

Title Application and Funding of Special Events

Policy # 2009-02

Approval Date February 2, 2009 (Revised July 6, 2010)



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.

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.

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 personnel 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.

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

APPENDIX A
PERMIT/LICENSE FEE SCHEDULE

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	