

# CITY OF ELGIN TENT PERMIT APPLICATION

Date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Set-up Date For Tent(s): \_\_\_\_\_

Set-up Time for Tent(s) \_\_\_\_\_

Tear-down Date For Tent(s): \_\_\_\_\_

Tear-down Time For Tent(s): \_\_\_\_\_

Location of Tent(s): \_\_\_\_\_

Description/Size of Tent(s): \_\_\_\_\_

### CONTRACTOR (OWNER OF TENT)

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

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

### CONTACT PERSON

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

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

### APPROVAL WILL BE ONLY GIVEN IF THE FOLLOWING OCCURS:

- The tent/sign permit application is filled out completely at least two weeks prior to the event.
- A copy of the tent's fire resistance certificate is attached.
- A map (that is to scale) of the site plan with the tent(s) placement and dimensions is attached.
- All Fire Code regulations are followed.
- If the tent is larger than 10' x 10' pop-up tent. 10' x 10' pop-up tents do not require permits.
- The sponsor must provide the Parks and Recreation Department with a certificate of general liability insurance naming the city as additional insured with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and with a general aggregate limit of not less than two million dollars (\$2,000,000). Such insurance shall be primary and noncontributory to any insurance carried by the city and the insurance shall not be terminated or cancelled for any reason without thirty (30) days advance written notice to the city. This insurance shall not be required for residential block events, parades and noncommercial expressive activities protected under the first amendment of the constitution of the United States.

### ON THE DAY OF THE EVENT:

- For safety reasons, vendors are not allowed to cook underneath the tent.
- Every tent must have a fire extinguisher.
- The fire resistance certificate on the tent matches the certificate that was pre-approved, unless permission by the Fire Department is given.
- The Fire Department or designee will coordinate an inspection of all tents on site during event set up. If these guidelines are not followed, the Fire Department will not permit the tent to remain up.

(OFFICE USE ONLY)

Date of Application: \_\_\_\_\_

Received By: \_\_\_\_\_

Approved By: \_\_\_\_\_

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

