



# City of Evanston Loudspeaker Permit Application (4/26)

Submit this application to the City of Evanston, Parks and Recreation Department, 909 Davis St. Evanston, IL 60201 or email [pbelcher@cityofevanston.org](mailto: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: \_\_\_\_\_  
(Parks and Recreation Dept)

Date:

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.