not less than 20 feet. (IFC 3104.15.4) (IFC 3104.15.5)
- Operations such as warming of foods, cooking demonstrations and similar operations that use electric appliances, solid flammables, butane or other similar devices that do not pose an ignition hazard, may be allowed inside tents, but shall be approved by the Fire Code Official. Electric cooking and heating appliances shall be listed per NFPA 70. (IFC 3104.15.4)
- All vendors shall have a 2A10BC type fire extinguisher present. Class K type is preferred for cooking use, and required if cooking with oil. It shall be readily accessible, in operating condition, and have a current annual inspection tag attached. (IFC 3104.12) (IFC 906)
- Portable LP containers with capacity of 500 gallons or less, shall be located at least 10 feet from any tent, including "cooking tents". (IFC 3104.16.2.1)

- All propane container, valves, piping and hoses shall be adequately protected to prevent tempering, damage from vehicles, or other hazards. LP containers shall be fastened in place to prevent unauthorized movement (IFC 3104.16.3)
- Will County Health Department License (and Permit) may be required. Contact Will County Health Department at 815-727-8490.

**No vendor shall begin operations, including serving any food, or conducting any on-site cooking, without the approval of the Fire, Building and Health Departments.**

**Contact us on a business day at least 24 hours prior to tent installation to schedule an inspection. Inspection will be conducted when tent is fully erected.**

The Fire, Building, and/or Health Departments will make periodic inspections prior to or during the festival. Should you have any questions regarding fire and safety requirements please contact the Village of Mokena at 708-479-3900 or Mokena Fire Protection District at 708-479-5371

*I have read and reviewed the above temporary tent checklist, and understand the above noted requirements.*

**Applicant Name:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Applicant Signature:**

\_\_\_\_\_

For Office Use Only

	Reviewed By	Date	Conditions
Village of Mokena			
Mokena Fire Protection District			



**Mokena Community Development Department**

Phone: 708-479-3930 Fax: 708-479-1137 E-mail: [communitydevelopment@mokena.org](mailto:communitydevelopment@mokena.org)

**SPECIAL EVENT ELECTRIC PERMIT**

**For generators and temporary electrical wiring**

Permit # \_\_\_\_\_

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

**SITE DESIGNATION:**

Address of special event: \_\_\_\_\_

Type of special event (check all that apply): Carnival \_\_\_\_\_ Street Dance \_\_\_\_\_ Tent party \_\_\_\_\_

Musical Concert \_\_\_\_\_ Festival \_\_\_\_\_ Other \_\_\_\_\_

Date of the event \_\_\_\_\_

**Civic Group or Non-Profit Organization** \_\_\_\_\_

Address \_\_\_\_\_

Contact person \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

**ELECTRICAL CONTRACTOR'S INFORMATION:**

Electrical Contractor Name: \_\_\_\_\_

Contractors Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone # \_\_\_\_\_ Licensed From: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Permit Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Comments: \_\_\_\_\_

**SEE ATTACHED INSPECTION CHECKLIST**

## **INSPECTION CHECKLIST**

Special Event \_\_\_\_\_

Location \_\_\_\_\_

<b>Required Inspections</b>	<b>Initial</b>
Temporary panels secured and grounded	
All temporary panels covered and protected	
Electrical wiring in good shape (no cracking and fraying)	
All required bonding and grounding is properly applied (NEC)	
Overcurrent devices sized properly and in place	
Ground fault protection provided per code	

### Generators

Number \_\_\_\_\_ Size \_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I agree that I have inspected the electrical wiring for the above special event and that it is safe and in compliance with State and local electric codes.

\_\_\_\_\_  
Inspector (print)

\_\_\_\_\_  
Inspector signature

\_\_\_\_\_  
Date

*Please return this completed form to the Mokena Community Development Department at 11004 Carpenter Street on the first business day following the special event.*

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE CREATING TITLE 3 CHAPTER 17SECTION 8 OF  
THE CODE OF ORDINANCES PERTAINING TO SPECIAL EVENTS  
WITHIN THE VILLAGE OF MOKENA, WILL COUNTY, ILLINOIS

3-18-8 Violations, Penalties & Costs

Recitals

WHEREAS, the Village of Mokena is authorized by the Illinois Municipal Code to create such ordinances as may be necessary for the effective administration of the Village of Mokena and to ensure the public health, safety, and welfare pursuant to 65 ILCS 5/1-2-1; and

WHEREAS, the Village Board has determined creating an Ordinance for the effective and safe administration of Special Events in the Village of Mokena is necessary and has created said Ordinance in Title 3, Chapter 17, Sections 1-8; and,

WHEREAS, the Village Board has determined that it is in the best interest of the residents of the Village of Mokena to include a provision that requires the holder of a Special Event Permit to pay for the damages and costs incurred by the Village in repairing public property damages as a result of such Special Event Permit.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MOKENA, WILL COUNTY, ILLINOIS, as follows:

SECTION 1: That the foregoing Recitals are, by reference, incorporated herein as if fully set forth.

SECTION 2: That the Village of Mokena Code of Ordinances, 3-17-8, be amended as follows:

**3-17-8: VIOLATION, PENALTY:**

**A.** Any person who shall:

1. Organize a special event for which such permit has not been issued in accordance with the provisions of this chapter; or,
2. Organize a special event contrary to or in violation of the provisions of the permit issued for such special event; or,
3. Knowingly gives false information on the application for issuance of a special event permit as provided in this chapter; or
4. In any other manner violate the provisions of this chapter; shall, upon conviction thereof, be punished by a fine of not less than twenty five dollars (\$25.00) nor more than seven hundred fifty dollars (\$750.00) for each offense and such penalty may preclude the issuance of future special event permits for that applicant or event.

**B. Any person who damages or through the use of a Special Event Permit, causes to be damaged, any property of the Village of Mokena, shall be responsible for the actual costs of repair.**

SECTION 3: That this Ordinance shall be in full force and effect thirty days after publication and approval as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by the Board of Trustees of the Village of Mokena, Will County, Illinois.

Ayes:

Nays:

Absent:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk