Orland Square

Holiday Showcase

Temporary Business License

Holiday Showcase temporary business licenses are meant for gift card sales booths set up in the Orland Square Mall from during December. These licenses apply to specific locations only and do not include kiosks that sell merchandise!

Please complete the attached application and read and sign the information sheet also enclosed. Return both with your check for $115.00. Make sure that you note your Table/Site # on the applications.

A Temporary Business License Certificate will be issued and mailed to you. An inspection of your location will be made to assure that you are meeting all requirements as listed in the attached documentation.

If you have any questions, please contact Development Services at (708) 403-5300.

HOLIDAY GIFT CARD TABLES AT THE ORLAND SQUARE MALL

TEMPORARY USE ONLY: December 2012

Tenant Name: _____ Date: _____

Address: _____ Permit # _____

INCLUDE THE FOLLOWING INFORMATION WITH THE PERMIT APPLICATION:

☐ **106.2 Site Plan:** A **Mall** site plan indicating the location of the table and all existing structures within twenty feet (20') of the table. A detail of the table or structure with dimensions. (Example: Six foot table 34" high)

☐ **402.5.1 Maintaining Mall Exit Width**: The minimum width of the mall shall be twenty feet (20'). There shall be a minimum of ten feet (10') clear exit width between any projection of a tenant space bordering the mall and the nearest kiosk, vending machine, bench, display opening **or other obstructions**.

☐ **Holiday Gift Card Tables:** Tables shall meet the requirements shown below.

1. **Construction**: Tables shall be constructed of approved fireretardant-treated wood throughout.

2. **Horizontal separation**: The minimum horizontal separation between kiosks, carts and holiday tables shall be twenty feet (20'). The minimum horizontal separation distance between holiday tables shall be five feet (5').

4. **Maximum area**: Tables shall have a maximum area of 150 square feet.

☐ **2701.1 Electrical Wiring, Equipment and Systems** shall conform to provisions of the Village of Orland Park Electrical Code (Ordinance # 3217)

☐ **Illinois Accessibility Code 400-320. h) 1) and 400-310:** Where sales counters are provided for the distribution of goods or services to the public a portion of the table which is at least 36 inches in length with a **maximum height of 34 inches above the finished floor**.

Applicant/Owner/Tenant Signature: _____

VILLAGE OF ORLAND PARK
14700 RAVINIA AVENUE
ORLAND PARK, ILLINOIS 60462

APPLICATION FOR ORLAND HOLIDAY SHOWCASE TEMPORARY BUSINESS LICENSE

December 1, 2012 – December 31, 2012

PLEASE NOTE: Any misrepresentation or falsification of the information sought below may result in revocation of the license as granted and fines may be applicable. For information or questions, please call (708) 403-5300.

Date of Application:	Opening Date:	Fees: **$ 25.00 License Fee** **$ 90.00 Permit Inspection Fee**

Illinois Retailers Occupational Tax No. __ __ __ __ X __ __ __ __ (Illinois Sales Tax Number)

TEMPORARY BUSINESS ADDRESS

Name of Business: _____

288 Orland Square Drive - Mall Table/Site # _____Orland Park, IL 60462

Business Phone : (_____)_____ Emergency Phone:(_____)_____

BUSINESS ADDRESS

Name: _____

Address: _____

City: _____State: _____ Zip Code: _____

Phone No.: (_____)_____

Square Footage of Leased Space: _____ **Include copy of Mall site plan showing exact location.**

TYPE OF OWNERSHIP: ( ) INDIVIDUAL ( ) PARTNERSHIP ( ) CORPORATION

Required Information – License will not be issued unless completed!

OWNER'S NAME:_____PHONE NO.(_____)_____

HOME ADDRESS_____

CITY _____STATE_____ZIPCODE _____

DRIVER'S LICENSE NO._____S.S.N. __ __ __-__ __-__ __ __ __ DATE OF BIRTH_____

If more than one owner or partner, list all above requested information on a separate sheet and attach hereto.

DETAILED DESCRIPTION OF BUSINESS _____

_____

IT IS AGREED THAT AUTHORIZED INSPECTIONS WILL BE ALLOWED AS PRESCRIBED BY ORDINANCE.

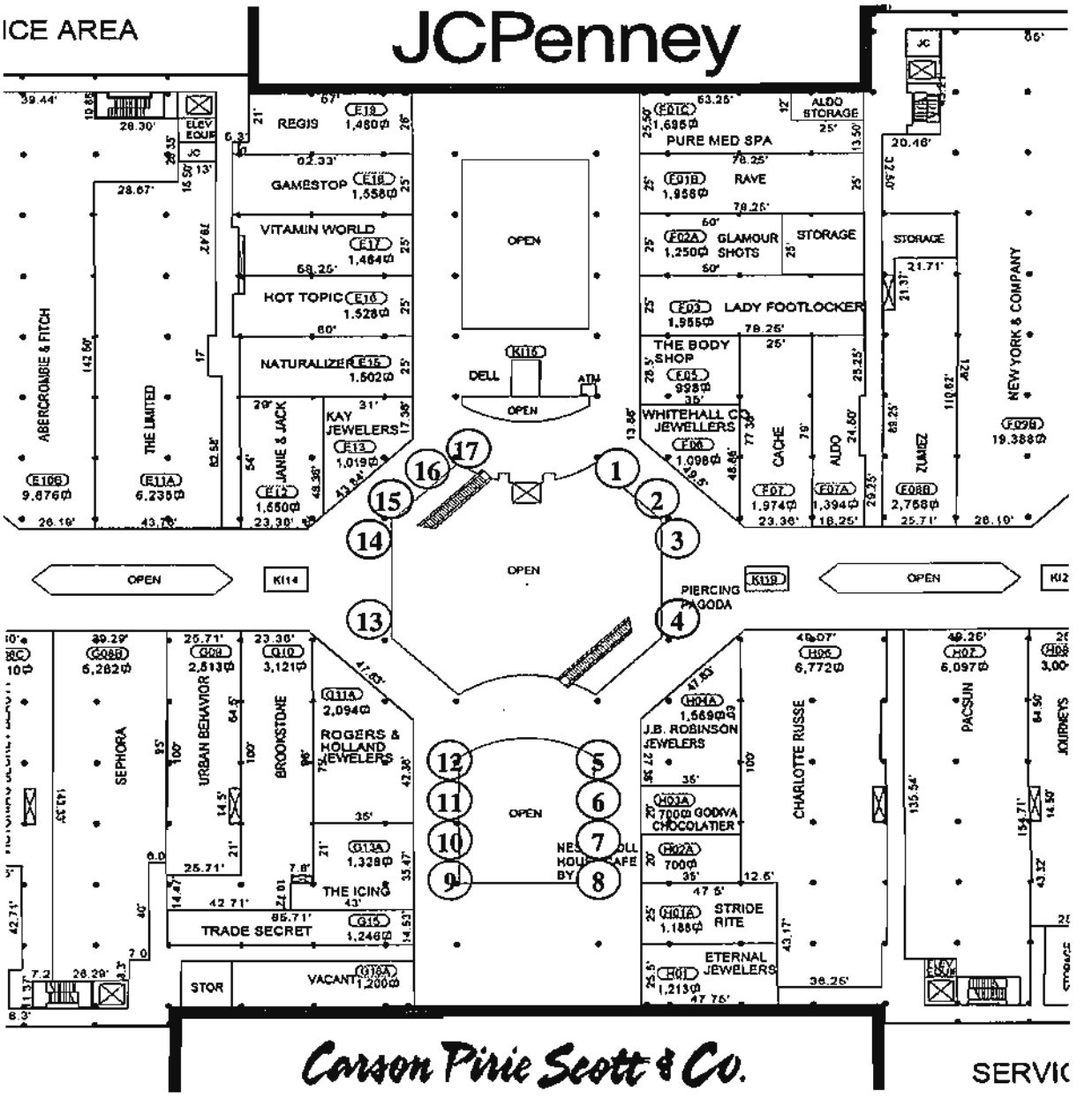
_____

SIGNATURE OF OWNER OR AGENT FOR OWNER REQUIRED

Orland Square Holiday Showcase

December 1-31, 2012

Map of Booth Spaces, Upper Level



= Location Taken