City of Evanston
Sidewalk Sale Application

Submit this application to the City of Evanston, Department of Public Works, 2100 Ridge Ave. Evanston, IL 60201 or fax to (847) 448-8118 not less than thirty (30) days prior to the day of the event. If you have any questions, please call the Department of Public Works at (847) 866-2922.

Background Information:

Organization/Individual Name: ___________________________________________________________

Principal Address: _____________________________________________________________________

Applicant representing this event:

________________________________________  (_____)___________________
   (Name)       (Work Phone)

________________________________________  (_____)__________________
   (Address)       (Cellular Phone)

Relation to above organization: _________________________________________________________

Event Information:

Name of Event: ________________________________________________________________

Address of Event: _________________________________  Estimated number of participants:____

Requested Sale Date(s): ________________ Hours: Start: _____ a.m./p.m. Finish: ____ a.m./p.m.

Nature of Sale items:

Foodstuffs  ___  Cosmetics  ___  Music Recordings  ___
Clothing    ___  Artwork    ___  Sports Equipment  ___
Books       ___  Plants      ___  Medical Supplies  ___
Appliances  ___  Furniture   ___  Antiques        ___
Jewelry     ___  Vehicles    ___  Other (Specify)   ___

Private Property _________ Public Property _________ (See below*)

Documentation Needed:

• A Hold Harmless Release Agreement must be submitted with each application. (See Reverse Side)
• *If the event is planned for public property, a detailed sketch of the area showing street, sidewalk, alley, etc., must be included, plus a diagram of the anticipated sidewalk usage and sales area layout.

Requirements (Along with this application and the above mentioned documentation, please submit a letter to the Department of Public Works acknowledging the following requirements.)

• The applicant must agree that any structures which are to be place on the public right of way shall not be situated or constructed so as to present any physical threat to pedestrians traversing the public way in the vicinity of said structures.
• No sales will be conducted before 9:00 a.m. or after 9:00 p.m.
• A Certificate of Insurance must be submitted prior to receipt of permit listing the City as an additional insured and the certificate holder for this event. ($500,000 Property Damage and $1,000,000 Bodily Injury)

(See Reverse Side)
Hold Harmless Statement

In consideration of the issuance by the City of Evanston of a temporary sales permit to _______________________
____________________________________________________________________________________.

____________________________________ for the purposes of conduction open sales on ____________
(name of person/organization)         (date)

herewith and hereby agrees to indemnify and hold the City of Evanston harmless from and against any
and all loss, damage, claims of injury (including death), costs and expenses that may result or arise in
connection with any of the said activities and operations in the conduct of the herein defined temporary
sales.

_____________________________          By: _________________________________
Name of Organization                  Signature of Officer and Title

I, _____________________________, a Notary Public in and for said County in the State of aforesaid,
do hereby certify that ________________________________ whose name(s) is subscribed to the
foregoing instrument, appeared before me this day in person and acknowledged that he/she is duly
authorized representative of ________________________________, which he/she has
signed, sealed and delivered the foregoing instrument as his/her free and voluntary act, for the uses and
purposes therein set forth. Given under my hand and notarial seal this ___________ day of
___________________________, 20____.

____________________________________________________________________________
(Notary Signature)

Applicant’s Statement of Agreement:

I hereby affirm that the above information is true and correct in describing the intent of this application.

______________________________________  ________________________
(Signature of Applicant)     (Date)

For Office Use Only:

☐ Approved  ☐ Not Approved  By: ___________________________________  Date:_________

Reason for Denial: ____________________________

(Department of Public Works Office Staff)