

JOLIET Police Department

"working with the community for a safe city"

SPECIAL EVENT PERMIT

DATE RECEIVED: _____

- Parade Bikeathon
 Run Other (list): _____
 Walkathon

Name of Event: _____

Date of Event: _____ Start Time: _____ AM PM End Time: _____ AM PM

Starting Location: _____ Ending Location: _____

Sponsoring Organization: _____

Address: _____

City/State/Zip: _____ Telephone: _____

Is this organization chartered as non-profit? Yes No

Name of Applicant: _____

Address of Applicant: _____

City/State/Zip: _____ Telephone: _____

Additional Contact Persons:

Name: _____

Address: _____ Telephone: _____

Name: _____

Address: _____ Telephone: _____

Event will include the following:

Number of Participants: _____ Number of Vehicles: _____ Types of Vehicles: _____

Number of Floats: _____ Number of Bands: _____ Animals/Types: _____

_____ _____
Signature of Applicant Date Reviewing Officer's Signature Date

_____ _____
Police Chief's Concurrence Date Fire Chief's Concurrence Date

_____ _____
Public Works Director's Concurrence Date City Manager's Approval Date

Date of City Council Approval (if required): _____



SPECIAL EVENT PERMIT

To ensure the success and safety of your special event, the following information is offered as an aid to help you comply with the City ordinances controlling all such events.

1. A detailed route map showing all streets and/or sidewalks to be used must be supplied by the applicant well in advance of the date of the event. The Operations Division Commander, or his designee, will review and approve this map before the application will be forwarded to the City Manager for his approval.
2. It is the responsibility of the sponsoring organization to supply all necessary volunteer personnel to man intersections or assist the Police Department as deemed necessary during the event.
3. No event(s) of the type applied for will be allowed during peak traffic periods designated by City Ordinance Section 26-108 (currently 7:30 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. Monday through Saturday). Any exceptions to these hours will require City Council approval (see Ordinance 26-115a).
4. For profit organizations must pay a fee of \$75 per hour or fraction thereof (see City Ordinance 26-115a). This fee is payable to the City Collector's Office prior to the issuance of the permit.
5. If more than one application is received by the City of Joliet requesting the same date, time, and place, the first application received shall take precedence (City Ordinance 26-114(1)).

Upon completion of this application, please return to:

Joliet Police Department
Traffic Section
150 West Washington Street
Joliet, IL 60432

Attention: Lieutenant Tom Stein #21 or Sergeant Phillip Stice #65
815/724-3010 (phone)
815/724-3288 (fax)



SPECIAL EVENT PERMIT CHECK-OFF LIST

| TASK | TASK COMPLETED |
|---|----------------|
| <input type="checkbox"/> Permit Applied For | |
| <input type="checkbox"/> Permit Completed | _____ |
| <input type="checkbox"/> Permit Reviewed | _____ |
| <input type="checkbox"/> Permit Approved | _____ |
| <input type="checkbox"/> Map of Event | _____ |
| <input type="checkbox"/> Meet with Representatives | _____ |
| <input type="checkbox"/> Manpower Allotted | _____ |
| <input type="checkbox"/> Auxiliary Notified | _____ |
| <input type="checkbox"/> Cadets Assigned | _____ |
| <input type="checkbox"/> Barricades/Cones | _____ |
| <input type="checkbox"/> Other City Department's Notified | _____ |
| <input type="checkbox"/> Special Assignment Officer(s) | _____ |
| <input type="checkbox"/> Contingency Plan | _____ |
| <input type="checkbox"/> Communications Center Notified | _____ |
| <input type="checkbox"/> Miscellaneous Notes Included | _____ |
| <input type="checkbox"/> Final Review | _____ |
| <input type="checkbox"/> Final Meeting | _____ |
| <input type="checkbox"/> After-Action Report | _____ |

*Attach a separate sheet with any special notations/instructions.
Supervisors must sign off on all tasks.*