



## PARADE & PUBLIC ASSEMBLY PERMIT APPLICATION

This application is pursuant to Chapter 6, Article 6 of the Village Municipal Code: Parades and Public Assemblies. Please fill out this application completely and return it to the Village Manager's Office at 6900 North Lincoln Avenue, Lincolnwood, Illinois 60712. If you have any questions, please call (847) 745-4717 or visit [www.lincolnwoodil.org](http://www.lincolnwoodil.org).

### Applicant Information

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

Name of Authorized Representative: \_\_\_\_\_

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

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

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

### Organization Headquarters' Information (If Applicable)

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

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

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

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

### Parade or Public Assembly Information

Purpose or Theme: \_\_\_\_\_

Activities: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ (AM/PM)      End Time: \_\_\_\_\_ (AM/PM)

Location and Event Area:  
\_\_\_\_\_

Note: If location is at a Village Park please refer to Chapter 6, Article 3 of the Municipal Code for Park Rules and Regulations.

Assemble Time: \_\_\_\_\_ (AM/PM)  
(The time when the activity will begin to assemble)

Travel Route (for Parades):

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Approximate Number of Persons: \_\_\_\_\_

Approximate Number of Animals: \_\_\_\_\_

Approximate Number of Vehicles: \_\_\_\_\_

Describe all Equipment Being Used:  
(Tents, Tables, Stage, Speakers, Chairs, etc.)

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Will the parade occupy all or only a portion of the width of the streets proposed to be traversed?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ N/A: \_\_\_\_\_

Intervals of Space to be Maintained Between Units: \_\_\_\_\_

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Will your or your organization be selling goods or services at this event? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If so, please describe what is for sale: \_\_\_\_\_

Note: A Solicitor's License will be required from the Village Manager's Office. Call (847) 745-4717 to request a Solicitor's License.

Number of Signs: \_\_\_\_\_  
(Please see Chapter 15, Article 11 of the Municipal code)

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Note: If the parade, public assembly or similar activity is designed to be held by and on behalf of or for any person, partnership, voluntary association, corporation or other organization other than the applicant, the applicant for such permit shall file with the Village Manager's Office a communication in writing from such person or from an authorized and responsible leader of such organization authorizing the applicant to apply for the permit on behalf of such person or organization.

**My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in denial of my request for a parade or public assembly.**

Print Name: \_\_\_\_\_  
(Applicant or Authorized Representative)

Signature: \_\_\_\_\_

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

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**FOR OFFICE USE ONLY**

Date & Time Application Received: \_\_\_\_\_

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

Reviewed By: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED: \_\_\_\_\_ Yes \_\_\_\_\_ NO

Signature: \_\_\_\_\_

Title: \_\_\_\_\_