

Special Event Policy

Special events play a significant role in fostering a sense of community in a municipality. They also, however, may require special planning, logistics, and support services to ensure that public safety is not jeopardized and inconveniences to residents and businesses are kept to a minimum. Additionally, special events should not incur additional costs for taxpayers. As such, this policy and the subsequent application for special events is designed to encourage special events while protecting public health, safety and welfare while minimizing disruptions to all segments of the community. This process also addresses the expectations and requirements to alleviate the financial burdens for the provision of local governmental services in support of these events.

I. **Definitions:**

A) Types of Events:

- 1) Community Event: An event sponsored in whole or in part by the Village to attract people to the Village and/or increase business activity, tourism, and/or awareness within the Village. Community events shall be designated as such by resolution of the Village Board and may include Wauconda Fest, Street Dance, Holiday Walk, Memorial Day Parade, and Independence Day Celebration among others. Community Events may require the use of special Village services and must be open to the public.
- 2) Special Event: An event held on public or private property requiring additional municipal or governmental support services and for which the Village is not the primary sponsor. These events can be a performance, festival, celebration, carnival, fair, show, exhibit, farmer's market, athletic event, contest, pyrotechnics display, or gathering affecting the ability of public safety officials to respond to public emergencies, transportation routes, parking, and the general public health and welfare of residents, businesses, and organizations in the community. Fishing events and/or competitions on Bangs Lake shall be deemed special events. Special events with expected attendance equal to or in excess of 250 people shall be deemed a large scale special event.
- 3) Block Party: The closure of a neighborhood street to vehicular traffic for a limited duration (less than twelve (12) hours) to allow residents of the neighborhood to assemble for a social gathering.

- 4) Parade: Any march, ceremony, show, exhibition, pageant or procession of any kind, or similar display, upon public right-of-way.
- 5) Public Assembly: Any congregation or gathering of persons upon any public property for the purpose of expressing views or opinions on specific topics.
- B) Event Sign: A banner or poster used to promote a community event, special event, parade, block party, or public assembly displayed at Village designated locations or on Village owned property.
- C) Community Organization: A not-for-profit or governmental organization located within the corporate limits of the Village or sponsored by qualifying charitable, civic, or governmental organizations which seek to strengthen and enhance certain aspects of the community and to strengthen Wauconda's identity. To be considered a not-for-profit organization, the organization shall be registered as such with the state of Illinois and registered with the Internal Revenue Service as a 401 (c) 3 or similar organization.
- D) Corporate Authorities: The Mayor and Board of Trustees of the Village of Wauconda.
- E) Educational Entity: Any state, regional, local, religious, or private educational entity with a physical facility located within the Village limits of the Village of Wauconda.
- F) Event Manager: The person acting on behalf of the event sponsor or the permittee to manage and coordinate the special event.
- G) Governmental Entity: Means any federal, state or unit of local government providing services to residents of the Village of Wauconda.
- H) Normal Course of Operation: The basic activity and/or purpose of any governmental, educational, religious, or not-for-profit organization and shall not include special events or other activity not normally associated with such entity or organization.
- I) Permit: Means a non-transferable permit issued by the Village to hold a community event, special event, parade, block party, or public assembly in the Village after an adequate review by Village officials. Permits are not auto-renewing and require a new application for each event (unless a series of events were approved by a single permit – e.g., cruise nights, farmers markets, etc).
- J) Permittee: Any person or organization that has been issued a permit.

- K) Private Entertainment Event: Means events of a temporary nature intended for a limited number of attendees or exclusive groups and which is not intended for the general public.
 - L) Public Property: Any property owned by or dedicated to the Village or other governmental agency including streets, roadways, dedicated rights-of-way and waterways.
 - M) Special Village Services: Services provided by the Village during an event which are in addition to, above and/or beyond the respective level of such services and/or operations normally provided by the Village, which services may include, but are not limited to, any of the following: labor costs, material and equipment costs for street closures, provision of barricades, trash or recycling receptacles, special parking signs, special electrical services, special police protection details, special fire/EMS protection, or use of Village vehicles and/or equipment.
 - N) Sponsoring Organization: Any partnership, association, organization or corporation, including the Village, which has been issued a permit for any special event.
 - O) Support structures: Any temporary structures erected in connection with any community or special event, parade, block party or public assembly including but not limited to stages, scaffolding, bleachers, tents, stands, and/or booths.
 - P) Village: The Village of Wauconda
 - Q) Village Administrator: The Village Administrator, or his designee.
 - R) Village Liaison: The Village staff member assigned to function as the primary Village contact for an event.
- II. **Permit Application.** A permit application must be completed for every community event, special event, block party, parade, or public assembly held on public property or requiring special Village or governmental services. Such permit application shall be on a form provided by the Village Administrator's Office. The submittal of a community event, special event, block party, parade, or public assembly permit application does not imply that a permit will be issued or the event is approved.
- A) Timing. To allow for proper logistical planning and preparation of public safety and public works officials, applications for permits must be provided as follows:

1. Community Event. Applications for Community Event permits shall be received not less than 90 days in advance of the start of the community event. Insurance and indemnifications paperwork supplemental to the application must be received no later than fourteen (14) days prior to the event. Failure to provide adequate insurance and indemnification information shall be grounds to deny or cancel the permit.
2. Special Event.
 - a. A large scale special event (250 attendees or more) shall submit the special event permit application to the Village no less than 90 days prior to the event. Insurance and indemnification paperwork supplemental to the large scale special event application must be received no later than 14 days prior to the event. Failure to provide adequate insurance and indemnification information shall be grounds to deny or cancel the permit.
 - b. Special events with expected attendance of less than 250 attendees shall submit the special event permit application to the Village no less than 45 days prior to the event. Insurance and indemnification paperwork supplemental to the application must be received no later than 14 days prior to the event. Failure to provide adequate insurance and indemnification information shall be grounds to deny or cancel the permit.
3. Block Parties. Block party permit requests must be received no later than 14 days prior to the event.
4. Parades. Parade permit requests must be received no later than 90 days prior to the event. Insurance and indemnification paperwork supplemental to the application must be received no later than 14 days prior to the event. Failure to provide adequate insurance and indemnification information shall be grounds to deny or cancel the permit.
5. Public Assemblies. Public assembly permit requests must be received no later than 48 hours prior to the event.

B) Application Fees

1. Community event. For events in which the Village of Wauconda is not the primary sponsor, no application fee is required if a complete application is filed 90 days prior to the start of the event. A fee of \$50 is required if the application is filed less than 90 days prior to the start of the community event or if a complete application is not

filed at least 90 days prior to the start of the event regardless of permit approval or denial.

2. **Special event:** No application fee is required if a complete application is filed prior to the deadline (large scale 90 days; otherwise 45 days). A \$50 application fee is required if the application is filed after the application deadline regardless of permit approval or denial.
3. **Block Party.** No application fee is required for a block party if the application is filed at least 14 days prior to the start of the event. Applications submitted with less than 14 days prior to the event may be considered if staff time allows for a proper review of the event.
4. **Parade.** No application fee is required if a complete application is filed at least 90 days prior to the event. A \$50 application fee is required if the application is filed after the application deadline regardless of permit approval or denial.
5. **Public Assembly.** No application fee is required.

III. Event Planning. All community events and large scale special events held on public property must have the Village Liaison or other Village staff member on the committee or planning group for the event and involved in all aspects of planning activities.

IV. Special Village service cost reimbursement. To minimize the impact of special events on taxpayers and Village resources, special Village services including police, fire, public works and lake management services and utility costs shall be reimbursed at the following levels:

A. Community Event:

1. **Village as primary sponsor:** If the primary sponsor of the event is the Village of Wauconda, no reimbursement for special Village services is required.
2. **Village as secondary or co-sponsor:** If the Village is a co-sponsor or secondary sponsor of the event, a reimbursement of 50% of the cost of actual special Village services provided shall be required. Estimates of special Village service costs shall be provided by the Village liaison within fourteen (14) days following application submittal provided application is made prior to the application deadline. The actual reimbursement for special Village services shall not exceed the estimate unless: i) the scope of the special Village services required was not accurately provided by the applicant; ii) the scope of the special Village services changes from the initial

estimate provided by the applicant; or, iii) the initial application was not filed at least 90 days prior to the event.

- B. Special Event: Special Village services provided for a special event shall be reimbursed to the Village in full. Estimates of special Village service costs shall be provided by the Village Liaison within fourteen (14) days following application submittal provided application is made prior to the application deadline. The actual reimbursement for special Village services shall not exceed the estimate unless: i) the scope of the special Village services required was not accurately provided by the applicant; ii) the scope of the special Village service changes from the initial estimate provided by the applicant; or iii) the initial application was not filed at least 45 days prior to the event (90 days for large scale events).

The Village of Wauconda requires a \$2.00 per participant lake management fee to mitigate the impacts of fishing tournaments on Bang's Lake regardless of whether the event is a "catch and release" event. Fishing tournaments sponsored by educational entities, whether local or otherwise, may be granted a waiver of this requirement at the discretion of the Village Administrator.

- C. Block Parties: No special Village services shall be provided for block parties.
- D. Parades: Special Village services provided for a parade shall be reimbursed to the Village in full unless the Village is a primary or co-sponsor of the event.
- E. Public Assemblies: Special Village services provided for a public assembly shall be reimbursed to the Village in full unless the Village is a primary or co-sponsor of the public assembly.

V. Use of Public Property and Street/Roadway Closures.

- A. Not-for-profit purposes. The use of public property and public right-of-way to conduct community events, special events, block parties, parades, and public assemblies shall only be authorized for governmental or not-for-profit purposes. The services of for-profit vendors may be secured by the not-for-profit organization or governmental agency to provide food, beverage or merchandise sales as part of the event. All business vendors authorized for an event are required to provide their State sales tax numbers and provide, upon request, proof that the event is registered to a point-of-sale in Wauconda. Information on the state requirements for registration can be found at: <http://tax.illinois.gov/Individuals/SalesandRelated/fairs.htm>.

Financial reports detailing the revenues generated from the event and the distribution or use of the revenues may be required as part of the permit approval process. This financial report, if required, will be due within 90 days following the end of the event. Failure to submit a required financial report may result in the denial of subsequent applications submitted by the event manager, permittee, or sponsoring organization.

- B. Authorization. The closure of arterial or collector streets or roadways, except in the case of emergency, can only be authorized by action of the Village Board. The closure of neighborhood streets can be authorized by the Village Administrator for block parties or public assemblies. The closure of Village owned parking lots for community events, special events, parades, or public assemblies can only be authorized by the Village Board as part of the application approval process.
- C. Emergency Access/Closure. The closure of any street, roadway, or parking lot for a community event, special event, block party, parade, or assembly can be revoked by the Chief of Police, Chief of the Fire Protection District, or Village Administrator in the case of public emergencies. Public safety vehicles must be provided access at any time such an emergency warrants access regardless of whether the street or roadway closure has been authorized by the Village Board or Village Administrator. The Chief of Police or Fire Chief or their designee can order an event to close and cease operation if the event is in violation of law or policies, presents a danger to persons or property, threatens the peace and quiet, or creates unmanageable problems for public safety officials.
- D. Damage. Support structures (including tents, stages, bleachers, scaffolding, etc) erected on public property or in the public right-of-way shall not damage the pavement or vegetation in any manner. The permittee shall be liable for any and all damage to the public property or public right-of-way resulting from the community event, special event, block party, parade, or public assembly.

VI. Risk Management.

- A. Hold Harmless Agreement. All applicants desiring to use public property for the community event, special event, parade, block party, or public assembly must sign an agreement to hold harmless and indemnify the Village and its Officers, Agents, and Employees against any loss, cost, expense, injury, damage or liability incurred by reason of any personal injury or property damage sustained by any person, caused or resulting from the issuance of a special event permit and should cover injury or damage caused by or in any

way related to the activity or activities for which the special event permit was issued.

- B. In general, the Village requires that any community event, special event, or parade held on public property provide an original (not a photocopy) certificate of insurance listing the Village of Wauconda and Wauconda Fire Protection District as additional insureds on an insurance policy with limits of \$1,000,000 written on an occurrence basis form for bodily injury, property damage, and general liability or commercial general liability. Events that directly impact another agency's facilities may need to name that agency in the certificate of insurance as well. This certificate of insurance must be filed with the Village Liaison no later than 14 days prior to the start of the event. Insurance certificates must contain a provision that it cannot be cancelled without at least 14 days' written notice to the Village. The Village Administrator may require the permittee to provide higher coverage limits or additional coverage(s) depending on the size and type of the event.
- C. Insurance and indemnification paperwork supplemental to the application must be received no later than 14 days prior to the event. Failure to provide adequate insurance and indemnification information shall be grounds to deny or cancel the permit.

VII. Additional Requirements.

- A. Alcohol. If alcohol will be sold at a community or special event on public property, a special event liquor license will be required from the Village and State of Illinois. A separate application for the special event liquor license is available from the Village liaison. Dramshop special event insurance is required.
- B. Food. If food will be served/sold at the community or special event, a license from the Lake County Health Department Environmental Health Services Division may be required. A separate application for the food service permit from Lake County is necessary. For additional details, contact Lake County at (847) 377-8020 to determine any applicable regulations or requirements.
- C. Support structures. The use of temporary structures, canopies, scaffolding, bleachers, stages, and tents are subject to the limitations and requirements listed in the applicable Illinois Fire Prevention Code. These requirements include inspections, use of flame-resistant fabric, regulation of location of open flame devices, heaters, and generators, use of extension cords, distances between the temporary structures, etc. These requirements should be discussed with the Fire

Protection District and Building Department personnel. Temporary structures/tents must be inspected and approved by the Chief of the Wauconda Fire Protection District or his designee as part of the permit process.

- D. Cooking/Heat Sources. All cooking and heating appliances using a gas fuel, such as propane, shall be approved by the Fire Protection District. Depending on the type of equipment to be installed, a special mechanical permit may be required. The Building Department should be contacted to determine if a mechanical permit is required.
- E. Fire Extinguishers. Portable fire extinguishers, with a minimum 2A rating, are required in all booths, structures, and locations used for assembly, cooking, or if hazardous conditions exist. The extinguisher must have an attached service tag showing that it has been inspected within the previous 12 months.
- F. Electrical Power. All electrical work shall be performed by a licensed electrical contractor and shall be inspected by the Village Electrical inspector. The Building Department can be contacted to determine if an electrical permit is required prior to beginning any electrical work.
- G. Raffles. Raffles require a separate raffle permit application according to state statute. The Village Liaison can provide additional information on raffle requirements and provide a raffle application.
- H. Chemical Toilets. Community events or special events with expected attendance of 250 or more and lasting two hours or more may be required to provide temporary restroom facilities (chemical toilets). Community events or special events with expected attendance of less than 250 or with an expected duration of less than two hours may be required to provide chemical toilets depending on the nature and circumstances of the event at the sole discretion of the Village Administrator or his designee.
- I. Trash. Community events, special events, parades, and public assemblies may be required to include plans for addressing trash collection and removal.
- J. Cleanup. If the event is held on public property, permittees must clean and otherwise restore the event site to its pre-event condition. This includes the removal of all debris resulting from the event. The public property impacted by the event will be inspected after event and cleanup conclusion and an invoice for payment will be sent for any required cleaning that is performed by the Village. If Village cleanup of the area is necessary the invoiced amount will cover actual

expenses plus a 10% administrative fee. A refundable deposit may be required. The deposit will be returned to the applicant less any costs incurred as a result of the event.

- K. Signs. The Village of Wauconda sign ordinance does not allow for event signs to be placed in the right-of-way without approval of the Village even on a temporary basis. If temporary signs advertising the event are desired, please include specific sign information (size, quantity, location, duration of display, etc) as part of the permit application process.
- L. Parking. Community events and large scale special events may require a parking plan as part of the application process.
- M. Carnival Worker Background Checks. The Village requires that all background information is provided for all carnival workers as part of the permit approval process. Event organizers must submit carnival worker information from the intended carnival ride vendor with sufficient time to conduct such background checks.
- N. Noise. The Village of Wauconda Code provides for certain limits on noise within the community. These regulations are available in section 132.26 and 132.27 of the Village Code available at www.wauconda-il.gov. If relief from noise regulations is sought, specific mention of the request is required on the application permit.