

**TOWN OF ARLINGTON
SPECIAL EVENT PERMIT APPLICATION**

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Arlington Heights Community Association. plus
Address: _____ City: Arlington State: IL Zip: 60004 ACAC and
Chamber of
Commerce
Applicant Name: Tanet O'Riordan Tel#: _____
E-mail: joriordane.comcast.net
Event Manager: Tanet O'Riordan Contact Info: _____
Other Contact Person/s: Cecily Miller Contact Info: _____

Event Information

☐ Run/Walk ☐ Parade ☒ Event
Event Title: Heights Spring Fling Festival
Start Date & Time(s): 5/21 2pm End Date & Time(s): 5/21- 5pm
Estimated Attendance: # 300 Admission Fee: Free
Open to the Public: ☒ Yes ☐ No
Requested Location: Street (specify): Mass Ave. See attachment
Other (specify): _____

Set Up Date/Time & Description: 5/21 - 12:30pm - Set up tables, chairs + maybe
tents
Breakdown Date/Time & Description: 5/21 - 5:00pm Remove tables, chairs + tent

NOTE: ATTACH DIAGRAM OF ROUTE WITH SPECIFICS

Event Details

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you set up table(s) and/or chair(s)? Approximate number: <u>14-15 tables - 30</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Booth(s), Exhibit(s), Display(s) and/or Enclosure(s): _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Canopy(ies) and/or Tent(s)- describe dimensions: <u>10x10 tent or canopy</u>

The following is required by your organization to insure the safety and health of all participating in this event: *Note: You do not need to contact the departments below if it is not required.*

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Police Detail: _____ (contact police)

Attachment to Special Event Permit Application
for the Heights Spring Fling Festival

The Arlington Heights Community Association (AHCA, the Arlington Commission for Arts and Culture and the Arlington Chamber of Commerce are organizing a Heights Spring Fling Festival. The event will take place on Saturday, May 21st, 2:00pm - 5:00pm. Rain Date is Sunday, May 22nd, 2:00pm - 5:00pm. We hope to draw town residents to the Heights to view 50+ spring-themed painted windows in 23 business storefronts and dine and shop locally in the Heights.

This event will be similar to the successful Heights Holiday Stroll we organized last December. Family activities will include Touch-A-Truck, a Margaret Moody puppet show, a kid's craft activity, a meet-up with Diane Welch and her owl Nuala, an ACMI green screen activity and outdoor bean bag and ring toss games. Live music will also be performed indoors and outdoors throughout the afternoon.

Along with offering some fun activities, we also have invited 15 community organizations to share their ideas and advice on ways in which our residents can promote a healthier environment and eco-diversity in their own back yards. Organizations include "Full Circle Composting" - a high school composting service - to the town's ACE Program.

In order to offer these activities, we are asking the Select Board for the use of the following public spaces.

1. The cement sidewalk in front of the Heights Bus Dept for the outdoor bean bag and ring toss games. The Board approved this for the Holiday Stroll.
2. The sidewalk area at the corner of MyEyeDr for a couple of non-amplified musicians from 2-3pm. This was also approved for the Holiday Stroll.
3. Two areas for (14) 6-foot community tables with two chairs each:
 - a. Parking spaces in the Taxi Stand area by the Heights Bus Depot (56 feet for 7 tables).
 - b. Parking spaces from 1312 Mass Ave (lamp pole in front of Home Taste (next to Heights Pub parklet) to the end of the sidewalk at 1308 Mass Ave (in front of the former Embassy Cleaners. (91 feet for 7 tables).

We met with Officer Corey Rateau (Parking and Traffic Division) and together we identified these spaces as both safe and good locations for the tables. The DPW will provide us with 30-40 traffic cones (suggested amount by Officer Rateau) to block off the spaces for five hours on the day of the event from 12:30pm-5:30pm.

We would also like the use of the bike lanes adjacent to the two designated parking space areas (Bus Depot and 1308-1312 Mass Ave). Some organizations would like to put up a canopy or a 10-foot tent for shade. We think the tents would landmark the areas as activity centers and would increase public safety.

4. One parking space in front of Thai-E-Sarn (adjacent to the Bus Depot) for parking an electric truck.
5. The four sidewalk corners in the Mass Ave/Park Ave intersections for a sandwich board with information on the festival's activities and times.
6. The sidewalk area by MyEyeDr for a small table with flyers on the festival's activities and times.

Sincerely,
Janet O'Riordan
joriordan@comcast.net