

3-9-20: FEES, DEPOSITS, PROCESSING DEPARTMENT AND REQUIRED LIABILITY COVERAGE:

No permit shall be issued until all applicable fees and deposits, as specified below, are paid; or a donation to the Village of equivalent value, when acceptable at the sole discretion of the Village.

Public Property/Ways						
Category	Fee	Notes	Deposit	Examples	Liability Coverage	Processing Department
Moving Event	\$300		\$300	Parade, Walk/Run	Hold Harmless/Indemnity Agreement & Certificate of Insurance	Recreation & Parks
Park Pavilion Rental - Orland Park Resident Only	No Charge	Each Resident Is Limited To 4 Rentals Per Year	\$150	Picnics, Birthday Parties, Reunions	Hold Harmless/Indemnity Agreement	Recreation & Parks
Residential Neighborhood Gatherings	No Charge	Residents Only, Must Complete A No Charge Block Party Permit Application & Hold Harmless Agreement	None	Block Party	Certificate of Insurance	Recreation & Parks
Centennial Park West Rental	\$1,000	Per Day	\$300	Concerts, Festivals	Hold Harmless/Indemnity Agreement & Certificate of Insurance	Recreation & Parks
Village Green Rental	\$1,000	Per Day	\$300			Recreation & Parks
All Other Village Property Rentals	\$300	Per Day	\$300			Recreation & Parks
Private Property Events						
Category	Fee	Notes	Deposit	Examples	Liability Coverage	Processing Department
Outdoor Sales - Per Day	\$100	Per Day	None	Sidewalk Sales, Tent Sales	None	Development Services
Outdoor Sales - Per Month	\$200	Per Month	None	Garden Centers, Christmas Tree Lots	None	Development Services
Indoor Event	\$100	Per Day	None	Indoor Craft Shows, Celebrity Meet & Greet Sessions, Book Signings	None	Development Services
Outdoor Event	\$100	Per Day	None	Carnival, Circus, Car Show, Corporate Picnic, Car Washes	None	Development Services
Large Rallies						
Category	Fee	Notes	Deposit	Examples	Liability Coverage	Processing Department
Public Demonstrations	\$300	Per Event	\$300	Picket, March, Rally, Demonstration, Protest, Procession	Hold Harmless & Certificate of Insurance	Recreation & Parks
Commercial Filming						
Category	Fee	Notes	Deposit	Examples	Liability Coverage	Processing Department
Commercial Filming/Pictures on Public Property	\$300	Per day	\$300	Television, Movie, Commercials, Student Filming Projects	Hold Harmless/Indemnity Agreement & Certificate of Insurance	Recreation & Parks
Commercial Filming/Pictures on Private Property	\$100	Per Day	None	Television, Movie, Commercials, Student Filming Projects	None	Recreation & Parks
Non-Commercial Filming/Pictures on Public Property	No Charge	Must Complete A No Charge Photography Permit Application	None	Wedding, Graduation, Senior Photographs	Hold Harmless/Indemnity Agreement	Recreation & Parks

Additional Fees					
Category	Fee	Notes	Deposit	Examples	
Electrical, Structural, Food Safety, and Other Inspections - During Village Business Hours	\$100	Per Inspection	N/A	Electrical Wiring/Connections, Platforms, Food Storage and Preparation	
Electrical, Structural, Food Safety, and Other Inspections - Outside of Village Business Hours	\$300	Per Inspection	N/A	Electrical Wiring/Connections, Platforms, Food Storage and Preparation	
Erected Tents	\$25	Per Tent	N/A	Pop Up Tents (10x10, 12x12) Exempt	
Temporary Signs	\$40	Per Sign	N/A		
Trash Can Rental	\$5	Per Can	N/A	Event Sponsor Must Provide 55 Gallon Trash Can Liners And Tie Each Bag Shut When Filled	
Road Closure, Not Including Block Parties	\$100	Per Closure	N/A		
Road Closure, Block Party	No Charge	Optional Barricades Can Be Provided By The Village With A Minimum Of 5 for \$50, Plus \$10 For Each Additional Barricade	N/A		
Event Staffing	\$75	Per Hour Per Police Officer	Estimated Cost of Services To Be Provided	Staffing Level and Need As Determined By The Chief of Police. Required When: The Nature of the Event Could Draw Large Crowds, Has a Propensity for Violence, Adverse Reactions, Unruliness or Counter Demonstrations or for Traffic Control/Direction	
	\$25	Per Hour Per Community Service Officer			
Application Submitted Less than 14 Days Prior To The Scheduled Event	\$50	Per Day Less Than 14 Days		In No Case Shall Any Permit Application Be Submitted With Less Than 7 Days Advanced Notice	