

VILLAGE OF HAMPSHIRE

**APPLICATION FOR  
LARGE GROUP OUTDOOR GATHERING**

Applicant: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_

Date of Proposed Event: \_\_\_\_\_, 20\_\_\_\_

Hours: From \_\_\_\_\_ To \_\_\_\_\_

Location of Event: \_\_\_\_\_

General Description of Event: *Attach page(s) describing the planned event, features, operations, etc.*

Layout / Site Plan: *Attach a drawing depicting the layout of the site for the Event.*

Number of Anticipated Participants: \_\_\_\_\_

Responsible Person(s):

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

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

Contact Info: Phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

[Attach additional sheet(s) identifying any other responsible persons and as necessary to fully describe the event, schedule, layout, etc.]

I hereby certify that the information stated in this Application and all attached pages is true and accurate, to the best of my knowledge and belief.

Date of application: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Organization or Entity sponsoring Event

INSTRUCTIONS

This Application form must be filed with the Police Department, 215 Industrial Drive, Unit D, Hampshire, IL 60140 not less than thirty (30) days prior to any such event.

The Applicant must obtain a Permit from the Village for such event prior to the date and time of the Event.

The fee for such permit shall be as established by the Village Board of Trustees from time to time.

This Application will be reviewed by the Village Police Department, the Village Department of Public Works, and the Hampshire Fire Protection District; and Applicant agrees to meet with personnel from those Departments; and to adhere to any requirements imposed by the Village or Fire Protection District in regard to conduct of the Event, for the preparation of an Incident Action Plan.

Any permit issued by the Village will be subject to summary suspension and/or revocation if any of the information provided in this Application is false or untrue; or if the conduct and operation of the Event does not adhere to any and all requirements of the final approved plan for the Event, including conditions imposed by the Village or the Fire Protection District in regard to conduct of the Event; or the occurrence of any incident the nature and severity of which render impossible the further safe or healthful operation of the gathering in accordance with the approved plan for the Event or the Incident Action Plan.

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

FORWARDED TO:     \_\_\_ VILLAGE CLERK  
                  \_\_\_ PUBLIC WORKS  
                  \_\_\_ FIRE PROTECTION DISTRICT  
                  \_\_\_ VILLAGE ADMINISTRATOR

\_\_\_\_\_  
Initials

## DEFINITIONS FOR LARGE GROUP OUTDOOR EVENTS

**OUTDOOR PROPERTY:** Any property owned or controlled by the Village of Hampshire or Hampshire Township that is serviced by the Village or the Hampshire Fire Protection District including but not limited to Streets, Sidewalks, Alleys, Parks, Parking Lots or Athletic Fields.

**APPLICANT:** The person signing the application, who shall be a person who is responsible for the event. The chairman, planner, director or responsible contact person for the event.

**INTEGRATED COMMAND STRUCTURE:** Persons designated from and not limited to the Hampshire Police Department, Hampshire Department of Public Works, Hampshire Fire Protection District, and/or the Kane County Office of Emergency Management.

**INCIDENT ACTION PLAN (IAP):** This document as approved by the Village of Hampshire.

**UNIFIED COMMAND STAFF:** Hampshire Police Department, Hampshire Fire Protection District, Hampshire Village President, Hampshire Village Administrator, Hampshire Superintendent of Public Works, and if needed the Kane County Office of Emergency Management

**POLICE:** Hampshire Police Department

**FIRE:** Hampshire Fire Protection District

**PUBLIC WORKS:** Hampshire Public Works Department

**OPERATIONS CENTER:** A location to be determined by the incident where the UNIFIED COMMAND STAFF will gather to oversee the incident. FIRST CHOICE will be the HAMPSHIRE FIRE PROTECTION DISTRICT fire house. Alternate locations may also be assigned.

**NIMS:** National Incident Management System Federal procedures.

## PERMIT PROCESS

The person making the request for use of Village or Township outdoor properties for use by groups numbering 75 or more participants/attendees will file an application form with the Police Department no less than 30 days prior to the scheduled event. The Police Department will forward the application information to the Village Administrator, Village Clerk and Hampshire Township Fire Protection District for review. The Police and/or the Fire Protection District will contact the applicant to set up an appointment to complete the information required for the Large Group Incident Action Plan. This required meeting must be complete no later than seven days prior to the scheduled event.

After the required meeting is held and the necessary information has been acquired the Fire Protection District will notify the Police Department in writing of their authorization to issue a permit for the planned gathering. No permit will be issued for a Large Group Outdoor Gathering until authorized by the Hampshire Police Department and Hampshire Fire Protection District.

Currently, there is no fee for the Large Group Outdoor Gathering permit. In addition, there is no fee for the use of Village property (check with Park District for applicability of fees and procedures for the use of Park District property). However, expenses incurred by the Village for clean-up, barricades, etc. may be assessed against the individual or group obtaining the permit.

Any non-adherence to the above requirements may result in imposition of a review fee of \$50.00; immediate suspension or termination of the event and dispersal of the attendees; and/or Village prosecution for a violation of the Village Code.

The Incident Action Plan is in effect for the protection of you and your loved ones and friends. It will give us the contact information to and from a designated point person or persons and other information that could avoid causing delay in responding to a serious issue that could unexpectedly arise at a moment's notice.

Please, safely, enjoy your planned event.

Village of Hampshire

Hampshire Fire Protection District

The Village of Hampshire Police and the Hampshire Fire Protection District endeavor to provide the residents of and visitors to our community with the highest level of emergency preparedness and service delivery possible. We recognize that certain events throughout the year provide unique challenges to each of our departments, and that inter-agency cooperation and planning is crucial to successfully meeting these challenges.

Utilizing the basic concepts and tenets of the National Incident Management System (NLMS), joint planning sessions are conducted along with event-specific hazard assessments to create functional plans that will address the identified concerns. In addition to pre-planning activities, Integrated Command Structures and Incident Action Plans (LAP) are developed for the event.

The Incident Action Plan (LAP) is meant to be a guideline that may be referenced to develop incident objectives during routine or emergency operations that arise during the Event. The LAP is a template to facilitate communication between Village departments, the Fire Protection District and Event organizers/leaders during routine or emergency operations. In the event of an emergency, incident objectives will be developed by the unified command staff. Incident objectives may vary from the "predicted" actions listed in the LAP due to specific circumstances of the incident. The LAP is for reference only and is not intended to create any liability or duty on behalf of Village departments, Fire Protection District or the Event organizers/leaders.

A briefing will be conducted, as needed, during the event, and the briefings should be added to each department's copy of the LAP. The briefings will contain any updated information / concerns / or needs - such as weather threats, or modifications needed to the general plan. Briefings will occur at a time to be agreed upon at the (Event) \_\_\_\_\_ Operations Center.

It is believed that the intergovernmental cooperation, planning, and practice of integrated incident management will help the Village of Hampshire Police and the Hampshire Fire District meet our goals of providing safe community events and coordinated emergency response.

VILLAGE OF HAMPSHIRE

PERMIT  
FOR  
LARGE GROUP OUTDOOR GATHERING

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Date(s): \_\_\_\_\_, 20\_\_\_\_

Hours: From \_\_\_\_\_ To \_\_\_\_\_

Location of Event: \_\_\_\_\_

Number of Anticipated Participants: \_\_\_\_\_

Responsible Person(s):

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

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

Contact Info: Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

ISSUED:

DATE: \_\_\_\_\_

\_\_\_\_\_  
Village Administrator (or designee)