

# City of St. Charles, IL

## Special Event Planning Guide



*A guide to assist you in submitting a special event application to the City of St. Charles, IL*

City of St. Charles Police Department  
1515 W. Main Street, St. Charles, IL 60174  
Email: [stcspecialevnts@stcharlesil.gov](mailto:stcspecialevnts@stcharlesil.gov)  
Phone: 630.443.3777  
Website: <https://www.stcharlesil.gov/plan-special-event>



## Applying for a Special Event

The City of St. Charles supports a variety of events and has a Special Event Committee in place to review all applications submitted by event organizers in order to balance the needs of the event organizers, residents, and the businesses affected by these events. The purpose of the committee is to meet with the special event organizers and allow them the opportunity to

discuss their event plans in detail. Several City departments are represented at the meeting where each department representative is able to learn which city services may be requested from their respective departments. The Police Department acts as the liaison between each City department and the special event organizers.

### A Special Event Application is Required for:

- ◆ Any assembly or activity that utilizes public spaces, streets, sidewalks, and parking lots;
- ◆ Any event utilizing a high level of City services.

An event completely contained on private property or on public property owned by another government entity (park district, school district) does not require a City of St. Charles Special Event Application. Block Parties are regulated by the St. Charles Police Department and do not require a Special Event Application. [Download the Block Party Application here.](#)

## Date Approval, Application Form, and Deadlines

To manage the impact on local traffic control and regulate the demand on City services, multiple special events are not permitted to take place on the same day or during City-designated festivals. Priority will be granted to events that have traditionally been held on these dates.

[Download the Special Event Application here.](#) It is also available on the City of St. Charles website. Applications can be filled in electronically and submitted to [stcspecialevents@stcharlesil.gov](mailto:stcspecialevents@stcharlesil.gov) or printed out and dropped off at the St. Charles Police Department, Attn: Special Services, 1515 W. Main St., St. Charles, IL 60174.

Applications must be submitted **at least 90 days prior** to the event to ensure proper approvals and resources can be obtained. All applicants are required to attend a special event meeting to discuss requested services, parking, traffic routes, hours of operation, and any other concerns. The meeting date will be established at the time of application submittal.

Once event organizers have met with the Special Event Committee, they will be assigned to the appropriate Government Services and council meetings where they will be presented for formal approval. Applicants will be required to attend and answer any

questions that may be presented.

Special events that involve alcohol will be presented at the Liquor Control Commission meeting, which is held on the third Monday of every month at 4:30pm at City Hall. The event will then advance to the Government Operations meeting held at 7pm on that same evening, and also at City Hall.

If no alcohol is requested for an event, approval for that event will be brought to a Government Services meeting held on the fourth Monday of every month. **A representative from the event must attend all required committee meetings to answer any questions that members of the committees may have about the event. All final details and changes to the original application must be submitted two weeks prior to the committee meeting dates.**

Once approval is received at the committee level, the event will be advanced for final approval at a City Council meeting. An event representative is not required to attend the City Council unless otherwise requested by a member of the Special Event Committee. Once this approval is granted, event organizers will receive confirmation from the Police Department.

# Application Requirements



## Application Fee

A \$50, non-refundable fee is required with all Special Event Applications. This is required at the time of application submittal via either cash or check. If an application is submitted electronically, the check can be mailed to the St. Charles Police Department, Attn: Special Services, 1515 W. Main St., St. Charles, IL 60174. Annual City-designated events are exempt from this fee. All fees and charges incurred during the special event shall be paid within 30 days of the date of the invoice from the City.

## Certificate of Insurance

All insurance shall be high hazard with limits of general liability not less than \$1,000,000 per occurrence and/ or aggregate combined single limit for personal injury, bodily injury, and property damage. The City of St. Charles must be named as additional insured. [Download a sample COI here.](#)

## Damages to Public Property

If damages to public property occur during a special event held in the City of St. Charles, event organizers will be obligated to pay for such damage. Damages will be assessed and separate fees will be calculated on a per incident basis.

## Hold Harmless Agreement

Event organizers shall indemnify and hold harmless the City of St. Charles and assume all risk arising from or in any way related to the event. This agreement is included within the Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept in a Special Event Application.

## Not-for-Profit Events

Any events sponsored by not-for-profit organizations will be charged the full amount of City services for their first event. This is due to the fact the City did not previously budget for the event during the current fiscal year. If the not-for-profit event goes well and the organizers decide to hold the event annually, the event will only be charged 50% of the City services utilized for their event in the following year.

## Public Notification

At least four weeks prior to the event, an event organizer must notify any residence, business, school, place of worship, or other establishment that will be blocked, detoured, or profoundly inconvenienced for the duration of their event.

Each notification must include: the name of the event; sponsoring organization; date(s) and timeframe of event; description of proposed road closures; information and timeframe for noise impacts; and organizer's name, phone, e-mail, and web-site address.

Applicants may choose from the following methods of notification or perform a combination of all listed:

- ◆ **Mailed Postcards:** event organizers may mail postcards detailing the event information, as requested above, to all affected community members.
- ◆ **Establishment Notification Form:** event organizers may contact affected community member in person, by phone, or e-mail and submit their tracked interactions to the Police Department.
- ◆ **Alternative Notification Method:** an applicant may submit a suggested alternative notification plan. This plan will be reviewed at the Special Event meeting.

## Event Details

### Alcoholic Beverage Sales / Liquor License

Sales and distribution of alcoholic beverages is prohibited at all special events unless licensed by the City of St. Charles. In addition to the Special Event Application, applicants seeking to have liquor at their event must also apply for a Special Event Liquor License. Liquor suppliers must be City of St. Charles liquor license holders. In addition to the City committee and City Council meeting, event organizers must also attend a Liquor Control Commission meeting.

The following license classifications are authorized for special events:

- ◆ **E-1:** Class E-1 licenses shall authorize, at the Local Liquor Control Commissioner with advice and consent of the City Council, either the retail sale of beer and wine or the retail sale of alcoholic liquors for consumption on the premises only. Class E-1 shall be issued for special events or catered functions, where the dispensing of food predominates. Applicants for Class E-1 licenses shall be limited to St. Charles organizations or groups, unless the Local Liquor Control Commissioner, with advice and consent of City Council, approves otherwise. There shall be no Class E-1 licenses issued beginning at 12:00 a.m. Friday, before Columbus Day and ending 12:00 a.m. Monday, on Columbus Day.
- ◆ **E-2:** Class E-2 licenses shall authorize the retail sale of beer and wine for consumption on the premises only. Class E-2 licenses shall be issued to only Class B and Class C liquor licenses for special events or catered functions where the dispensing of food predominates. There shall be no Class E-2 licenses issued beginning at 12:00 a.m. Friday before Columbus Day and ending 12:00 a.m. Mon-

day, on Columbus Day. Notwithstanding the restrictions on the issuance of Class E-2 licenses in the preceding sentence, Class E-2 licenses may be issued during said period subject to the following provisions:

1. A Class E-2 license may be issued only in the event the principal street access in front of the licensed premises is blocked due to road closure resulting from a festival taking place during said October period.
2. In addition to all other conditions and restrictions applicable to Class E-2 licenses, the Local Liquor Control Commissioner may impose such additional conditions and/or restrictions as he deems necessary; and
3. The Local Liquor Control Commissioner may, with the advice and consent of the City Council waive or vary any conditions and/or restriction applicable to a Class E-2 license, if deemed appropriate under the circumstances.

Business owners who are not current liquor license holders and are planning events with alcoholic beverages must obtain a Special Event Liquor License. Alternatively, owners can engage the services of a business that holds a current City of St. Charles liquor license. An exception is made for private events that are closed to the public, unadvertised, and do not involve merchandise sales. This form is available to download [here](#).

### Amplified Sound

The temporary waiver of the City noise ordinance is granted upon approval of a Special Event Application on a case-by-case basis. Event organizers must be mindful of the impacts of sound on the surrounding neighborhoods. The City reserves the right to impose decibel limits at any time. This application is available [here](#).

### Amusement / Carnival

Anyone wishing to operate amusement rides, carnival attractions, and / or games of skill on public property must include this information with their Special Event Application. Details on the number of attractions organizers plan to have at the event must be included on the event's site plan, which is included in the application. Download this application [here](#).

## Block Parties

Small scale, organized gatherings initiated by local residents and intended for neighbors and guests that require the closing of neighborhood streets, do not require a Special Event Application; however, residents must register with the St. Charles Police Department by submitting a Block Party Application. Applicants are required to obtain signatures from all neighbors affected by the road closure, as well as submit a Hold Harmless and Indemnification Agreement. Approval is granted by the Chief of Police, or his designee, and notification of approved parties is given to public safety responders so they are aware of the road closure. This application is available [here](#).

## Drones

Unmanned Aircraft Systems, or drones, must be registered with the Federal Aviation Administration (FAA). Using an FAA app, B4UFLY, commercial and recreational operators can learn where and how flight is permitted based on the location of an event. Given the proximity of St. Charles to the DuPage Airport, restrictions will apply. All questions about drones should be directed to the [FAA](#).

## Emergency Information

Event organizers are required to submit both an Emergency and Crisis Management Procedure plan, as well as an Emergency Phone Tree, which includes critical contact information in the event of an emergency during the special event. Applicants can utilize the templates provided in the Special Event Application or submit their own plan. Both forms are required in order to accept in a Special Event Application.

## Event Cancellation

The City of St. Charles Police and Fire Departments have the authority to cancel any or all portions of a special event if it is deemed to be in the public's best interest or if an applicant fails to comply with any provision of the approved application. Event organizers are responsible for monitoring weather conditions and working with City officials on the potential cancellation of an event.

## Filming

Production filming is not regulated when conducted on private property. It is permissible to film from a public sidewalk as long as production does not block a public sidewalk, parking, or access to a building. If production requires special accommodations, a Special Event Application or police approval may be required.



## Additional Permits & Applications

Event organizers are responsible for complying with all City of St. Charles regulations and authorizations of other governmental agencies, as applicable. Depending on circumstances, some of these approvals are required in addition to and some are required instead of a Special Event Application.

Contact information and links to available permits, applications, and information are provided for your convenience on Page 10.

## Fireworks / Pyrotechnics

Fireworks displays require issuance of a Fireworks Permit by the Fire Department. The Fire Chief, or designee, has the ultimate authority to grant or deny a permit. Sky Lanterns, aerial luminaries, floating lanterns, or other flying/aerial pyrotechnic devices are prohibited. [This form is available here.](#)

## Food Handler Permit

All temporary food services must secure a permit from the Kane County Health Department. Mobile vendors, such as food trucks or food carts, require additional Health Department permitting. [Download appropriate applications and permits here.](#)

## Horse Carriage & Buggy License

Any entity conducting business as a for-hire horse drawn carriage company must acquire a license to operate on City streets. Only two licenses are issued annually. Guidelines for obtaining a license are included as part of the Horse Drawn Carriage License Application available [here](#).

## Itinerant Vendor / Transient Merchant

Unless included as part of the approval for a City approved event, an Itinerant Vendor or Transient Merchant License is required for anyone who transports tangible personal property for retail sale within the City. Established businesses registered with the Illinois Department of Revenue as an active taxpayer remitting to the City of St. Charles are exempt from applying for these licenses.

## No Parking Signs

The closing of streets and public parking spaces and / or lots for special events will require the posting of no parking signs. The City of St. Charles will post the signs the day before the event or at a time they determine. The parking ban will be lifted at the conclusion and clean-up of the event.

## Parades and Marches

An event organizer who wishes to propose a new parade or march route for consideration must contact the Police Department to discuss the proposed route before submitting a Special Event Application. Routes along State highways are submitted to the State of Illinois Department of Transportation for approval once City Council approval is granted.

## Park District Events

Events fully contained on St. Charles Park District property do not require special event approval from the City of St. Charles **unless liquor** is to be available at the event. The St. Charles Park District does require the reservation of their space and they can be reached at 630-584-1885, or download the request form [here](#). Requests for Fire Department stand-by can be requested by calling 630.377.4458.

## Parking Spaces

The use of one, and up to four, public parking spaces may be authorized by the Police Department only for an adjacent business or not-for-profit tenant to support a private event, such as a mobile book trailer or blood donation vehicle. Limited use of parking spaces also may be authorized for temporary loading and unloading activities and for filming, if not scheduled during other events or peak downtown business hours.

## Race Routes

An event organizer looking to receive approval for a race or walk must contact the Special Services Commander at the Police Department at 630-443-3721 to discuss the route prior to submitting a Special Event Application.



## Raffle License

Organizations planning to conduct a raffle are required to obtain a raffle license from the Kane County Clerk. Proof of this license must be submitted to the St. Charles Police Department prior to the event. More information on what Kane County requires for raffles is available on their website [here](#).

## Restrooms

Event organizers are required to provide restroom facilities for participants and attendees in compliance with ADA regulations. Facilities should be planned to adequately serve participants and attendees with the total number and location based on the number of hours and number of visitors that are expected for the event. Restroom facilities should be located in convenient places to avoid having participants impose on existing business and public buildings. Event organizers can meet minimum requirements by renting portable toilets. The Kane County Health Department has minimum requirements for the number and placement of facilities as part of the [Temporary Food Service Establishment Regulations](#).

## Merchant Listing

Event organizers proposing exhibitors who will be making sales at the event are required to establish Special Event Tax Collection Report with the Illinois Department of Revenue. A listing of vendors will be required to be submitted to our Finance Department at [apatel@stcharlesil.gov](mailto:apatel@stcharlesil.gov) at least 14 days prior to the event. [Download this form here](#).

## Alcohol Tax

If alcohol has been approved to be sold at your special event, a sales tax form will need to be completed. This form must be submitted to our Finance Department at [apatel@stcharlesil.gov](mailto:apatel@stcharlesil.gov) within 30 days after the event. [Click here to download this form](#).

## Sales Tax

Please visit the special event page [here](#) for a listing of all the tax forms required for a special event. Please submit any required tax forms, or questions, to the Finance Department at [apatel@stcharlesil.gov](mailto:apatel@stcharlesil.gov).

## Service Fees, Electric

Temporary electric power service for customers participating in approved City designated festivals and events is available, subject to conditions and requirements by the City of St. Charles Electric Department. Power needs will be discussed at the special event meeting for the event. A department contact will be assigned to work directly with the event organizer on the final details for the event. All fees and charges shall be paid within 30 days of the date of the invoice from the City.

## Service Fees, Fire

Fees for Fire Department services, such as emergency medical services standby, first aid stations, and fire detection and suppression standby, will be charged back to event organizers. Fees charged are based on actual costs realized by members of the Fire Department. The number and placement of firefighters and/or paramedics will be determined by the Fire Department. All fees and charges shall be paid within 30 days of the date of the invoice from the City.





## Service Fees, Other City Personnel & Resources

Whenever possible, City crews providing services and or providing utility connections will schedule work during normal business hours. If overtime or additional City resources are required, an event organizer is obligated to pay for these services. All fees and charges shall be paid within 30 days of the date of the invoice from the City.

## Service Fees, Police

Fees for police services, such as crowd control, security, and street-closing assistance, will be charged back to event organizers. Fees charged are based on actual costs realized by members of the Police Department. The number and placement of officers will be determined by the Police Department. For street closures and races, officers will be stationed prominently along the route. All fees and charges shall be paid within 30 days of the date of the invoice from the City.

## Service Fees, Water

The City will charge for temporary water service. Temporary water service fees shall include a monthly customer service charge based on meter size and a consumption charge based on the reading from the meter. Temporary connections may require an approved backflow device at the discretion of the Water Department. The device will be paid for and installed by the permit holder. All fees and charges shall be paid within 30 days of the date of the invoice from the City.

## Site Inspections—Fire Dept

The Fire Department may require that event sites receive an inspection prior to the event commencing. Organizers will be responsible for scheduling the inspection with the Fire Prevention Bureau at 630-377-4458. Inspections shall include all aspects of the event. Inspectors shall issue correction notices, if required, and a re-inspection will be required to ensure compliance of deficiencies. Fire Prevention Bureau inspections shall include but will not be limited to the following; hot food vendors, fire department access (fire lanes), access to hydrants, fire department connections and fire control rooms, event egress, rides and displays, generators and propane tanks, stages, non-food vendors, beer and wine gardens, and pyrotechnic, fireworks, and open flame effects.

## Site Plan

A general map of the site or proposed route for an event must be illustrated on either the base map included in the Special Event Application, or a similar format. This map must provide an overview of the event footprint, including key locations, and amenities. The map must be clear with detailed and accurate information.

## Tag Days / Soliciting

Organizations soliciting funds on public property on a day or several consecutive days through the mean of distributing emblems or selling items or other merchandise, must register with the Police Department at least 60 days in advance of the event. Organizations must also obtain approval from any business or occupant whose patrons will be directly solicited.





## Tents

Tents 400 sq. ft. or greater in size require a Building Permit. All tents with one or more installed side panels, regardless of size, require a tent permit. These applications must include a to-scale drawing of the tent and site plan for review, to include: the tent location, tent dimensions, location of overhead electrical service, anchoring methods, a copy of the fire resistance rating certificate, wind load, exit locations, exit signs, emergency lighting, and furniture fixture layout. Stakes are not permitted on the City right-of-way. [Download the tent application here.](#)

## Waste Management

Event grounds must be thoroughly cleaned during and following each event. Event organizers may use volunteers or professional companies for these services. All materials must be removed completely from the site and all public trash and recycling receptacles must be emptied after the event. If food is prepared on site, event organizers must arrange for food-related waste, including handling grease and food-scrap disposal.

## Permit & Application Checklist

Item	Due	Due Date	Fee
<a href="#">Alcohol Tax Form</a>	30 days after the event		
<a href="#">Amplification Permit</a>	At time of special event application submittal		\$5
<a href="#">Carnival License</a>	At time of special event application submittal	\$30 / ride; \$20 / amusement stand, food stand, entertainment show, other as applicable	
Certificate of Insurance	30 days prior to event to <a href="mailto:stcspecialevents@stcharlesil.gov">stcspecialevents@stcharlesil.gov</a>		N/A
City Property Closure Request	At time of special event application submittal		N/A
<a href="#">Class E Liquor License</a>	90 days prior to event <a href="mailto:stcspecialevents@stcharlesil.gov">stcspecialevents@stcharlesil.gov</a>		<b>E-1:</b> Not-for-Profit \$50 / day <b>E-2:</b> Special Civic Event \$100 / day
<a href="#">Merchant Listing</a>	14 days prior to event to <a href="mailto:apatel@stcharlesil.gov">apatel@stcharlesil.gov</a>		
<a href="#">Special Event Application</a>	At time of special event application submittal		
Special Event Application Fee	At time of special event application submittal		\$50
Special Event Meeting Date	Schedule at the time of special event application submittal		
St. Charles Park District Approval(s)	At time of special event application submittal		
Tent Certificate of Fire Resistance	30 days prior to event to <a href="mailto:stcspecialevents@stcharlesil.gov">stcspecialevents@stcharlesil.gov</a>		N/A

# Permit Contacts & Resources

Type / Use / Link to Information	Agency / Phone Number
<a href="#">Admission Tax Form</a>	Finance · 630.377.4456
<a href="#">Alcohol Tax</a>	Finance · 630.377.4456
<a href="#">Amplification / Loudspeaker Request</a>	City Administration · 630.377.4422
<a href="#">Amusement/Carnival Application</a>	Police Dept · 630.443.3721
<a href="#">Block Party Application</a>	Police Dept · 630.443.3777
<a href="#">Certificate of Insurance (COI) - Sample</a>	Finance · 630.377.4456
<a href="#">Drones</a>	Federal Aviation Administration · 844.FLY.MY.UA
Electric Utility	Public Works Electric Utility · 630.377.4407
<a href="#">Fireworks Permit Application</a>	Fire Dept · 630.377.4458
<a href="#">Food Handler/Temporary Food Service Forms</a>	Kane County Health Dept · 630.208.3801
<a href="#">Horse Drawn Carriage</a>	Police Dept · 630.443.3721
<a href="#">Kane County Fairgrounds Facilities</a>	Kane County Fairgrounds · 630.584.6926
<a href="#">Liquor License Application</a>	City Administration · 630.377.4422
<a href="#">Merchant Listing</a>	Finance · 630.377.4456
<a href="#">Park District Facility Reservations</a>	St. Charles Park District · 630.584.1885
Parking Spaces	Police Dept · 630.443.3721
Race / Walk Inquiries	Police Dept · 630.443.3721
<a href="#">Raffle—Kane County Application</a>	Kane County Clerk · 630.232.5950
<a href="#">School District D303</a>	Main Number · 331.228.2000
Site Inspection Appointments	Building Division · 630.377.4406 Fire Dept · 630.377.4458
<a href="#">Special Event Application</a>	Police Dept · 630.443.3777
Tag Days	Police Dept · 630.443.3777
<a href="#">Tent Permit</a>	Building Division · 630.377.4406
Water Meter	Public Works Meter Dept. · 630.377.4404

