

**ORDINANCE AMENDING ORD.
1917, SPECIAL EVENTS, CHAPTER
118, SECTION 118**

§ 118.01 DEFINITION.

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

SPECIAL EVENT. Any outdoor or seasonal event such as a tent sale, warehouse sale, sidewalk sale, craft fair, carnival, picnic, contest, game, sporting event, rodeo, 5K run, produce stand, Christmas tree sales lot, tropical snow stand, or similar promotion event. A Special Event may not exceed six (6) months in duration per calendar year.

('73 Code, § 8.105) (Ord. 1818, passed 1-29-96; Am. Ord. 1917, passed 6-2-97)

§ 118.02 PERMIT REQUIRED; PROCEDURES; FEE.

(A) Special events as defined in § [118.01](#) require a special events permit.

(B) An application for a special events permit must be filed with the City Clerk not less than three weeks prior to the first day of the special event. The City Clerk will coordinate review of the permit with affected city departments. Cost for permit issuance is \$50 for “for profit” applicants. There will be no permit charge for nonprofit organizations. Proof shall be provided of nonprofit status.

(C) With each special events permit application, the applicant must also provide the following related information (if applicable):

(1) Traffic and parking plan (parking area; street closing or one-way restrictions; traffic control points where police assistance may be needed; overflow parking areas); anticipated crowds; estimated attendance;

(2) Contingency plans for rain (relocation or rescheduling of events; alternative parking areas; method of notifying the public of changes);

(3) Proof of liability insurance; and if the event is held on city property, the city should be named as an additional insured in the amount of \$1,000,000;

(4) Damage bond or cash deposit to protect city facilities (this would be mainly for out-of-town sponsors) in the amount of \$500,000;

- (5) Health permits for all food concessions;
- (6) Liquor license information for beer sales (including hours of sale);
- (7) Plans for toilet facilities;
- (8) A list of for-profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event;
- (9) A security plan;
- (10) ADA compliance;
- (11) The name and phone number for the person in charge of the event and a secondary contact;
- (12) Special consideration requests, i.e., city-provided assistance requested (Street Department, IDOT (for street closings, signalization, and detour routes), Parks Department, police, fire and EMS support), being as specific as possible (Fees may be charged for these services.).

(D) Temporary signs for said special event shall be permitted as provided for in the sign ordinance of the city or as otherwise approved by the City Council.

(E) Electrical inspections are required for all exterior electrical connections. The city Electrical Inspector must be contacted a minimum of 24 hours prior to inspection.

('73 Code, § 8.106) (Ord. 1818, passed 1-29-96; Am. Ord. 1917, Passed 6-2-97) [Penalty, see § 10.99](#)

§ 118.03 PERMIT APPROVAL.

(A) *Approval by Director of Planning and Zoning.* The Director of Planning and Zoning shall review and may approve certain special events provided they meet the following requirements:

- (1) The event is requested by an existing licensed business within the city and is located on its business property or is held on City property and does not require the closure of public streets.
- (2) The duration of the event will not exceed three days.
- (3) The event will not require the issuance of a liquor or firearms permit.
- (4) A Special Event has not or will not be held more than four previous times during any calendar year at the same location.

(B) *Approval by City Council.* All other requests for special permits not approved by the Director of Planning and Zoning shall go before the City Council for approval.

Upon its passage and approval, this Ordinance shall be in full force and effect ten (10) days after its publication in pamphlet form as required by law.

Passed by the City Council this 19th day of April 2010.

ATTEST:

Approved by the Mayor this 19th day

(seal)

of April 2010.

Philip A. Goodwin, City Clerk

Gary L. Graham, Mayor

ROLL CALL:	Grogan	McCoskey	True	Polites	Mouser	Reckamp	Drolet, J.	SUB TOTALS
Aye	X	X	X	X	X	X	X	7
Nay								0
Absent								0

ROLL CALL:	Cozad	Bennett	Renner	Drolet, N.	Engler	Albrecht	Cozad	SUB TOTALS	SUM OF TOTALS
Aye	X	X	X	X	X	X	X	7	14
Nay								0	0
Absent								0	0