

Title                      Application and Funding of Special Events  
Policy #                    2009-02  
Approval Date            February 2, 2009



## I. POLICY STATEMENT

The City recognizes that special events often bring certain benefits to the community. At the same time, the City must have sufficient notice prior to an event so that elected officials and City departments can evaluate the potential impact such an event might have on resources of City departments, City owned properties and facilities, and ultimately on the public. Each event has unique characteristics and will have a different impact on the services. It is the intent of the City Council to preserve the public's health, safety, welfare, and to promote the responsible use of publicly owned facilities, property and resources. Therefore, events shall be considered on a case-by-case basis.

## II. SPECIAL EVENT CRITERIA

The following criteria shall be used to determine if an event falls under the scope of a special event covered under this policy:

1. All outdoor events held on City property (i.e. street, sidewalk, park, etc.) and/or events that may, in the sole opinion of the City, have a detrimental impact on the public health, safety, and welfare of the community.
2. An event that requests any of the following actions, which must be approved by City Council:
  - Street and/or parking facility closures (with the exception of block parties).
  - Events that require the posting of "No Parking, Tow Zones."
  - Any event to be held on public property where liquor is to be served.

The City will provide support to special events on the following basis:

1. Governmental Entities: The City shall waive all fees and costs associated with a special event, covered under this Policy, which is operated by a governmental entity (i.e. School District, Park District, Kane County, etc).
2. Non-governmental Entities:
  - a. A private or **for-profit** entity sponsoring or operating a special event, covered under this Policy, shall pay all required fees and reimburse the City for 100% of the cost for all services rendered for said special event.
  - b. A non-governmental **non-profit** entity sponsoring or operating a special event, covered under this Policy, shall pay all required fees and reimburse the City for 50% of the cost for all services rendered for said special event.

### **III. REQUIREMENTS AND CONDITIONS**

#### **Alcoholic Beverages**

A Class E (Temporary) Liquor License is required for the sale of alcoholic beverages. The City of St. Charles Liquor Commission must approve all Class E Liquor Licenses. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov) or contact Building and Code Enforcement to obtain an application.

#### **Amplification**

An amplifier license must be obtained for use of any loudspeaker or amplifier connected with any radio, phonograph, microphone or any such device on any public street or public place. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov) or contact Building and Code Enforcement to obtain an application. The City of St. Charles reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the St. Charles Police Department.

#### **Block Parties**

Special event application is not necessary for block parties; however the City of St. Charles requires that a permit be obtained for this type of gathering. For a block party permit application, please visit [www.stcharlesil.gov](http://www.stcharlesil.gov) or contact the St. Charles Police Department.

#### **Carnivals**

A carnival license must be obtained to give, conduct, produce, operate or present a carnival as defined in the City of St. Charles Code Book (5.48). Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov) or contact Building and Code Enforcement to obtain an application.

#### **Certificate of Insurance**

A Certificate of Insurance is required for special events, naming the City of St. Charles as an additional insured. See Section V of this policy for insurance requirements.

#### **Compliance with City Ordinances**

The applicant shall comply with all applicable City ordinances, codes, conditions and requirements. The organizer should be aware that depending on the type of special event, this may require plan reviews and inspections by the Fire, Police, and/or Public Works Department.

#### **Compensation for City Staffing**

Depending on attendance and type of event, the City may require personnel, including Police and/or Fire at the function. City personnel involved during the day(s) of the event shall be charged back to the sponsoring agency, if applicable. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents and reduce the public liability exposure to the sponsoring agency, as well as the City. The bill will be transmitted to the sponsoring agency within sixty (60) days after the completion of the event.

#### **Downtown Events**

Effective January 1, 2010, the number of special events that require street closures in the downtown area (SSA 1-B) for more than six (6) hours shall be limited to one (1) every thirty (30) days. More than one (1) event every thirty (30) days in the downtown area (SSA 1-B) shall be

permitted if said event(s) is on private property, requires no closures, or only requires the closure of parking lot(s).

### **Fire and EMS Support**

Due to their size and/or location within the community, certain events may require fire and/or medical support on-site to supplement the City of St. Charles Fire Department's on duty capabilities. In these instances, the event organizer will be notified in writing of the required support personal and equipment for which they will be responsible.

### **Fireworks**

City of St. Charles Code Book (8.20) requires a permit for public exhibition of fireworks or pyrotechnics. Applicants should work with the St. Charles Fire Department to obtain the required permit. Permits for fireworks displays can take an extended amount of time to be processed, as additional requirements are present. In order to comply with these requirements, permit application should be submitted **sixty (60) days** prior to the intended date of the display.

### **Food and Beverage Health Inspections**

Food and beverages shall not be sold at an event, unless approved and licensed, if necessary, by the Kane County Health Department. Event organizers are responsible for arranging health inspections for their events. Please call 630-444-3040 or 847-608-2850 for more information.

### **Hold Harmless Agreement**

The event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the City of St. Charles against any and all actions arising from, during, or as a result of the event.

### **Raffles**

A permit is required for a raffle if the total aggregate value of the prize is over five hundred dollars (\$500). For the raffle permit application, please visit [www.co.kane.il.us/COC](http://www.co.kane.il.us/COC) or contact the Kane County Clerk's Office at 630-232-5950.

### **Reservation of Annual Event Dates**

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve special event dates more than one year in advance.

### **Resident and/or Business Notification**

For those events that require street closures, or may cause disruption for City of St. Charles residences or businesses, mailed or hand delivered notification must be provided to the affected parties **fourteen (14) days** prior to the event. The City of St. Charles will determine which parties are to be notified and the City will provide the event organizer with a mailing list for the affected areas.

### **Temporary Outdoor Entertainment (Tents)**

The use of tents for events is defined as Temporary Outdoor Entertainment. Temporary Outdoor Entertainment shall be permitted as part of a community festival or an event hosted by the City, Park District, School District, or other governmental body, or as a temporary accessory use to a private business use. When Temporary Outdoor Entertainment is conducted as part of a community festival or event, no permit is required.

### **Two or More Applications for the Same Date and General Location**

In the event that two or more Special Event Applications are received for the same date and general location, the date and time that each application was received by the City of St. Charles shall determine the order of preference. Once a special event has been granted, it shall be the policy of the City Council to not allow further events for the same date(s) and general location.

### **Volunteers**

Certain events may need to provide a minimum number of on-site volunteers to support the event. In these instances, City staff will work with the event organizer to determine the number of volunteers required.

### **Waiver of Requirements and Conditions**

Special event requirements and conditions shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details. Provisions of the requirements and conditions may be waived by the City Council.

The City of St. Charles is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, codes, and requirements.

## **IV. SPECIAL EVENT APPLICATION PROCESS**

### **Application**

The Special Event Application is due to the City of St. Charles, at a minimum, **ninety (90) days** prior to the event. This allows sufficient time to evaluate the request and provide a recommendation to the City Council for their consideration.

### **Application Submission**

Please return the Special Event Application, all required permit applications, copies of other permits, and any supporting documentation, to:

City of St. Charles  
Attn: Building & Code Enforcement  
2 E. Main Street  
St. Charles, IL 60174

### **Application Review**

Every City department affected by the special event (Fire, Police, Public Works, Community Development, etc.) shall review the Special Event Application based on the following criteria:

- Use of resources and cost to the department;
- Proposed benefit of the event to the community;
- Any perceived public health or safety problems; and
- Proposed use of city property.

Using the established criteria, the departments shall evaluate and comment on the application, and note any changes that need to be made to the proposed special event. The department must also estimate the cost of support (in-kind) services, if any, which have been requested by the sponsoring entity or will be required by the department for the special event.

### **Application Review Meeting**

An application review meeting with the affected departments and the sponsoring entity shall be held to discuss the application, comments by department staff, questions from the sponsoring entity and any other relevant information.

### **City Council Consideration and Approval**

The staff evaluation will be presented to a standing committee for their consideration and recommendation, prior to being placed on the City Council Agenda. The City Council will review the evaluation and recommendation regarding the special event. The City Council has final approval regarding all special events described under this policy.

### **City of St. Charles Permit/License Applications and Fees**

All required permit applications must be submitted at the same time as the Special Event Application, **ninety (90) days** prior to your event. The sponsoring entity shall be contacted upon completion of the required permit(s). At that time, the sponsoring entity may pick up the permit(s) from the City of St. Charles Municipal Center or arrange to have them sent via mail.

Permit/license fees are payable upon submittal of your permit/license application(s). A schedule of some of the permit/license fees can be found in Appendix A. For permits/licenses administered by the City, make checks payable to the **City of St. Charles** and note the name of the event on the check. The City shall not collect permit/license fees required by other governmental entities.

### **Other Permits**

When applicable, the sponsoring organization is required to obtain permit(s) from other governmental entities (i.e. Kane County). The sponsoring organization is required to submit copies of such permits to the City, at a minimum, **twenty-one (21) days** prior to the event.

## **V. INSURANCE REQUIREMENTS**

Upon approval of the Special Event Application, the applicant shall furnish the City with an **original** Certificate of Insurance naming the City of St. Charles as an additional insured. The Certificate of Insurance will be due at least **twenty-one (21) days** prior to event date and shall be

issued by a company licensed in the State of Illinois, approved by the City and covering any and all liability. In addition, the special event must be named on the Certificate of Insurance. The following classes shall be used to determine the level of insurance required for the special event:

1. **Class I – Low Hazard:** Up to 5,000 people. Involves no or limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to amateur team sports, dances, theatrical performances, animal shows, political rallies, flea markets, picnics, social gatherings and parades with no floats. In addition to any insurance required by City Code, the following insurance is required, at a minimum, for Class I events:
  - Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate
  - Excess/Umbrella Liability: \$1,000,000
2. **Class II – Moderate Hazard:** 5,000 to 25,000 people. Involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to parades with floats, marathons or races, carnivals, and semi-pro team sporting events. In addition to any insurance required by City Code, the following insurance is required, at a minimum, for Class II events:
  - Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate
  - Comprehensive Automobile Liability for all owned, hired and non-owned autos: \$500,000 per occurrence, combined single limit
  - Excess/Umbrella Liability: \$2,000,000
3. **Class III – High Hazard:** Over 25,000 people. Involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional and collegiate sporting events. In addition to any insurance required by City Code, the following insurance is required, at a minimum, for Class III events:
  - Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate
  - Comprehensive Automobile Liability for all owned, hired and non-owned autos: \$500,000 per occurrence, combined single limit
  - Excess/Umbrella Liability: \$5,000,000

The City of St. Charles reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by city staff and/or City Council.

**APPENDIX A**  
**PERMIT/LICENSE FEE SCHEDULE**

<b>PERMIT</b>	<b>CITY CODE</b>	<b>APPLICATION</b>	<b>FEE</b>
Amplifier	<u>9.24.050</u>	<u>Application</u>	\$5 per day
Carnival – Rides			\$30 each
Carnival – Amusement Stands, Food Stands, Entertainment Shows, Other Attractions	<u>5.48.110</u>	<u>Application</u>	\$20 each
Class E-1 Liquor License (Not-for-Profit)		<u>Application</u>	\$50 per day
Class E-2 Liquor License (Special Civic Event)	<u>5.08.080</u>	<u>Application</u>	\$100 per day
Outdoor Sales (Tent)		<u>Application</u>	\$55
Raffle – Aggregate prize value \$500 to \$5,000		<u>Kane County</u>	\$5
Raffle – Aggregate prize value \$5,001 and over	<u>N/A – County</u>	<u>Application</u>	\$25

# SPECIAL EVENT APPLICATION

**THIS FORM MUST BE COMPLETED IN  
FULL & SUBMITTED 90 DAYS PRIOR TO THE EVENT**



## Sponsoring Entity Checklist

**Please submit the following:**

- Completed and signed Special Event Application
  - Section 1 – General Information
  - Section 2 – Permits
  - Section 3 – Site Plan and/or Route Map
  - Section 4 – Hold Harmless Agreement
  - Section 5 – Task List and Due Dates
- Completed and signed application(s) for other permit(s) (*See Section 2*)
  - Outdoor Sales Permit Application
  - Loudspeaker/Amplifier License Application
  - Class E Liquor License Application
  - Carnival License Application
- Submittal of Permit/License Fees

## City of St. Charles Checklist (Internal Use)

- Special Event Application
  - Section 1 – General Information
  - Section 2 – Permits
  - Section 3 – Site Plan and/or Route Map
  - Section 4 – Hold Harmless Agreement
  - Section 5 – Task List and Due Dates
- Application(s) for other permit(s) (*See answers to Section 2*)
  - Outdoor Sales Permit Application and Submittal Fee
    - \$55**
  - Loudspeaker/Amplifier License Application and Submittal Fee
    - \$5 per day**
  - Class E Liquor License Application and Submittal Fee
    - \$50 per day** – E-1 (Not-for-Profit)
    - \$100 per day** – E-2 (Special Civic Event)
  - Carnival License Application and Submittal Fee
    - \$30 each** – Rides
    - \$20 each** – Amusement Stands, Food Stands, Entertainment Shows, Other

Received:	Fee Paid: \$
Receipt #	Check #
Copies of application distributed to:	
Police: _____	Fire: _____ PW: _____
Electric: _____	

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**SECTION 1 – GENERAL INFORMATION**  
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Name of Event: \_\_\_\_\_

Type of Event:   \_\_\_ Parade       \_\_\_ Walk/Run/Bike       \_\_\_ Festival       \_\_\_ Other

Location of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ to \_\_\_\_\_ Est. attendance: \_\_\_\_\_

Event Website: \_\_\_\_\_

Purpose of the event: \_\_\_\_\_  
\_\_\_\_\_

Name of sponsoring organization(s): \_\_\_\_\_

Please list the organization's legal status (i.e. NFP, Partnership, Corporation): \_\_\_\_\_

Contact person from sponsoring organization: \_\_\_\_\_

Organizer address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Second contact person (emergency): \_\_\_\_\_ Phone: \_\_\_\_\_

Is this an annual event?  YES    NO   If yes, please provide next years event date: \_\_\_\_\_

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as sound amplification, neighborhood parking complaints, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What, if anything, are you doing to rectify the problem(s)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**SECTION 2 - PERMITS**  
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Will you be having a fireworks display at your event?     YES     NO

*If yes, you have to submit a **Fireworks Permit Application** sixty (60) days prior to the event. Please contact the St. Charles Fire Department to complete the application.*

Does your event include the use of a tent?     YES     NO

*If yes, you must submit an **Outdoor Sales Permit Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact Building and Code Enforcement to obtain a outdoor sales permit application.*

Will you be using speakers and/or sound equipment at your event?     YES     NO

*If yes, you must submit a **Loudspeaker/Amplifier License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact the Mayor's Office to obtain a loudspeaker/amplifier license application.*

Are you holding a raffle at your event?     YES     NO

*If yes, you may have to submit a **Raffle Permit Application**. Please visit [www.co.kane.il.us/COC](http://www.co.kane.il.us/COC), or contact the Kane County Clerk's Office to obtain a raffle permit application.*

Will you serve alcohol at your event?     YES     NO

*If yes, you must submit **Class E Liquor License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact the Mayor's Office to obtain a Class E liquor license application.*

Will there be amusement rides at the event?     YES     NO

*If yes, you must submit **Carnival License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov) or contact the Mayor's Office to obtain a carnival license application.*

Will you serve food at your event?     YES     NO

If yes, please indicate the number of vendors \_\_\_\_\_

*Note: A list of food vendors must be submitted prior to the inspection of your event.*

Are you requesting the use of any other city-owned property, i.e. parking lots, etc.?     YES     NO

*If yes, please indicate the property that you are requesting to use.*

\_\_\_\_\_  
 \_\_\_\_\_

Would you like to request the closing of city streets?     YES     NO

*If yes, please fill in the following information or submit a route map along with this application:*

STREET	FROM	TO	DATES	TIMES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does your event require the use of city sidewalks?     YES     NO

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## SECTION 3 - SITE PLAN AND/OR ROUTE MAP

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Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

If applicable, the following must be included:

Location of food vendors (FV)  
Location of beverage vendors (BV)  
Location of garbage receptacles (G)  
Location of toilets (T)  
Location of hand washing sinks (HWS)  
Location of retail merchants (RM)  
Location of First Aid (FA)

Location and number of barricades (B)  
Location of fire lane (FL)  
Location of fire extinguishers (FE)  
Public entrances and exits (PE)  
Location of sound stages and amplified sound (S)  
Location of residential streets surrounding events

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**SECTION 4 – INDEMNIFICATION/HOLD HARMLESS**  
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In consideration of the City of St. Charles permitting the \_\_\_\_\_  
*(name of organization)*  
 (“Organization”) to conduct \_\_\_\_\_ (“Event”), the Organization  
*(name of event)*  
 recognizes, acknowledges and assumes any and all risks arising from or in any way  
 related to the Event.

To the fullest extent permitted by law, the Organization hereby agrees to defend,  
 indemnify and hold harmless the City of St. Charles, its officers, officials, employees and  
 agents from and against all injuries, deaths, losses, damages, claims, suits, liabilities,  
 judgments, cost, and expenses (including all attorneys fees and costs), arising from, or  
 resulting from or in any way related, directly and/or indirectly to the Event, except that  
 arising out of the sole legal cause of the City of St. Charles, its officers, officials,  
 employees and agents.

The Organization shall, at its own expense, appear, defend and pay all charges of  
 attorneys and all costs and other expenses arising therefrom or incurred in connection  
 therewith, and, if any judgment shall be rendered against the City of St. Charles, its  
 officers, officials, employees and/or agents, in any such action, the Organization at its  
 own expense shall satisfy and discharge same.

The invalidity of any provision(s) of this INDEMNIFICATION/HOLD  
 HARMLESS or unenforceability of any of its provisions shall not affect the validity or  
 enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS.

The Organization and the authorized signatory below warrant and represent that  
 the authorized signatory below has full authority to execute and submit this application,  
 including, but not by way of limitation, the INDEMNIFICATION/HOLD HARMLESS

provisions contained herein.

The Organization and the authorized signatory below agree to inform the City of St. Charles of any changes in the application at least thirty (30) days prior to the event.

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date)

by \_\_\_\_\_  
Authorized Signatory

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public

**All applications must be signed and notarized.**

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The City of St. Charles reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

**Deliver All Completed Items to:**  
City of St. Charles  
Attn: Building & Code Enforcement  
2 E. Main Street  
St. Charles, IL 60174

**SECTION 5 - TASK LIST AND DUE DATES**

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

<b>Task to be completed (All items due to City unless noted)</b>	<b>Days Due Before Event</b>	<b>Due Date</b>
Date of the Special Event	- N/A -	
Notify residents/businesses of special event	14 days	
Submit copies of other required permits	21 days	
Submit <b>Original</b> Certificate of Insurance	21 days	
Submit Fireworks Permit Application	60 days	
Submit Carnival License Application	90 days	
Submit Raffle Permit Application (Kane County)	90 days	
Submit Loudspeaker/Amplifier License Application	90 days	
Submit Outdoor Sales Permit Application	90 days	
Submit Class E Liquor License Application	90 days	
Submit Special Event Application	90 days	