



City of Evanston Loudspeaker Permit Application (12/20)

Submit this application to the City of Evanston, Parks and Recreation Department, 2100 Ridge Ave. Evanston, IL 60201 or fax to (847) 448-8051 or email pbelcher@cityofevanston.org, not less than fourteen (14) days prior to the day of the event. If you have any questions, please call the Parks and Recreation Department at (847)866-2914.

Background Information:

Organization/Individual Name: _____

Principal Address: _____

Applicant representing this event:

Name: _____

Work Phone: (____) _____

Address: _____

Home Phone:(____) _____

E-Mail: _____

Cell Phone:(____) _____

Event Information:

Name of Event: _____

Address of Event: _____ Estimated number of participants: _____

Date(s): _____ Hours of Loudspeaker Operation: _____ a.m./p.m. Finish: _____ a.m./p.m.

Please indicate the number of loudspeakers to be used: _____ Sm. _____ Med. _____ Lg. _____

Please check the type of sound to be emitted:

Speech Recorded Music Live Music Other: _____

Is the Event a Fundraiser? Yes No Beneficiary: _____

Registration Fee: Yes No Charge: \$ _____

Applicant's Statement of Agreement: I hereby affirm that the above information is true and correct in describing the intent of this application. I, _____, the undersigned, agree to use the loudspeakers in a careful and prudent manner so as not to cause complaints from neighbors and I agree to lower or terminate the amplification levels when requested.

(Signature of Applicant)

(Date)

FOR OFFICE USE ONLY:

Approved Not Approved By: _____ Date: _____

(Parks and Recreation Dept)

Reason for Denial: _____

CC: Ward Alderman and Police Department

Requirements/Restrictions (City Code 9-5-20-F2)

- Restrictions upon hours of permitted use:
 - Weekday Hours (Sunday through Thursday) 7:00 a.m. to 10:00 p.m.
 - Weekend Hours (Friday, Saturday, and holidays) 7:00 a.m. to 11:00 p.m.
- Loudspeaker permits are prohibited within one hundred fifty (150) feet of residentially zoned property.
- Number and size of speakers may be limited based on nature of event
- Even with Loudspeaker Permit approval, Police Department reserves the right to request immediate shut off of amplification based on neighborhood complaints.
- Provisions For University Permits
 - A completed Outdoor Event Request Form from Norris Center Event Management Office must be submitted along with the application.
 - Per agreement between the City of Evanston and Northwestern University, the City can only approve permit requests for events on the landfill (east of Sheridan Road).
 - Loudspeakers must be directed towards the lake.