

**Village of Empire**  
**MASS GATHERING APPLICATION**  
Required for license per Village Ordinance #119 of 2022

No less than ninety (90) days before the proposed mass gathering, the sponsor(s) of the mass gathering shall submit in writing an application for a mass gathering license to the Village's Enforcement Officer on such forms and in such manner as the Village prescribes.

Applicant (sponsor) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

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

Owner of Property \_\_\_\_\_ Tax ID 041- \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Expected # of attendee's \_\_\_\_\_

Hours of Operation \_\_\_\_\_

Event Description \_\_\_\_\_

**Supporting Documents Required:**

1. Property owners consent to (lease agreement)
2. Written agreement with Police and fire authorities
3. Medical facilities and services, including emergency vehicles and equipment
4. Food and water supply facilities
5. Health and sanitation facilities contracts
6. Vehicle access, parking facilities and Evacuation plan for emergencies (Coordinate with county)
7. Cleanup and waste disposal contracts
8. Provision for Noise and nuisance control
9. Proof of Insurance naming Village of Empire and property owner as additional Insured and bonding arrangements.

A sketch plan shall be included with the application which shows at a minimum, areas of staging, parking, sanitation facilities, emergency corridors and first-aid stations, ingress and egress locations, crossing areas, waste disposal, food and water facilities and resources;

The applicant shall attach a letter from all required entities that they have received a copy of the application and accept the general layout as presented according to the entity's requirements.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Application Approved \_\_\_\_\_ Denied (reason) \_\_\_\_\_

ZA Signature \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_