



Special Event Information & Application Packet

Introduction

Thank you for your interest in holding a Special Event in the Village of Lemont. This information packet was created to assist anyone who is considering applying for a special event permit. The packet presents an overview of the procedures and requirements for special event permit requests. It also includes all forms and information necessary to compile a complete special event permit application. However, this packet does not have any statutory standing and should not be considered a substitute for the actual law, ordinances, codes, or policies of the Village of Lemont. After reviewing this packet, if you have any questions about the permit process, or whether your proposed event requires a permit, contact Planning & Economic Development Department Special Event Coordinator at (630) 243-2700 prior to submitting an application.

What is a Special Event?

A Special Event is any temporary occurrence conducted or sponsored by a person, organization, entity, or business that is open to the public. Examples of special events include, but are not limited to: festivals, concerts, carnivals, arts and craft shows, fireworks displays, sporting events, and parades.

Special Events requiring permits are 1) held on public property, or 2) held outside on private property or 3) held inside a building on private property and involves a third party event organizer or vendor, or 4) any event requiring police traffic control.

Regularly scheduled sporting events on property where such events are regularly held in support of the property's principal use do not constitute special events (e.g. regularly scheduled sports activities at public parks, regularly scheduled tournaments at golf courses, etc.). Indoor events on private property that are intended primarily for members of an organization do not require a special event permit, unless such event is expected to be so large in size as to necessitate traffic control (e.g. church potlucks, parties, etc.). Indoor events that are held at banquet halls, conference centers, and similar businesses do not require a special event permit, unless such event is expected to be so large in size as to necessitate traffic control.

Any event involving alcohol service must apply for and receive a special event liquor license, even if the event does not require a special event permit.

Please contact the Planning & Economic Development Department Special Event Coordinator at (630) 243-2700 with any questions about the kinds of events requiring a permit.

Application, Review, and Approval Process

To apply for a special event permit, an applicant must submit a complete *Special Event Permit Application Form* along with all of the applicable items listed on the attached *Special Event Permit Application Checklist of Required Materials* to the Planning & Economic Development Department. Special events vary widely in nature; some items on the *Special Event Permit Application Checklist of Required Materials* may not apply to a particular event. It is the event organizer's responsibility to determine which apply to the particular event in question and submit a complete application. If an event organizer has any questions regarding the applicability of any item on the *Special Event Permit Application Checklist of Required Materials*, contact Planning & Economic Development Department staff at (630) 243-2700 prior to submitting an application.

The application may be submitted by mail or e-mail. The Department staff will review the application for completeness. If the application is incomplete, the applicant will be notified and no further action will be taken by the Planning & Economic Development Department staff until the application has been completed. If the application is not completed within 14 days, the application may be considered withdrawn.

An adequate amount of lead time is required to allow for review by staff, accommodate for possible plan revisions, and allow time for other applicable approvals as necessary. It is recommended that Special Event Permit Applications be submitted sixty (60) days prior to the event but no later than thirty (30) days in advance of the event. Any application submitted less than thirty (30) days from the scheduled event must pay a \$50 expedited review fee in addition to other applicable fees. This fee shall apply regardless of tax exempt or not for profit status.

Submission of an application does not guarantee approval of the permit request. The Village reserves the right to approve, deny, or modify requested events. If you have questions regarding the Special Event Permit Application process, please contact the Planning & Economic Development Department at (630) 243-2700.

Once the permit application is received and is determined to be complete, it is forwarded to each applicable Village Department and to the Lemont Fire Protection District for their review and approval. Village staff will evaluate whether the proposed event adequately addresses issues of public health and safety for event attendees, the event's potential impact to surrounding properties, and any proposed use of or impact to Village owned property. Within 10 days of submitting a complete application, the applicant will receive staff comments regarding any changes needed in order to approve the special event permit.

Once a Special Event Permit Application is approved by all applicable departments, a Special Event Permit will be issued by the Village. At that time, any conditions of the permit approval will be noted.

Police & Public Works Support for Special Events

The Village will provide limited support to public events on a case-by-case basis and pending staff availability. This includes the availability of additional police services (i.e. traffic control, officer presence at event, etc.) and public works services (i.e. road closures, street sweeping, provision of barricades, etc.). An event organizer should note on the special event application if any police and/or public works services are requested as part of the event. However, the Village shall ultimately determine if such services are required.

The event organizer for any event using Village services shall be required to reimburse the Village 100% for the fees and costs associated with providing these services. An invoice will be sent to the sponsoring organization after the event has concluded indicating these costs. Failure to pay the invoice within 30 days shall result in a \$25 late fee.

A pre-event meeting is required for any event that includes road closures or Village traffic control. At a minimum, the permit applicant's point of contact must be present. Vendors may need to be present, based on type of event and type of vendors. This meeting shall occur at least two weeks prior to the event.

Attachments:

1. Special Event Permit Application Form
2. Special Event Permit Application Checklist of Required Materials

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Special Event Permit Application Form

APPLICANT INFORMATION

Applicant Contact Name

Event Organizer Name (if different than applicant)

Company/Organization

Applicant Address

Telephone & Fax

E-mail

EVENT INFORMATION

Name of Event

Address/Location of Event

Date(s) and Time of Event

Estimated Event Attendance

Is Event Open to the Public?

Yes _____

No _____

Event Type (check all that apply)

Indoor

Walk/Run/Bike

Outdoor

Outdoor Concert

Event will include (check all that apply)

Alcohol

Portable Toilets

Carnival Rides and/or Inflatables

Fireworks

Use of Public Streets, Sidewalks or Other Public Property

EVENT DAY CONTACT INFORMATION

Event Day On-site Person In Charge (must be available for the duration of the event)

Cell Phone Number

Address

E-mail

Special Event Permit Application Form

Village of Lemont

APPLICATION FEES

Application Fee = \$25

Additional Fees, as applicable:

Liquor = \$25

Tent = \$80 (for tents is in excess of 120 sf)

Saturday Inspection Fee = \$35

Temporary Signs = \$70 (if displayed in advance of event)

Expedited Review Fee = \$50 (required if complete event application is not received at least 30 days prior to the event date, regardless of not for profit status)

Fees are non-refundable.

REQUIRED DOCUMENTS

See attached *Special Event Permit Application Checklist of Required Materials*, for items that must accompany this application.

REQUESTED INSPECTIONS

Please indicate the requested date and time for each inspection, as applicable. The Building Department will confirm the time and date of each required inspection at least three days prior to the event.

Amusement/Carnival Rides: _____
Date / Time

Tents: _____
Date / Time

Electrical/Generators: _____
Date / Time

Food & Beverage: _____
Date / Time

AFFIRMATION

I hereby certify that I have the requisite power and authority to bind the Applicant and to execute and file this application on Applicant's behalf, that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, and that I have read, understand and agree to abide by the policies, rules and regulations governing the proposed special event under the Lemont, Illinois Municipal Code and other Village Ordinances and all applicable county, state and federal laws. By signing below I acknowledge and understand that the special event permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village.

I further acknowledge and understand that by signing this application I hereby authorize Village representatives to make all reasonable inspections and investigations of the subject property during the period of processing of this application, that the Applicant is responsible for any damage that occurs to public property during the special event, that if damage occurs and is not repaired to the Village's standard, the Village will make any necessary repairs and bill Applicant for the repair work, and that any damage to public property may factor into the Village's consideration of any future special event applications submitted by Applicant.

Applicant assumes all responsibility for and hereby agrees to indemnify and hold harmless the Village of Lemont, its elected and appointed officers, officials, agents and employees (the "Indemnitees") against any losses, damages, liabilities, actions suits, proceedings, costs or expenses, including reasonable attorneys' fees that the Indemnitees may incur or sustain or for which they may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the special event, or the negligence or intentional misconduct by the Applicant or its officers, employees, or any person under its control in connection with this permit. The obligation to indemnify and hold harmless the Indemnitees shall survive the termination or expiration of the permit.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Application received on: _____

By: _____

Fee Amount Due: _____

Fee Amount Enclosed: _____

Special Event Permit Application Form

revised 02/19/14

Special Event Permit Application Checklist of Required Materials

Materials Required at Submittal of Application

A complete application for a special event permit must include all of the following items, as applicable. Any application that does not include all of the applicable items will not be considered complete. The Planning & Economic Development Department **will not** further review any special event application until a complete application has been submitted.

_____ **Application Form.** One original copy of the attached *Special Event Permit Application Form*, signed by the applicant.

_____ **Application Fee.** A non-refundable fee in the appropriate amount.

_____ **Owner Authorization.** An original letter of authorization from the owner(s) of the property where the special event is to occur, authorizing the use of the property for the event.

_____ **Event Description.** A description of the event, including the date(s), times, activities, number of volunteers, etc. Event organizers must plan to provide enough on-site volunteers or staff to adequately support the event. Please contact the Lemont Police Department at (630) 257-2229 if you have questions about adequately staffing your event. The event description should also include a written explanation of any requested Village services (e.g. setting up street barricades, traffic control, etc.), any requested use of Village materials (trash cans, traffic cones, etc.), and whether any street closures are proposed as part of the event.

_____ **Site Plan.** A detailed site plan depicting the location of all event components and/or a map of the event route to be traveled. The plan shall be at an appropriate size to be easily legible, however may not be less than 8 ½" by 11". The plan should include the location and dimensions of the following items, as applicable.

- a) All event activities (i.e. stage(s) or musical entertainment, amusement attractions, tent(s), inflatables, etc.).
- b) All electrical connections and generators.
- c) Barricades. Events that take place on public streets, parking lots, or sidewalks (such as parades, walks or races) or events which will serve alcoholic beverages will be required to barricade portions of the event area for safety and security.
- d) Areas for the sale and consumption of alcoholic beverages.
- e) Restrooms and handwashing stations. Events longer than two (2) hours in duration must provide restroom facilities. Event organizers should provide patrons access to permanent restrooms and/or portable restrooms with handwashing stations. Generally, it is recommended that event organizers plan for one (1) restroom and handwashing station for every fifty (50) patrons anticipated during the peak hours of the event.

- f) All streets, intersections, or parking lots which will be utilized during the event. Any proposed closure of Village streets, sidewalks or Village-owned parking lots for an event must be properly identified. Any parking reconfiguration and/or temporary signage that may be necessary to redirect parking or traffic as a result of any proposed street and/or parking lot closure must also be properly noted.

Parking & Traffic Control Plan. A written description of expected traffic impacts and proposed parking accommodations. If traffic control is requested, a map of the traffic control points is required. A map depicting the location of the event and the event parking should be provided, if not included as part of the event site plan.

Tents & Temporary Structures Plan. For events including tents or temporary structures in excess of 120 square feet in any area intended for the gathering of 10 or more persons, the following information shall be submitted.

- a) Site plan indicating the location and size of any tent(s), including occupant load and location of entry and egress.
- b) Name, address, phone and e-mail of tent contractor. Tent contractor must be licensed with the Village of Lemont. A list of licensed contractors can be obtained by contacting the Village of Lemont Building Department at (630) 257-1580.
- c) A Certificate of Flame Resistance.

Tent fabric must be a) approved non-combustible material or b) flame resistant material or c) material treated in an approved manner rendering the material flame resistant. A label should be permanently attached to the tent indicating its fire rating. The Certificate of Flame Resistance should match the fire rating label attached to the tent. Such certificate(s) should also be affixed to the tent at the event.

An inspection is required upon installation of the tent or temporary structure. A proposed time for inspection should be included on the initial permit application form. Saturday inspections will incur a \$35 inspection fee, regardless of not-for-profit status. Failure to request an inspection will result in a fine according to Village of Lemont Code Section 15.00.090(B)(2) (w) /Penalty Section 15.00.160(A).

Fire Code Compliance. A minimum 20' clear fire lane is required around all tents; no parking shall be allowed in the fire lane. Exit access travel distance shall not exceed 100 feet. Tent installation shall comply with National Fire Protection Association (NFPA) Standard 102.

Propane & Other Cooking Devices. Gasoline, compressed gas, charcoal or other cooking devices or open flames shall not be permitted inside of tent.

All tents with cooking devices or propane tank shall have a minimum of one fire extinguisher with a minimum rating of 4A60BC. This appliance shall be readily visible, accessible, and hung properly.

Propane tanks-compressed gas cylinders shall be chained or secured in an upright position at all times whether full or empty. Cylinders should be positioned so the pressure relief device points away from areas where people may gather or where there is a source of ignition. Point the pressure relief device away from the tent. Propane tanks should be protected from any source of heat within 6 feet. Bulk storage of cylinders shall not be within any other related activity.

Amusement, Carnival, or Fair Rides/Attractions & Inflatables. A description of any amusement, carnival, or fair rides/attractions and/or any inflatables is required. The location of all such attractions must be noted on the event site plan. All carnival rides or inflatables of any sort must have a valid State inspection sticker affixed to them and require inspection prior to use by the public. The permit application form must note the requested time for all necessary inspections. Saturday inspections will incur a \$35 inspection fee.

Certificate of Liability Insurance. A Certificate of Liability Insurance is required when:

- a) The event is utilizing any Village property, i.e. public streets, parking lots, etc.; or
- b) The event is to be held on a property not owned by the organization or business organizing the event, but by a third party. A Certificate of Insurance must be submitted at the time of application naming both the property owner and the Village of Lemont as additional insured for the day(s) of the event; or
- c) The event includes the serving of alcohol (see Alcohol License & Insurance section below).

The Village of Lemont reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by the Village upon review of the proposed event.

Alcohol License & Insurance. If alcohol will be served at the event, Village and state approvals are required. To receive a Village Special Event Liquor License for alcohol service at a special event, the event organizer must be (1) a Non-Profit Organization or (2) a retailer already holding a valid Village liquor license that wishes to serve alcohol outdoors and/or off-site from their business location. The Special Event Liquor License cost is \$25. The event description and site plan should include all details regarding the proposed alcohol sales or service. In addition, an original Certificate of Liquor Liability (dram shop) Insurance naming the Village of Lemont as an additional insured for the day(s) of the event must be submitted for any and all functions serving alcoholic beverages.

Once the special event permit is issued by the Village, including the approval for the serving of alcohol, a state license is required by the Illinois Liquor Commission for service of alcohol. It is the responsibility of the applicant to obtain their State liquor license once their local license has been issued. The applicant or organization, dependent on whether a non-profit organization or a business holding a valid Village liquor license, needs to submit either: (a) Application for State of Illinois Special Event Retailer's Liquor License (Not for Profit); or (b) Application for Special Use Liquor License (Business already holding a valid Village liquor license), along with the applicable fee payable to the Illinois Liquor Commission dependent on application type. This must be submitted along with a copy of the local Special Event Liquor License, a copy of the Certificate of Liquor Liability (Dram Shop) Insurance and mailed or delivered in person to the Illinois Liquor Commission, 100 W. Randolph Street, Suite 7-801, Chicago, IL 60601. Note: 14 day advance notice is required by the Illinois Liquor Commission or a late fee is charged.

Food and Beverage Service. Applications must include a written description of any proposed food, drink, or alcoholic beverage preparation or sales. Describe how and where food will be prepared and served. An inspection is required for any food or beverage service offered to the public during an event. A proposed time for inspection should be included on the initial permit application form. Saturday inspections will incur a \$35 inspection fee, regardless of not-for-profit status. For a copy of the Standards for Food Service used by Village and County Health Department inspectors, please contact the Planning & Economic Development Department at (630) 243-2700.

Outdoor Electrical & Generators. For any temporary outdoor electrical service or any generators for an event, an electrical wiring inspection is required. The permit application form must note the requested time for all necessary inspections. Saturday inspections will incur a \$35 inspection fee. Outdoor temporary electrical service and generators will be inspected for compliance with the following requirements.

- a) Temporary electrical wiring shall be protected in all pedestrian and vehicle areas.
- b) Extension cords shall be of a minimum use and be properly rated for its intended use.
- c) GFI outlets and cords are required.
- d) All generators shall be properly grounded and protected from unauthorized access. Fueling of this equipment shall be conducted before the event is open to the general public. Refueling process shall be supervised with an appropriate portable fire extinguisher readily available.

Sound Control Plan. A sound control plan is required for all functions that include sound amplification (live music, PA system, etc.) for any loudspeaker or amplifier connected with any radio, microphone or similar equipment. The plan should include the hours during which music will be played, the location and direction of any proposed amplifiers, and any measures to be taken to minimize the impact on adjacent properties. The Village of Lemont reserves the right to discontinue the use of any amplified sound if deemed a nuisance by the Lemont Police Department.

Lighting Plan. A lighting plan is required for all events that include additional outdoor lighting. The plan should include the type of lights to be used, their locations, power source, and any measures to protect adjacent properties from light spillover, if applicable.

Promotional Signs and/or Banners. A temporary sign plan is required for any signage used to promote a special event. The sign plan shall include the proposed size, location, and material of all proposed signs. The plan shall also include the proposed dates that the signs will be displayed. Any signage or other attention getting devices must be in accordance with Ch. 17.11 of Lemont's Unified Development Ordinance as it relates to temporary signage.

Post Event Clean-Up Plan. For events that are to take place on public property (i.e. streets, Village parking lots, etc.), the event organizer must submit a post event clean-up plan. This plan should describe how the disposal of garbage and recycling accumulation from the event will be addressed. Event organizers may use existing Village garbage receptacles located at the proposed event site. The plan should also include whether any additional Village garbage receptacles are requested for the event.

Event organizers will be responsible for ensuring proper disposal of refuse. Plastic bags should be used to line the garbage receptacles, and the event organizers should empty the receptacles as necessary throughout the event. If an additional pickup by the Village's refuse and recycling contractor is needed to remove event refuse, that fee will be billed to the event organizer. Additionally, the event organizer will be billed for any costs the Public Works Department incurs in removing any garbage or debris from public property. Failure to remove trash will result in denial of future requests made by the event organizer.