City of Evanston
Loudspeaker Permit Application (6/14)

Submit this application to the City of Evanston, Parks, Recreation and Community Services Department, 2100 Ridge Ave. Evanston, IL 60201 or fax to (847) 448-8051 not less than fourteen (14) days prior to the day of the event. If you have any questions, please call the Parks, Recreation and Community Services 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, Recreation and Community Services Staff)

Reason for Denial: ________________________________________________

CC: Ward Alderman and Police Department

**Requirements/Restrictions (City Code 9-5-20-F)**

- 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.