CITY OF ST CHARLES
SPECIAL EVENT APPLICATION
THIS FORM MUST BE COMPLETED IN
FULL & SUBMITTED 90 or 30 DAYS PRIOR TO THE EVENT

ST. CHARLES
SINCE 1834

Permit No._____ **Date of Meeting:**_____ Revised date 01/28/2015

Name of the Event:_____ **Date(s) of Event:**_____

Special Event Application – 90 Days
The Special Event Application is due to the City of St. Charles a minimum of ninety (90) days prior to the event if it requires closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Special Event Application – 30 Days
The Special Event Application is due to the City of St. Charles, at a minimum, thirty (30) days prior to the event if it does not require closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted.

A copy of the Application and Funding of Special Events is attached for your information.

Special Event Submittal Check List

- **Special Event Application**
  - ☐ Section 1 – Task List and Due Dates –90 day or 30 day submittal
  - ☐ Section 2 – General Information
  - ☐ Section 3 – Permits
  - ☐ Section 4 – Site Plan and/or Route Map
  - ☐ Section 5– Emergency Phone Tree and Contact
  - ☐ Section 6 – Emergency Crisis Management Procedures
  - ☐ Section 7 – Retail Merchants
  - ☐ Section 8– Hold Harmless Agreement
  - ☐ **Any outstanding funds owed to the City of St. Charles**

Application(s) for other permit(s) (See answers in Section 3)

- ☐ Outdoor Sales/Event Permit Application and Submittal Fee
  - ☐ **$65**
- ☐ 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: _____

SECTION 1 - 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.

Task to be completed for Events that require <u>90 days</u> (All items due to City unless noted)	**Days Due Before Event**	**Due Date**
Date of the Special Event	- N/A -	
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	
Submit Special Event Application	90 days	
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation **A copy of 501(C)3 document is to be submitted with application.**	At time of submittal	
Submit Class E Liquor License Application	90-days	
Submit Outdoor Sales Permit Application	90-days	
Submit Loudspeaker/Amplifier License Application	90-days	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Carnival License Application	90 days	
Submit Fireworks Permit Application	60 days	
Submit **<u>Original</u>** Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	
Emergency /Crisis Management Procedures	At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/businesses of special event	14 days	

City Services Requested:			**Comments**
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	

Task to be completed for Events that require <u>30 days</u> (All items due to City unless noted)	**Days Due Before Event**	**Due Date**
Date of the Special Event	- N/A -	
Submit Special Event Application	30 days	
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation **A copy of 501(C)3 document is to be submitted with application**	At time of submittal	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Outdoor Sales Permit Application	At time of submittal	
Submit **<u>Original</u>** Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	
Emergency /Crisis Management Procedures	At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/business of special event	14 days	

City Services Requested:			**Comments**
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	

SECTION 2 – GENERAL INFORMATION Permit No._____

Name of Event: _____

Type of Event: ___ Parade ___ Walk/Run/Bike ___ Festival ___ Other

Location of Event: _____

Date(s) of Event:_____Hours of Event: _____to _____ Estimated Attendance:_____

Event Website: _____

Purpose of the event: _____

Name of sponsoring organization(s): _____

Please list the organization's legal status (i.e. NFP, Partnership, and Corporation) : **A copy of the 501(C)3 document is to be submitted with application.**
(Documentation will need to be submitted providing status)

Type of Entity	**Check Box that Applies**	**City Supporting - Existing Event**	**City Support – New Event**
Governmental Entity		**100%**	**100%**
Private/For Profit Entity		**0%**	**0%**
Non-Governmental/Non-Profit Entity		**50%**	**0%**

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 event date(s) for next year: _____

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)?

_____

_____

SECTION 3 - PERMITS

Will you be having a fireworks display are 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, *or contact Building and Code Enforcement to obtain an outdoor sale 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, *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**. For the raffle permit application for Kane County, please visit* www.co.kane.il.us/COC, *or contact the Kane County Clerk's Office at 630.232.5950. For the raffle permit application for DuPage County, please visit* http://www.dupageco.org/countyclerk/generic.cfm?doc_id=631 *or contact the DuPage County Clerk's Office at 630-407-5500.*

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, *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 *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

Does your event require temporary electric service? ☐ YES ☐ NO

- If yes, please indicate location(s) electric is needed on next sheet.

Does your event require temporary water/hydrant meter? ? ☐ YES ☐ NO

- If yes, please indicate locations(s) for hydrant meter(s) on next sheet.

SECTION 4 - SITE PLAN AND/OR ROUTE MAP

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
Electric (E)
(Hydrant Meter (H20)

Section 5 – Emergency Phone Tree

Please use the space below to illustrate the Emergency Phone Tree for your event or submit a separate form detailing your Emergency Phone Tree. If you need additional space, please attach a separate sheet.

Event Title_____**Date(s) of Event**_____

Emergency Contact Information

Primary Contact:_____ **Secondary Contact:**_____

Title:_____ **Title:**_____

Phone No:_____ **Phone no.:**_____

Tertiary Contact:_____ **Operations Manager:**_____

Title:_____ **Title:**_____

Phone No:_____ **Phone no.:**_____

Site Managers and miscellaneous contacts

Location:_____ **Location:**_____

Date(s):_____ **Date(s):**_____

Name:_____ **Name:** _____

Phone #_____.**Phone #:**_____

Location:_____ **Location:**_____

Date(s):_____**Date(s):**_____

Name:_____ **Name:**_____

Phone #_____ **Phone #**_____

Location:_____ **Location:**_____

Date(s):_____**Date(s):**_____

Name:_____**Name:**_____

Phone #:_____ **Phone #**_____

Section 6– Emergency or Crisis Management Procedures

Please submit your Emergency or Crisis Management Procedures for your event or use the provided example. If you need additional space, please attach a separate sheet.

Emergency/Crisis Management Procedures

1. In the case of any incident, accident or anything deemed "out of the ordinary" (including inclement weather and its potential affects on patrons, property and/or equipment). _____ has designated _____ with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of _____, coordinate with local authorities for an action plan and to make any statements to the press (if applicable).

2. In the case of any incident, accident or anything deemed "out of the ordinary" (including *inclement weather and its potential affects on patrons, property and/or equipment) ALL* _____*staff will be instructed to:*

    a. *Act as quickly and professionally as possible;*
    b. *To contact their immediate supervisor and/or the on-site*_____ management representative;
    c. Have as much factual information available as possible – not to speculate as to the cause of the incident, accident, etc., unless requested by the CM;
    d. Follow the directions of the immediate supervisor and/or the on-site _____ management representative explicitly;
    e. Recommend that people leave the area first, or at the very least go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks. (West Side, Walnut Street & 1st Street), (East Side, Walnut Avenue & 3rd Avenue). In the event of Tornado Warnings on Saturday and Sunday, Park District staff will open the Pottawatomie Park Community Center so people can seek shelter there, if desired;

    If at a location with food, vendors and/or ride operators: turn off all power, gas and grills so unattended energy sources do not catch on fire.

3. These steps should be taken immediately following any incident/accident:
    a. Get medical help to the parties involved (if applicable);
    b. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patron's attention;
    c. Resume scheduled activity as soon as possible (subject to #5 below);
    d. Call the police or other authorities and report any accident;
    e. Identify witnesses to the incident to obtain statements if necessary;
    f. Contact a Site Manager for an Incident Report.

4. The CM will communicate to all staff, volunteers, and other personnel that all communication with the press, police, or any other authority will be handled solely by the CM. Police may request information from event personnel and everyone associated with

_____will cooperate with the police department. We will not interfere with police investigations and/or action plans and we will provide the police with materials available upon their request. Any and all materials requested should not be given out until copies of all information can be reproduced for _____.

5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with _____ to discuss alternatives.

6. An official statement will be written and given to the CM as soon as it can be formulated by _____ management. No personnel or staff should offer any information to any media other than the provided statement. No media questions should be answered unless otherwise instructed.

7. Always remember to follow these guidelines:
    a. Keep as cool and calm as possible;
    b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including _____personnel;
    c. Direct any and all media questions to CM, and only read official statements prepared by _____ Management;
    d. Use common sense. Think before you act, and always be professional;
    e. Fill out a Festival Incident Report as accurately as possible;
    f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable).

Additional Notes:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

SECTION 7 – RETAIL MERCHANTS

It is the responsibility of the event organizer to ensure that all participating retail merchants are properly collecting, reporting and filing City sales taxes from sales generated at the event, in accordance with State Statutes. The City's current sales tax rate is 8%. Sales tax collections and forms are to be submitted to the State and not the City. For further information on how and where tax payments are to be submitted, please contact the Illinois Department of Revenue Registration Office at 1-800-732-8866.

Please answer the following question regarding the use of retail merchants in conjunction with your event:

Will your event include:

- **Merchants selling retail merchandise? YES:_____NO:_____**
- **Food and/or beverages for immediate consumption? YES:_____NO:_____**

If no, no further action is necessary.

If yes to either, you must provide a list of all participating vendors, including business name, address and State IBT number to the City's Finance Department within 14 days of the event. A sample form in Excel format will be emailed to the event organizer's email address. In addition, you must read and sign the following certification:

I understand that it is my responsibility to ensure that all retail merchants and/or food and beverage vendors participating in this event are aware of the rules and requirements for properly collecting and remitting any City sales taxes generated from sales at this event. I will provide the City with a complete listing of all merchants, including their name, address and State IBT number, within 14 days of the event.

Signature:_____ Date:_____

Name:_____ Title:_____

SECTION 8 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the _____ *(name of organization)* ("Organization") to conduct _____ *(name of event)* ("Event"), the Organization 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 attorney's 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 there from 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 _____, 201___.

_____
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

Title	Application and Funding of Special Events
Policy #	2009-02
Approval Date	February 2, 2009 (Revised July 6, 2010, March 3&24, 2014)

ST. CHARLES
SINCE 1834

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, including events held exclusively on private property.
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). The waiver of fees and costs also applies to events and activities that are co-sponsored by the City of St. Charles, as determined by the City Council. Events that are currently co-sponsored by the City are the Independence Day celebration and Memorial Day event.
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.

Notwithstanding the above, an organization that elects to hold an event may be required to pay 100% of the fees and costs, if the City's fiscal year (May 1-April 30) budget does not include an allocation for the cost of services required.

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 or contact Building and Code Enforcement to obtain an application. The City of St. Charles imposes a 2% tax on alcoholic beverages. Federal, state and local government bodies are exempt from this tax. Please contact the Finance Department at 630/377-4429 or visit the City's website for more information on the City's alcohol tax.

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 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 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 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.

Concealed Carry of Weapons

The Illinois Firearm Concealed Carry Act prohibits individuals form carrying a firearm on or into any public gathering or special event that requires the issuance of a permit from a unit of local government. Signs stating that the carrying of firearms is prohibited must be clearly and conspicuously posted at the entrances of the premises or prohibited area. The signs shall be of a uniform design. The City of St. Charles will maintain a supply of the required signs, and will provide them to event organizers for posting.

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 may be limited to one (1) every thirty (30) days. This restriction does not apply to event(s) on private property that require no street or parking lot closures.

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(s) is over five hundred dollars ($500). For the raffle permit application for Kane County, please visit www.co.kane.il.us/COC or contact the Kane County Clerk's Office at 630-232-5950. For the raffle permit application for DuPage County, please visit http://www.dupageco.org/countyclerk/generic.cfm?doc_id=631 or contact the DuPage County Clerk's Office at 630-407-5500.

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, **thirty (30) days** prior to the event. A minimum of ninety (90) days is required for events that require closure of public streets, use of public parking lots, or the service of alcoholic beverages. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its 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

At the discretion of the City Administrator, or his/her designee, a deposit of up to 50% of the cost of services to be provided may be required to be paid at the time of application. Factors to be considered in requiring this deposit include the number of years the event sponsor has existed, the prior payment history of the event sponsor, experience of the event sponsor in working with other municipalities, and total cost of staff time required to evaluate, plan, and execute the event.

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. 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 fourteen (14) 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 minimum coverage limits are required for all special events occurring in the City of St Charles:

Commercial General Liability: $1,000,000 per occurrence and $2,000,000 in the aggregate

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.

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APPENDIX A

PERMIT/LICENSE FEE SCHEDULE

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

Downtown Events Review Process & Evaluation

Summary

The Downtown St. Charles Partnership wishes to support events and promotions that will strengthen the retail, dining, entertainment, and hospitality sectors of downtown, diversify the downtown event calendar, and invite people downtown by offering compelling, free or low-cost events. The desired result is a coordinated offering of downtown events and promotions that:

- Engage and strengthen the downtown business community.
- Increase the frequency and/or length of the visits to the downtown.
- Provide a comprehensive and coordinated offering of quality events.
- Enhance the image of the downtown as a destination.
- Celebrate the vibrancy and unique assets of the downtown.
- Ensure diversity and uniqueness in the events offered.

Requirements

Events approved in Downtown St. Charles will meet the following requirements:

- The events are complimentary or have a minimal admission charge and are appealing to the general public.
- The event will benefit downtown businesses and not create a significant negative impact on them.
- The event organizer will meet with affected downtown businesses to help make the event a positive experience for them.
- The application and review is required for all events within the downtown area (view map at http://www.downtownstcharles.org/map-and-directions/downtown-map/)

Evaluation

Proposals submitted will be evaluated based on the quality of the proposal and the following strategies and requirements:

1. Benefit to the downtown:
    - Downtown businesses will realize benefits from the event.
    - The event will enhance the downtown's reputation as a destination for shopping, dining, hospitality, and entertainment.
    - The event/promotion creates a positive image of the downtown.
2. Ease and Ability of Production
    - The organization coordinating the event has the capacity to carry out the event/promotion. This will require a business plan detailing the financial and marketing plans.
    - The event is pedestrian friendly.
    - All elements (security, promotion, staffing, clean up) are the responsibility of, and financed by, the event organizer.
3. Broad Popularity
    - The event can be enjoyed by a variety of audiences.
    - The event is complimentary, or has a minimal admission charge, and is appealing to the general public.
4. Coordination and Collaboration
    - The event meets with approval from the City and the DSCP.
    - The marketing plan for the event/promotion includes communication with the City and the DSCP.
    - The event organizers collaborate with downtown businesses. Opportunities are created to encourage interaction between businesses and the event attendees. First Priority for event participation, particularly with respect to event food/beverage and retail vending, shall be given to downtown businesses.
    - For merchant promotions, participation is available to all downtown merchant businesses.
5. Expansion and Diversity of the Downtown Event Calendar
    - The event will assist in creating a diverse menu of downtown programming and give people a new reason to come downtown that does not currently exist.
    - The event will bring diverse clientele into the downtown and brings people into the downtown at a time that doesn't conflict with other events.

Process

Please complete the Downtown Event Review Proposal questions with the City of St. Charles Special Events Application. Please answer all questions to the best of your knowledge. Proposals submitted will be evaluated based on the quality of the proposal and the evaluation requirements.

1. Please return the Downtown St. Charles Event Review Proposal and any attachments to the City of St. Charles 120 days before your intended Event Date.
    a. It is strongly encouraged that the event organizers meet with the businesses that will be impacted in advance of submitting the proposal. Feedback from those meetings should be included with the event application.
2. The DSCP Events Review Committee will review your proposal within 14 days and follow up with any questions they may have.
    a. If modifications are needed, you will be asked to resubmit any changes within two weeks time.
3. Then if a positive recommended is given by the Events Review Committee, the City of St. Charles will schedule a Special Events Review Meeting with you and City Staff to discuss logistics and any issues and/or concerns related to traffic, safety, etc.
4. Then, your event will be brought before City Council within the 90 Days for final review accompanied by the DSCP recommendation.

Downtown St. Charles Event Review Proposal

1. **Please describe the purpose of your event including proposed date(s)/time(s).**

2. **Explain how your event will comply with the evaluation criteria, as described in the Downtown Events Evaluation summary.**
   a. **Benefit to Downtown Business**
   b. **Ease and Ability of Production**
   c. **Broad Popularity**
   d. **Coordination and Collaboration**
   e. **Expansion and Diversity of the Downtown Event Calendar**

3. **What distances will people travel to participate in the event? Please justify. (*i.e. local participators who live within a 5 – 10 mile radius or regional event attracting people from 3 – 5 states with a 5 – 10 hour driving distance*)**

4. **What is the estimated number of event a) Participants b) Attendees? Please justify.**

5. **Safety and the impact on downtown businesses, residents and the City are major priorities. Please describe what street closures, detours, and parking you would request and how you would address concerns from these stakeholders?**

6. **Please describe what makes this event unique to Downtown St. Charles.**

7. **How will you measure success?**

8. **If success, as you have defined it, is reached, please describe future plans for this event.**

9. **Attach the business and marketing plans with expected revenue, expenses, and sponsors secured.**

10. **How will your organization secure funding necessary to pay for any requested or required City resources?**

11. **Provide a list of downtown businesses you have identified as likely to be affected by your event/promotion and a brief summary of your communication with them to date.**