



SPECIAL EVENT PERMIT INFORMATION

About

The City of Park Ridge has adopted this Special Events Policy in order to provide uniform guidelines for event organizers, producers, promoters and sponsors.

The City recognizes that Special Events involve acts that are different from daily business routine. Therefore, there is a need to ensure such events are compatible with the surrounding property uses. Factors to be considered in issuing a Special Event Permit include, but are not limited to, pedestrian safety, increased traffic, parking, and noise.

Applications are considered in the order in which they are received. No applications or date saving for Special Events will be allowed or accepted prior to January 1 for the following year. The City will only accept applications that are fully completed, have all required documents attached, and have included the application fee.

The application fee for a Special Event Permit Fee is \$50 per day. Additional fees relating to use of City services including Police, Fire or other City employee assistance, signs, electric, tents, stages or other structures, may be applicable.

All applications for Special Event Permits require administrative review and must be submitted 30 days in advance of the event. If the event request involves the use of a public right of way, the application must be submitted at least 60 days in advance. If more than 1,000 persons will be attending your event at one given time, the state requires to have an Emergency Medical Services Plan for its review which can take up to 60 days to receive approval.

Definition

A "special event" is defined as a temporary activity that may include any one or more of the following:

1. A crowd of a size that is significantly larger than what is expected for the typical day to day use of the property or under normal business conditions;
2. Use of additional City Services
3. The appearance of a celebrity personality;
4. Use of an outdoor parking lot for an activity other than parking;
5. Use of a structure such as a tent or stage;
6. Use of off-site parking;
7. Live entertainment
8. Filming/Media Production
9. Use of Public Right-of-way; including processions, parades, footraces, marathons, walkathons, bike-a-thons, bike races, open air public meetings, or any other group sponsored activity occupying or using any street or public place in the city (not including funerals and block parties).

Permit Requirement

Any activity that meets the definition set forth above shall require a Special Event Permit.

Examples of Special Events include but are not limited to:

- Carnivals, Zoos and petting Zoos, Animal Exhibits, Animal Rides
- Car Washes
- Circuses
- Concerts, Disc Jockeys, Bands
- Processions; Marathons, Public Meetings
- Public Events with Food Consumption
- Temporary Outdoor Sales
- Vehicle Exhibits or demonstrations held outdoors
- Commercial Corporation Filming Event



SPECIAL EVENT PERMIT APPLICATION

Please note: Applications for Special Events to be held the following year will not be accepted before January 1 and will be numbered as they are received.

Name of Event					
Organization					
Location of Event					
Date(s) of Event					
Time(s) of Event	From	AM / PM	To	AM / PM	
Estimated Number of Attendees		Please note that the State of Illinois requires an Emergency Service Plan if attendance at your event exceeds 1,000 persons at any given time. The process takes 60 days to complete at the state-level.			
The event is a private event?	YES	NO	Public Event?	YES	NO
The event is on public property?	YES	NO	Private Property?	YES	NO
Please circle what best describes your event:					
Community Event Concert Festival Filming/Media Sale/Expo Run/Walk					

Authorized Agent/ Applicant Information (person completing the application)

Name					
Title					
Address					
City State					
Zip Code					
Telephone contact	CELL		OTHER		
Email					

Please share the details...

Select all that are applicable to your event.

<ul style="list-style-type: none"> <input type="checkbox"/> Held within a building <input type="checkbox"/> Held outdoors <input type="checkbox"/> Age Restricted Event <ul style="list-style-type: none"> <input type="checkbox"/> Event requires City Services (select below) <input type="checkbox"/> Police services Describe _____ _____ <input type="checkbox"/> Community Service Officers (CSO) Describe _____ _____ <input type="checkbox"/> Police volunteers Describe _____ _____ <input type="checkbox"/> Fire services Describe _____ _____ <input type="checkbox"/> Public Works services Describe _____ _____ <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Food served, sold and/or prepared ** Complete a <i>Temporary Food Service Application</i>. Include your E-99 letter, if applicable. <input type="checkbox"/> Alcohol served and/or sold **Attach a <i>Temporary Liquor License Application</i>. Note: Police Officer presence is required if this is a public event held on public property and alcoholic liquor is served. 	<ul style="list-style-type: none"> <input type="checkbox"/> Not-for-Profit Event <input type="checkbox"/> Unarmed Security Hired <input type="checkbox"/> Armed Security Hired <input type="checkbox"/> Admission fee charged <input type="checkbox"/> Free admission <input type="checkbox"/> Filming Event <input type="checkbox"/> Live animals <input type="checkbox"/> Event Advertised (attach copy) <input type="checkbox"/> Entertainment (Amusement, music, games, etc.) Describe _____ _____ <input type="checkbox"/> Porta-Pottis Drop off date / time _____ Pick-up date/time _____ Exact location must be marked on site plan <input type="checkbox"/> Tent(s) 400 square feet or greater **Attach a <i>Building Permit Application</i>. <input type="checkbox"/> Street Closure(s) ** Attach a <i>Block Party Application</i> and provide a copy of the notification flyer that will be distributed to residents/businesses. <input type="checkbox"/> Generators – location marked on site plan <input type="checkbox"/> Electrical extension cords <input type="checkbox"/> Use of municipal water supply <input type="checkbox"/> Describe _____ _____ 	<p>Staff notes:</p>
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The following must be submitted with this application:

- Fully completed, signed application
- Detailed description of the event including activities, entertainment, etc.
- Letter from property owner providing permission for the use of the property for the event, if applicable. The Description letter and Permission letter may be combined if the owner and applicant is the same.
- Parking permission letter(s) are required from adjacent property owners for supplement parking if the event requires additional parking, if applicable.
- Copy of an event flyer, pdf and hardcopy, if applicable
- Site Plan to show the location of the event, tents, parking, porta-pottis, and other structures, etc.
- Certificate of Insurance **naming the City of Park Ridge as an additional insured**, \$1,000,000 General Aggregate
- Sample letter for distribution to business owners / and or residents about your event if they are being impacted
- Special Event Application Fee \$50

Please note, additional documents may be required after a full review of your application.

As the applicant of the said Special Event, I hereby certify that that the information provided in this application is true and correct to the best of my knowledge and that I have not provided false or misleading information.

I acknowledge that under state law, (the Human Trafficking Resource Center Notice Act, P.A. 100-671) any organizer of a special event that requires a permit from the City must post a notice at the event in clear view of the public to inform the public and victims of human trafficking of telephone hotline numbers to seek help or report unlawful activity. I understand that I can obtain more information about the notice on the State of Illinois website at <https://www.dhs.state.il.us/page.aspx?Item=82023>

I, _____, indemnify and hold the City of Park Ridge harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be causally related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the Special Event known as

_____ to be held _____ 20_____.

Signature of Agent/Applicant, Title

Date



CITY OF PARK RIDGE

HOLD HARMLESS AGREEMENT

I, _____, indemnify and hold the City of Park Ridge harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be causally related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event know as _____ to be held _____

Signed this ____ day of _____, 20____.

Name

Address

Signature

Witness



City of Park Ridge BLOCK PARTY PERMIT

Only local streets identified on the Street Classification System Map and selected collector streets as approved by the City may be closed for block parties. In no case shall any arterial street closing be approved. Applications for private events (ex. graduation parties, weddings, birthday parties) will not be accepted. For private events to be considered, a "Special Event Permit" form must be filled out and submitted through our website.

Applicant	Address
Email	Phone
Date of street closure	Rain date
Between the Hours of _____ and _____	(cannot exceed 10:30 pm)
Street to be closed _____	between _____ and _____
Purpose of street closure _____	

_____ Check here if you would like a visit from the **Fire Department** and call **847-318-6721**

_____ Check here if you would like a visit from the **Police Department** at suggested time _____ am/pm

Number of children in attendance _____

Four (4) barricades will be delivered on the day before the event and picked up on the Monday following the event at the applicant's address. Barricades must be gathered after the event and left for pick up outside the provided address, *not* left at the corners of the street(s). Financial liability for any lost, stolen, or damaged barricades will fall to the party or parties determined responsible.

I certify that all residents on the block have been notified of the street closure. I have read and understand the *Rules Governing Street Closing for Block Parties* on page 2 and will adhere to all City regulations.

Signature _____ Date _____

Completed applications must be returned two full working days prior to your event. Please call 847-318-5240 with any questions. **Mail or hand-deliver this form to:**

Public Works Service Center
400 Busse Highway
Park Ridge, IL 60068
-OR-

E-mail your completed form to thodorovych@parkridge.us & abernardi@parkridge.us

In office use only: Received By: _____ Date: _____ Recorded and Notified Date: _____

RULES GOVERNING STREET CLOSING FOR BLOCK PARTIES

1. In no case shall any arterial street closing be approved for block parties.
2. Applications for private street closings such as graduation parties, weddings, and birthday parties will not be accepted. Please submit a "Special Event Permit" application to be considered for a private closing.
3. No intersection may be closed unless an oncoming vehicle can exit the area without turning around.
4. Applicants agree that any public property damaged as a result of the activities taking place while the street is closed will be replaced and restored by the determined responsible parties.
5. No street closure can occur without an approved form. This form serves as the approved permit.
6. **NO PERSONAL VEHICLES WILL BE ALLOWED TO BLOCK OFF STREET.**
7. The Police Chief or his representative is authorized to revoke instantly the permit for any street closing in the event he determines that the actions or conduct of the group have violated any of the terms and provisions stated herein or other applicable laws and ordinance, or in the event it is determined by the Chief or his representative that such actions have resulted in the interference with the flow of vehicular or pedestrian traffic on streets not covered by the permit.
8. The City does not guarantee that streets are safe for pedestrian activities, and will not be responsible for injuries to people playing on closed streets.
9. If you have requested a visit from the Fire Department, please call 847/318-6721.

RULES GOVERNING STREET CLOSING FOR BLOCK PARTIES

Only local streets as identified on the Street Classification System and selected collector streets as approved by the City may be closed for private events.

1. In no case shall any arterial street closing be approved for block parties.
2. Applications for private event street closings such as graduation parties, weddings, birthday parties will not be accepted.
3. No intersection may be closed unless an oncoming vehicle can exit the area without turning around.
4. Applicants agree that any public property damaged as a result of the activities taking place while the street is closed will be replaced or restored.
5. No street may be closed without an approved form. This form serves as the approved permit.
6. **NO PERSONAL VEHICLES WILL BE ALLOWED TO BLOCK OFF STREET.**
7. The City will periodically review streets where closings are prohibited. Changes will be made as deemed appropriate.
8. The list of all collector streets which have been approved for street closing will be maintained and updated as required.
9. The Police Chief or his representative is authorized to revoke instantly the permit for any street closing in the event he determines that the actions or conduct of the group have violated any of the terms and provisions stated herein or other applicable laws and ordinances, or in the event it is determined by the Chief or his representative that such actions have resulted in interference with the flow of vehicular or pedestrian traffic on streets not covered by the permit.
10. The City does not guarantee that streets are safe for pedestrian activities, and will not be responsible for injuries to people playing in closed streets.
11. If you would like a visit from the Fire Department, check the box on the application form and call 847-318-6721.
12. If you would like a visit from the Police Department, check the box on the application form.

Please return your request as early as possible. Completed applications must be returned two full working days in advance of the event. Return your completed form to the Public Works Service Center located at 400 Busse Highway or fax your form to 847/318-5327. Questions? Call 847/318-5240.



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068
TEL: 847/ 318-5291
FAX: 847/ 318-6411
TDD:847/ 318-5252
URL:<http://www.parkridge.us>

Temporary Food Permit Application

Health Officer must approve menu and booth layout before a permit can be issued.

All applications must be turned in 10 days prior to the event.

Event Information

Event Name: _____

Location: _____ City: _____

Set Up Date: ___/___/___ Set Up Time: _____ Event Times: _____

Event Dates: Starting: ___/___/___ Ending: ___/___/___

Will be at this location for: _____ days / dates. If not consecutive days list dates

of business here: ___/___/___; ___/___/___; ___/___/___; ___/___/___

___/___/___; ___/___/___; ___/___/___; ___/___/___; ___/___/___

___/___/___; ___/___/___; ___/___/___; ___/___/___; ___/___/___

This permit is only good for one location, for a maximum of the fourteen (14) days listed above.

Vendor Information

Organization/Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Onsite Contact Person: _____

Phone Number: (_____) _____ - _____

Risk 1 \$75.00 _____

Risk 2 \$50.00 _____

Risk 3 \$25.00 _____

Approved by _____

Date _____

Food to be Prepared: Supplier Information: Process of Transportation & Preparation to Event:

Menu Item	Source	Preparation/Transportation
Example	Example	Example
Hamburger	Grocery Store (Name)	Purchased frozen, cooked to order
Fried Rice	Restaurant (Name)	Made at restaurant, transported in hot box, held at steam table

No preparation will be allowed onsite until a temporary permit is issued.

Vendor Booth Layout

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dishwashing facilities, potable water supply and insect fans.

Check all the following about what equipment will be provided at your booth:

- Approved transportation equipment for hot and cold foods.
- Mechanical hot holding equipment (i.e., no heat lamps or crockpots).
- Mechanical cold holding commercial refrigeration or freezers (i.e., no household refrigerators).
- Probe and equipment thermometers for checking food and equipment temperatures.
- Flooring and overhead cover, if not provided by the organizer.
- Dunnage racks or pallets to store all food and paper goods off the ground.
- Additional clean, wrapped cooking utensils.
- Dispensers for condiments (i.e., pre-packaged, squeeze bottles or hinged lid containers).
- Hand washing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a hands free tap and a bucket to catch the waste water).
- Clean clothes and hair covering (i.e., cap, visor or bandana) for employees.
- Wash, rinse and sanitize containers that are large enough to hold soiled utensils.
- Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids).
- Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords, fire extinguishers and first aid kits.
- All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home-prepared food is prohibited.
- Vendor bringing prepared food from outside Park Ridge– A current health inspection report for the facility where food was prepared is required.

Applicant's
Name Printed _____

Applicant's
Signature _____

Health Officer
Signature _____ Date _____



OFFICE OF THE MAYOR

CITY OF PARK RIDGE

505 BUTLER PLACE
 PARK RIDGE, IL 60068
 TEL: 847/ 318-5200
 FAX: 847/318-5300
 TDD:847/ 318-5252
 URL:<http://www.parkridge.us>

TEMPORARY LIQUOR LICENSE APPLICATION

7-day notice required

12 permissible, per year/ 5-day maximum allowance

(See attached documents for full Class T classification descriptions)

T- 1 _____ T-2 _____

Class T-1 Allows the sale or service of alcoholic liquor by a bona fide Park Ridge entity or business not holding a liquor license where such sale is not otherwise prohibited for a social, recreational, fund-raising or special commercial event. **Daily Fee: \$25.00**

Requirements: Insurance Certificate in the amount of \$1 million dollars naming the City of Park Ridge as an additional insured related to said event including the date(s) of the event; signed Letter of Understanding for each person selling/serving alcohol; signed Hold Harmless Agreement

Class T-2 Allows the sale or service of alcoholic liquor by any Liquor Licensed Establishment in conjunction with a social, recreational, or fund-raising event. Basset training is required for each server. **Daily Fee: \$75.00**

Requirements: Insurance Certificate in the amount of \$1 million dollars naming the City of Park Ridge as an additional insured related to said event including the date(s) of the event; Certified alcohol servers training (i.e. Basset) for each individual serving at the event; signed Hold Harmless Agreement.

EVENT INFORMATION

NAME OF EVENT		
ADDRESS OF EVENT		
DATE(S)	TIME (from/to)	PUBLIC OR PRIVATE

(Your permit will be valid for the hours listed on this application)

APPLICANT INFORMATION – PERSON APPLYING

NAME		ADDRESS	
CITY	STATE	ZIPCODE	
TELEPHONE	CELL	EMAIL	

ORGANIZATION INFORMATION – IF APPLICABLE

NAME		ADDRESS	
CITY	STATE	ZIPCODE	
Not-For-Profit YES NO If Yes, attach state NFP letter	PHONE	EXECUTIVE DIRECTOR	

Is this event being held for fund-raising purposes? YES NO

Estimated Number of attendees: _____

Is the event on private or public property? PRIVATE PUBLIC

Is food being served at this event? YES NO

If yes, is the food made on the premises or is it catered? MADE ON PREMISE CATERED

If catered, by whom? (Provide company name and telephone.)

Have you completed a Special Event permit for this event? YES NO (see attached)

Describe the event for which the temporary Liquor License is needed

Describe the manner in which liquor will be served or sold (by glass, purchased by ticket, etc)

Return the completed application along with the required payment payable to the City of Park Ridge, signed Hold Harmless Agreement, and Certificate of Insurance naming the City of Park Ridge as an additional insured with \$1 million dollars Liquor Liability Insurance coverage. I understand it is my responsibility to contact the IL Liquor Control Commission to see whether a Special Event Liquor Permit is required from the ILCC.

Signature of Applicant

Date



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068
TEL: 847/ 318-5200
FAX: 847/ 318-5300
TDD:847/ 318-5252
URL:<http://www.parkridge.us>

HOLD HARMLESS AGREEMENT

I, _____, indemnify and hold the City of Park Ridge harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be causally related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of my participation with the _____ event to be held _____.

Signed this ____ day of _____, 20____.

Name

Address

Signature

12-6 of the Municipal Code

Permits; Temporary Liquor Licenses

A. Regulations Applicable to All Temporary Permits:

1. The Commissioner may attach such conditions as are appropriate for that specific temporary permit.
2. For temporary permits, the Commissioner, in his or her sole discretion, may accept host or general liability coverage as a substitute for dramshop insurance.
3. The term of the permit shall be within the sole discretion of the Commissioner, but in no event may permits be issued for more than five (5) days.
4. No more than twelve (12) such permit days shall be available to any one organization during a license term.
5. The applicant is responsible for securing any applicable state permit. If the State Liquor Commission requires a permit and it is not obtained, then the City temporary permit shall be deemed void ab initio. It is the responsibility of the applicant to determine whether or not a state permit is needed and issuance of a City permit has no bearing on the issue of whether a state permit is required.
6. All other regulations of this chapter shall apply to the permit.

B. Specific Temporary Permits: Temporary permits are divided into the classifications set forth below:

1. **Class T-1 Permit.** A Class T-1 permit shall authorize the sale or service of alcoholic liquor by a bona fide Park Ridge entity or business not generally engaged in the business of selling alcoholic beverages, at a designated location where such sale is not otherwise prohibited, in conjunction with social, recreational, fund-raising or special commercial event.

a. A Class T-1 permit shall be valid only during the hours set forth on the permit. A Class T-1 license may not be renewed or extended.

b. A Class T-1 license shall authorize the sale of alcoholic beverages by the glass; it is not necessary that the sale be in connection with or complementary to the sale of food.

c. A Class T-1 license shall authorize the sale of alcoholic beverages only in an enclosed building or structure, including a tent, and not at open-air counters or stands. Consumption of alcoholic beverages may take place only within such enclosed building or structure. No person under the age of twenty-one (21) years may prepare, sell or deliver alcoholic beverages pursuant to a Class T-1 license.

d. Applications for a Class T-1 license shall be made to the Commissioner on a form provided by the Commissioner, not less than thirty (30) working days prior to the date for which the license is to be issued. The Commissioner may waive any other provisions of this chapter 6, which are determined to be inapplicable to a Class T-1 license. In addition to all information required by the Commissioner, applicants for Class T-1 license shall provide, at the time of application, a certificate of insurance, which names the City of Park Ridge as an additional insured, verifying that the applicant has obtained dram shop/liquor liability insurance in the minimum amount of one million dollars (\$1,000,000.00). The certificate of insurance shall be subject to the approval of the Commissioner. The applicant shall also provide evidence of having obtained any other permits and licenses required for the event at the designated location. No bond shall be required for a Class T license.

e. After review of the license application, the Commissioner may issue a Class T-1 license and shall advise the Police Department, the Liquor License Review Board and the City Council of such issuance.

f. Each person who prepares, sells, delivers or serves any alcoholic beverages pursuant to a Class T-1 license is required to sign a letter of understanding, on a form approved by the Commissioner, that states that the person has been advised of the rules and regulations regarding the preparation, sale, delivery and service of alcoholic beverages by the Class T-1 liquor license holder.

g. Persons who prepare, sell, deliver or serve any alcoholic liquor pursuant to a Class T-1 license are not required to complete a certified alcohol servers' training.

h. The fee for each Class T-1 license shall be twenty-five dollars (\$25.00).

2. Class T-2 Permit

A Class T-2 permit shall authorize the sale or service of alcoholic liquor by a business or other entity that has a valid liquor license in the jurisdiction where the business or other entity is located, in conjunction with social, recreational or fund-raising events.

a. Unless otherwise specified, all the requirements, restrictions and obligations for a T-1 permit shall be applicable to a T-2 permit.

b. Persons who prepare, sell, deliver or serve any alcoholic beverages pursuant to a Class T-2 permit are required to complete a certified alcohol servers' training.

3. Civic Organization Events

The following shall apply to civic organizations and the regulations of this chapter:

a. A civic organization may hold a fundraising event at a Licensed Premises without obtaining a permit under the following conditions:

i. The Commission is notified, in writing, at least seven (7) days in advance of the event.

ii. All food and alcoholic beverage service is conducted by the Licensee with the Licensee's employees and at Licensee's prices, as in the normal course of business for that license.

b. If the Licensee intends to provide food or alcoholic beverage service other than from its regular menu and at menu prices or if the cost of the service of alcoholic beverages is part of a donation or ticket price, then the civic organization must obtain a T-1 permit.

c. As to either subsection (a) or (b) of this section, the civic organization, but not the liquor Licensee, may advertise for the event in any manner permitted by law



SPECIAL EVENT POLICY

The City recognizes that, from time to time, businesses and organizations host events that are different from daily business and civic activities. It is incumbent on the city to regulate these events to ensure that they are not incompatible with the needs of surrounding neighbors. The event shall not, in any respect, be detrimental to the health, safety, and welfare of the public or injurious to other property or improvements in the surrounding area. Factors to be considered in issuing a special event permit include, but are not limited to, increased traffic, parking, noise, and pedestrian safety, burden on city services and adverse effects on neighboring areas.

DEFINITION

A *Special Event* is defined as a temporary activity that may include any one or more of the following:

- (A) A crowd that is significantly larger than what is expected for the typical day to day use of the property;
- (B) The appearance of a celebrity personality;
- (C) Use of an outdoor parking lot for an activity other than parking;
- (D) Use of a structure such as a tent or stage;
- (E) Use of off-site parking;
- (F) Use of Public Right-of-way. All processions, parades, footraces, marathons, walkathons, bike-a-thons, bike races, open air public meetings, or any other group sponsored activity occupying or using any street or public place in the city (not including funerals and block parties).
- (G) Use of city services;
- (H) Use of city property;
- (I) Live Entertainment
- (J) Filming/Media Production

PERMIT REQUIRED

(A) Permit Required: A Special Event Permit is required for all Special Events. The application for a Special Event Permit must be received at least 30 days prior to the event, or 60 days if use of public right of way is requested. Upon receipt, the application will be reviewed by City staff. Applicable costs will be determined and must be paid before any permit(s) is/are issued.

(B) Posting: Once issued, a Special Event Permit shall be kept on the premises during the event and made available upon request by any authorized city personnel.

(C) Additional Permits for the Same Event: Only those activities or structures set forth on the application shall be allowed. If additional activities or structures are contemplated, but were not submitted or approved with the issuance of the original permit, the applicant shall file an amended application to seek approval of the changes to the current permit. This shall be done not less than seven (7) days prior to the opening of the Special Event.

(D) Fee Waiver: It is the policy of the City to support small scale Special Events on a modest level when such events are deemed to play an important civic and/or economic role in the advancement of the welfare of the city and its residents. Therefore, for small scale events a certain minimal contribution of City services is sometimes deemed appropriate. If such a Special Event is an activity which is open to all Park Ridge residents and is not held for the purpose of advancing a sectarian or political position, but rather for advancing and upholding the civic, social or economic fabric of the City; the Special Event producer may request a fee waiver which will be considered by the City Manager in light of the estimated limited actual cost to the City. Categories of events typical for a fee waiver request are: parades, community celebrations (small scale), community events (small scale) and races (run, walk or bike).

REQUIREMENTS FOR SPECIAL EVENTS

Special Events shall comply with the following conditions;

(A) Compliance with Laws: Every structure and every activity shall comply with all applicable laws and regulations.

(B) Alcohol Beverage Service: If consumption of alcohol is proposed, the applicant must apply for a temporary liquor license with the city.

(C) Animal Shows: Demonstrations; Exhibits; Exhibitions: Such exhibitions are discouraged. No person shall give away or use any live animal as a prize or as an inducement to enter any contest or game.

(D) Compatibility with existing surroundings. The nature and intensity of the event must be so planned that the event will be compatible with the existing area.

(E) Fundraising, Raffles, Give-Away and other Promotion Activities: Applicable Permits for fundraising, raffles, give-away and other promotion activities shall be obtained and displayed at all times.

- (F) Inspections: All Special Events shall be subject to periodic inspections by authorized personnel to ensure continued compliance with the City's regulations.
- (G) Stage Systems: Lighting, sound, and/or stage systems are subject to inspections by the city at any and all times.
- (H) Nuisance | Noise Control: Efficient means shall be employed to prevent ordinary sounds of the event within the premises from being heard on adjoining premises or on the public street. No unusually loud entertainment noise or any boisterousness or noisy conduct on the part of the patrons shall be permitted. All premises shall be reasonably lighted at all times when the event is open to the public. If applicable, premises access doors shall remain closed during the course of any event (Noise, 14-9-1 - 14-9-9 / Nuisances, 14-1-1-14-1-6).
- (I) Occupancy/Attendance: Occupancy and attendance must be closely monitored to assure that occupancy limits are not exceeded. Applicants with concerns about occupancy allowances should contact the city for assistance.
- (J) Parking Availability: Parking areas, both on- and off-street, for the particular event, are to be of adequate size, properly located and the entrance and exit drives shall be laid out so as to prevent traffic hazards and nuisances.
- (K) Premises and/or Parcel of Sufficient Size: The size of the premises and/or parcel shall be sufficient to adequately accommodate the event.
- (L) Refuse and Recycling Needs: As needed, a recycling container shall be placed next to each refuse container for public use. Materials recycled shall include, but may not be limited to, plastic, glass, aluminum and paper. Final disposal of the refuse and recyclables shall be placed in the appropriate designated dumpsters. The applicant is responsible for arranging the final disposal of all trash with a refuse company.
- (M) Restrooms: The event premises shall be equipped with toilets/lavatory, hand-washing facilities, which shall be installed and maintained in a sanitary condition.
- (N) Security: If requested by the Police Department, the special event holder shall provide a security plan and indicate whether security personnel are armed or unarmed.
- (O) Temporary Structures (Tents/Canopies): Any tent, canopy, and/or temporary structure greater than 400 square feet shall require a separate permit and shall be removed within 24 hours of the completion of the event, unless the City Manager approves otherwise.
- (P) Traffic: The location of the event shall be designed so that adverse effects on surrounding properties will be minimal, particularly regarding the traffic generated by the event.
- (Q) City Services: The permit holder shall be required to pay for any Police, Fire, or Public Works services required for any event. An estimation of the total fees will be provided to the application. 50% of the fee estimate will be due 14 days prior to the event. The balance is due within 30 days after the event. Final payment will be based on actual city costs.
- (R) Interference with Public Transportation: The permit holder must notify any public transportation authority of any interference with their normal route due to the Special Event. Such communication between the applicant and transportation company must be provided to the City 14 days prior to the event.

EVENTS WITH SPECIAL REGULATIONS

(including restrictions not set forth above)

- (A) Car Wash Events: Permits may only be granted for fundraising activities.
- (B) Carnivals, Zoos, Animal Exhibits, Circuses, Petting Zoos and Animal Rides: A Special Event Permit for a carnival, zoo, animal exhibit, petting zoo or animal rides and may only be granted to Park Ridge not for profit organizations. Each such permit shall be valid for a period not to exceed ten (10) days. A limit of two (2) permits per calendar year will be allowed at the same location. All operations shall cease activities by 10:00 p.m. Sunday through Thursday and 11:00 p.m. Friday and Saturday.
- (C) Film Production: A film production using public or private property within the city for the purpose of producing, videotaping or filming of commercials, movies, television programs, training tapes or films and other moving picture media activity shall require a permit pursuant to the City Code. Film production for the filming of actual news events by the media or by the City of Park Ridge and other governmental entities serving the community shall not require a Special Event Permit.
- (D) Temporary Outdoor Sales:
 - (1) Seasonal Gardening Products: Such sales may be conducted only on the premises of a business where gardening products are sold as an accessory use. Such temporary sales shall be conducted by the operator of said premises with a Park Ridge business license for that purpose. Each such permit shall be valid for a period of not more than forty-five (45) days. Permits issued for periods less than forty-five (45) days will be counted as one (1), forty-five-day permit. Only three (3) forty-five-day permits shall be allowed per calendar year and can be used consecutively. Temporary outdoor sales of seasonal gardening products shall be limited to the display and sale of flowers, vegetables, bagged garden products, and landscape border products. Landscape materials including statuary fencing, lumber and other similar products shall not be allowed.
 - (2) Arts and Crafts Show: Permits shall be valid for a period of not more than ten (10) days and may be renewed twice during any calendar year.
 - (3) Other Temporary Outdoor or Retail Sales: Each such permit shall be valid for a period of not more than ten (10) days and may be renewed twice during any calendar year.

Such sales may be conducted only on the premises of a business where the same products are sold as an accessory use, or on the premises of regional shopping centers. Such temporary sales shall be conducted by the operator of said business with a Park Ridge business license for that purpose. All sales transactions must take place either on the premises of a Park Ridge business or on the premises of a regional shopping center.

Storage of trucks and trailers and sales and/or display of products from trucks or truck trailers are prohibited.

- (E) Vehicle Exhibits or Demonstrations Held Outdoors: A Special Event Permit and entertainment license shall be required for vehicle exhibits and demonstrations including, but not limited to cruise nights and car or truck demonstrations, other than those held by Park Ridge licensed car dealerships as part of routine business.

USE OF PUBLIC RIGHT-OF-WAY AND CITY PROPERTY

(1) Class A permit: Not to exceed one hundred fifty (150) anticipated participants, no closure of streets, requires no city employees or city equipment.

(2) Class B permit: Exceeds one hundred fifty one (151) anticipated participants, closure or blocking of city streets, or requires use of city employees or city equipment

Time Restrictions:

The City Manager may place reasonable time restrictions on the issuance of Special Event Permits. These may include, without limitation, a prior notice requirement, first-come/first served scheduling, limitations on frequency of use and operating hours.

Note: Footraces, marathons, walk-a-thons, bike-a-thons, and bike races must start at or before 8:00 a.m. The final course/route determination will be made by the City Manager or designee.

Location Restrictions:

The City Manager may impose reasonable location restrictions on the issuance of Special Event Permits. Considerations for such restrictions may include, but are not limited to, the historic use of the property, recreational use policies, the size of the property and the degree to which the Special Event would interfere with the historic use and adopted recreational use policies for the property.

Permit Considerations:

The City Manager may deny or revoke a Special Event Permit whenever:

- (a) The application person or entity has previously violated the provisions of a Special Event Permit or has submitted materially false or incomplete information on any special event permit application; or
- (b) The Special Event would unreasonably interfere with the movement or service capability of police vehicles, fire fighting equipment or ambulance service; or
- (c) The Special Event would unreasonably interfere with the historic recreational use and the adopted recreational use policies for a neighborhood park; or
- (d) The Special Event would unreasonably interfere with another special event for which a permit has been issued; or
- (e) The Special Event would create an undue burden on the personnel resources of the City; or
- (f) The Special Event would have an unduly adverse impact on the environment or public health and safety of the community.



CITY CODE

9-6-1 PERMIT REQUIRED

It shall be unlawful for any person, firm, corporation or other entity to sell, offer for sale, display or store goods, merchandise, publications, products or service of any kind on any public right-of-way, street, sidewalk or parkway unless a Special Event Permit authorizing such commercial activity on such public way has been issued as provided in this Chapter.

9-6-2 CONDITIONS OF PERMIT

A Special Event Permit may be issued for temporary use of a public way in a business zoning district for commercial activity subject to the following conditions:

- A. A special event permit for commercial activity in the public way may be issued only to a commercial establishment registered with the City as provided in Article 12, Chapter 2, of the City Code. Such a Special Event Permit shall only authorize a commercial establishment to use:
 1. The public way contiguous to its own business premises; or
 2. The public way that is not contiguous to its own premises if:
 - a. The commercial establishment has another bona fide Park Ridge business location;
 - b. Such use is in conjunction with a community wide or business district wide "sidewalk sale" event; and
 - c. The commercial establishment has written permission from the owner of the business that is contiguous to public way space to be used.
- B. A separate Special Event Permit is required for each day such activity will occur. No commercial establishment may receive more than six (6) special event permits in any calendar year.
- C. A permit shall not authorize and it shall be unlawful:
 1. To affix, secure or attach any goods, merchandise, display, advertising or equipment to any street, sidewalk, or parkway or to any pole, traffic control device or other permanent structure or equipment in the public way;
 2. To create any hazardous condition.
- D. An applicant for a permit shall, on behalf of itself and, in the case of a group application as provided in Section 9-6-3, on behalf of each participating commercial establishment, provide a certificate of insurance verifying that the applicant has in effect at the time of the application, insurance or other indemnity contract in excess of one million dollars (\$1,000,000.00) effective to indemnify and hold the City of Park

Ridge harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be causally related to any act of ordinary negligence, intentional, willful or wanton misconduct claim, loss or injury arising out of the commercial use of the public way. The certificate of insurance is subject to the approval of the City Manager.

(Ord. 2005-55, 9/6/05, 524)

- E. No Special Event Permit shall be issued for the permanent or continuous use or occupancy of a public way for any commercial activity.
- F. No Special Event Permit shall be issued for any commercial activity on a public way in any residential zoning district.

9-6-3 APPLICATION FOR PERMIT; ISSUANCE OF PERMIT

An application for a Special Event Permit shall be made to the City Manager on forms provided by the City. A fee of fifty dollars (\$50.00) shall be paid for each application. A single application may be submitted by a group of commercial establishments or by an organization representing several commercial establishments provided that such application shall identify individually each commercial establishment participating in the special event. The applicant shall provide such additional information as the City Manager may require. If the applicant meets the conditions set forth in this Chapter, the City Manager shall issue the permit.

9-6-4 PARK DISTRICT EXEMPTION

This Chapter shall not apply to any temporary commercial activity on a sidewalk or parkway immediately contiguous to a public park, when conducted pursuant to a permit Issued by the Park Ridge Recreation and Park District authorizing such activity within the contiguous park; provided, however, that no such park permit shall be effective to authorize permanent or continuous use or occupancy of such sidewalk or parkway for any commercial activity.

9-6-5 REMOVAL

Any device, equipment, merchandise or display (a) attached to any street, sidewalk, parkway, pole, traffic control device or other permanent structure or equipment in a public way, or (b) obstructing any public way, or (c) creating any hazardous condition, shall be immediately removed and taken into custody by the City and notice shall be provided to the owner thereof where such item may be reclaimed. If the owner thereof fails to reclaim such item within thirty (30) days after notice, such item may be disposed of by the City.

9-6-6 PENALTY

Any person, firm corporation or other entity convicted of violating any provision of this Chapter shall be subject to a fine of not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00). Each day a violation occurs shall constitute a separate offense.