



SPECIAL EVENT INFORMATION AND APPLICATION

If you are planning a special event in the City of O'Fallon, a permit may be required to help protect the health and safety of you and your guests. The following list of information is to assist you in determining if a permit is required and how to complete the process.

What is a Special Event?

A planned event, activity or temporary grouping of people that deviates from the normal land use that occurs on a site, that is conducted indoors or outdoors, on City owned or privately owned property, and interferes with the normal flow or regulation of pedestrian or vehicular traffic or parking; may require special city services, including but not limited to provision of barricades, trash, stages, special parking arrangements or special police services. Details of the ordinance may be viewed in the Code of Ordinances [Chapter 118: Special Events](#).

Examples of a Special Event include, but are not limited, to the following:

Parades	Food Trucks	5K Walks or Runs
Bicycle Races	Sales or Promotional Events	Produce Stand
Festivals/Carnivals/Picnic	Marathons	Christmas Tree Lot
Outdoor Music Concerts	Outdoor Community Events	Tropical Sno Stand

Examples of a Special Event that do not require a permit:

1. Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, sound or lighting equipment.
2. Any religious activity taking place on the premises approved and/or regularly used for religious purposes.
3. Any event conducted by a local elementary school, middle school, high school, or college that is conducted on their own grounds and there will be no impact to traffic flow on surrounding public streets or pose a risk to public safety.
4. Residential garage sales, yard sales, or small parties that do not impact the traffic flow on surrounding public or private streets or pose a risk to public safety. Neighborhood Block Parties should complete the [Block Party Permit](#) (through the Police Department).

How do I apply for a Special Event Permit?

Please follow the steps below to complete the application process. Following these steps in their entirety will ensure a smooth and timely approval of your application.

1. Completely fill out the application on the following page. Do not forget to sign and date.
2. Please be as detailed as possible when describing your event. A site plan is necessary to help us determine all request have been made. Include or provide the following information:
 - ☐ Traffic and parking plan, including parking area, street closing, traffic control points where police assistance may be needed, overflow parking areas. If parking for the event is not on the site, please provide the location of the proposed parking and the property owner's written permission to use the parking.
 - ☐ Estimated attendance of the event.
 - ☐ Any contingency plans for rain.

- ☐ If the event is on City property, the applicant must provide the City with a certificate of general liability insurance with a limit for each occurrence of not less than \$1,000,000 and to have aggregate limits of not less than \$2,000,000 protecting and indemnifying the City against all claims for damages to person(s) or property or for loss of life or property occurring upon, in, and about the City's property.
 - ☐ If alcohol is going to be served, a special event liquor license must be issued by the City Clerk. Applicant must provide the City with a certificate of Liquor Liability Insurance Coverage for the premises in the maximum amount as set forth in the Liquor Control Act of 1934 (Illinois Compiled Statutes Chapter 235, Section 5/6 et. seq.).
 - ☐ Plans for toilet facilities
 - ☐ If there are food and beverage vendors and/or for-profit vendors, the collection of the applicable taxes must be collected, and payment remitted as required.
 - ☐ A security plan.
 - ☐ Any signage request for the Special Event.
3. If the property owner is not the applicant, the property owner or authorized agent must provide consent to the special activity either on the application or by providing a letter giving consent.
 4. Please submit the application no less than 30 days, and no more than 6-months, prior to the event.

Notification of those impacted by the event

1. Events that will cause street closures will need to notify or meet with those impacted by the event. In the event that an institution (religious facility or school) will be impacted, written documentation that the institution has no concerns will need to be provided with the permit application.
2. Events in the downtown area proposing to close the parking areas along 1st Street will need to provide a letter to be sent to all the businesses affected by the event.

Events with Alcohol, Music and Large Crowds

Events with alcohol, music and large crowds are divided into three categories:

1. *Outside event on a City street or City owned property.* These events will be required to provide two police officers billed at the overtime rate. *The cost of police support to the host organization will not exceed \$85.00 / hour per officer, with a minimum of 4 hours.*
2. *Events on a private site with no previous negative police contacts.* It will be the responsibility of the on-duty police shift commander to assess the event. If it is determined that the public safety is at risk, the host of the event would be responsible for the overtime cost of the officers activated. *The cost of police support to the host organization will not exceed \$85.00 / hour per officer.*
3. *Events on a private site with previous negative police contacts.* These events will be required to provide two police officers billed at the overtime rate. *The cost of police support will cost the host organization and will not exceed \$85.00 / hour per officer, with a minimum of 4 hours.*

Please note a special event liquor license issued by the City Clerk ([application for a non-license holder / application for liquor license holder](#)). Applicant must provide the City with a certificate of Liquor Liability Insurance Coverage for the premises in the maximum amount as set forth in the Liquor Control Act of 1934 (Illinois Compiled Statutes Chapter 235, Section 5/6 et. seq.).

Events with Food Trucks

Any event with a food truck must be authorized by the City Council. Applicant must provide the name and contact information for *each* food truck at time of application for a Special Event Permit. Additionally, each food truck must have a [Mobile Food Vehicle Vendor License](#) from the City of O'Fallon and must collect the City's 1% food and beverage tax in order to participate in the event.

Use of Public Streets for Parades and Run/Walks

The following streets have been identified as potential streets that have implications on the public safety and well-being of participants of parades and run/walks.

Streets that shall **NOT** be utilized for special events without consent of the City Council. If the City Council approves the use of the street, the applicant will be required to work with the Police Department to determine the necessary safety precautions and police support needed.

Green Mount Road
Highway 50
Regency Park Drive
Central Park Drive

Old Collinsville Road
Hartman Lane
Frontage Road
Venita Drive

Milburn School Road
Scott-Troy Road
Old Vincennes Trail

Streets that **MAY** be utilized for special events with a cost to the host for police presence will be billed at a flat rate of \$100.00 plus required volunteers from the host organization:

Seven Hills Road
Lincoln Avenue
State Street
Oberneufemann Road

Third Street
Smiley Street
O'Fallon-Troy Road
Kyle Road

Wesley Drive
Simmons Road
Pierce Boulevard

All other streets can be utilized for special events with volunteers from the host organization.

Parade Regulations

1. Provide the City with a certificate of general liability insurance with a limit for each occurrence of not less than \$1,000,000 and to have aggregate limits of not less than \$2,000,000 protecting and indemnifying the City against all claims for damages to person(s) or property or for loss of life or property occurring upon, in, and about the City's property and shown as an additional insured.
2. Provide the route to be traveled, including the starting point, the termination point, and return route.
3. Provide the location of the assembly area for the parade and at what time the assembly of the parade will begin.
4. Provide the approximate number of persons, animals and vehicles which will constitute the parade, the type of animals, if any, and the description of the vehicles.
5. Provide the hours when the parade will start and terminate.
6. Adequate adult supervision must be provided for children participating in the parade.
7. Wheel walkers will be required for all vehicles and trailers with one adult at each wheel throughout the parade. Wheel walkers must coordinate with O'Fallon Police Department to complete wheel walker training prior to Parade Special Event. Failure to complete training may result in revocation of Special Event Permit.
8. Any parade unit that causes, or is involved in, property damage or personal injury accident will be immediately removed from the parade and reported to the parade organizer(s) and the incident commander.
9. The officer in charge has authority to make changes in the parade route and/or formation as they may, in the interest of public safety, deem necessary.
10. All emergency vehicles must have access and egress.
11. No permanent markings may be made on the pavement. The use of chalk is acceptable

Run/Walk Regulations

1. Applicant must provide the City with a certificate of general liability insurance with a limit for each occurrence of not less than \$1,000,000 and to have aggregate limits of not less than \$2,000,000 protecting and indemnifying the City against all claims for damages to person(s) or property or for loss of life or property occurring upon in and about the City's property and shown as an additional insured.
2. Run route plan indicating all traffic control and location of any drink stations. Runners must use the public sidewalks when available.
3. Road closures at street intersection along the run route will be at the determination of the Police Department.
4. A volunteer, must be a minimum of 18 years of age, from the host of the event must be present at all street crossings
5. Adequate adult supervision must be provided for children participating in the run.
6. It is suggested that a professional run company be hired to help plan and organize the run.
7. The City reserves the right to require the race route to be altered depending on other events occurring in the City on the date of the run in the interest of public safety.
8. All emergency vehicles must have access or egress at all times.
9. No permanent markings may be made on the pavement. The use of chalk is acceptable.
10. O'Fallon Police Department has a limited number of reflective vests and handheld stop signs available for use on a first come first serve basis.

Barricade Regulations

1. Requested barricades may be provided at a cost to the applicant and are subject to availability.
2. Barricades will be delivered to the location of the street closure on the Friday before a weekend event, or the morning of the event if on a weekday.
3. Barricades will be picked up on the first regular business day after the event.
4. The host is responsible for the placement and removal of the barricades in the street.

Events held in O'Fallon Parks

Requested events in any City park must complete the Parks Department Special Event Application. Please contact the Parks Department directly at (618) 624-0139 to complete the Parks Department Special Event Application. Events in a City park that include food trucks must supply the names(s) and contact information for each food truck. Each food truck must have a [Mobile Food Vehicle Vendor License](#) from the City of O'Fallon and must collect the City's 1% food and beverage tax in order to participate in the event. Any event with a food truck must be authorized by the City Council. **Events that are held in part within a public park must complete both the City and Park's Department Special Event applications.**



- ☐ Attach proof of not-for-profit status with application

OR

- ☐ Provide \$50.00 application fee with application

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Information

Event Name: _____

Event Location: _____

Event Dates: _____ Event Start Time: _____ Event End Time: _____

Applicant/Sponsor Information

Organization: _____

Address: _____

Principle Contact: _____

Phone: _____ Cell: _____ E-mail: _____

Secondary Contact: _____

Phone: _____ Cell: _____ E-mail: _____

The following questions must be completed, and the required information/documents must be provided before the application will be processed.

✓ Please tell us about your event:

- ☐ I have attached a **NARRATIVE** including hours of operation, activities planned, signage (dimensions, quantity, location, etc.) traffic/parking plan, contingency plans for rain, plans for toilet facilities, security plan, expected attendance, etc.

I have attached a detailed **SITE PLAN** indicating the layout of my event, including parking.

✓ Is your event for a non-profit organization?

☐ Yes, I have provided proof of non-profit status

☐ No, I'm paying the \$50 fee

✓ Is your event a race/run/walk?

☐ Yes, I have attached a detailed site plan for the route

☐ No

✓ Is your event a parade?

☐ Yes, I have reviewed and will comply with all Parade Regulations

☐ No

✓ Do you own the property where the event is taking place?

☐ Yes

☐ No, the property owner/agent provided written consent

APPLICATION FOR A SPECIAL EVENT PERMIT - continued

✓ **Is any part of your event taking place on City property, including City right-of-way?**

- ☐ Yes, I have attached Liability Insurance *and* the City of O'Fallon is listed as an additional insured in the amount of \$1,000,000 ☐ No

✓ **Is your event taking place in a City Park?**

- ☐ Yes, I have contacted the Parks Department ☐ No

✓ **Will there be alcohol at your event?**

- ☐ Yes, I have attached the liquor license information including the release/ indemnification forms, a copy of the liquor license, and certificate of liquor liability ☐ No

✓ **Will there be vendors selling merchandise, food, and/or beverages at your event?**

- ☐ Yes, I: ☐ No
- ☐ read the "Special Event Sales Tax Collection" instructions, and
 - ☐ attached a list of all event vendors, and
 - ☐ contacted IDOR to register my event, and
 - ☐ agree to forward the IDOR Special Event Tax Collection Report and Payment Coupon to the City of O'Fallon Finance Dept. upon receipt

✓ **Will your event have food concessions?**

- ☐ Yes, I have coordinated all food concessions with St. Clair County Health Department at (618) 233-7769, ☐ No
- ☐ a county permit is required and attached
 - ☐ a county permit is not required

✓ **Will your event have food trucks?**

- ☐ Yes, I have: ☐ No
- ☐ attached a detailed list of all participating food trucks, including contact name(s), phone number(s), and email address(es), and
 - ☐ notified all participating food trucks of the Mobile Food Vendor License

✓ **Will your event require City Assistance? (Fees may be charged for these services)**

- ☐ Yes, I need the following: ☐ No
- ☐ **City Barricades**
(fee not to exceed \$20 / barricade may apply)
 - ☐ **Police Services for a:**
(fee not to exceed \$85 / hour / officer)
 - ☐ Parade
 - ☐ Run/walk (streets detailed in narrative)
 - ☐ Event with alcohol, music and/or large crowds
 - ☐ **Fire and/or EMS Department**
(a fee may apply)

APPLICATION FOR A SPECIAL EVENT PERMIT – continued

✓ **Will your event require any road closures?**

- ☐ Yes, I have (or will) properly notified all impacted residents/businesses, and
☐ I am aware there may be a fee for use of roads
- ☐ No

✓ **Will your event have any signs?***

- ☐ Yes, I have included a sample/image of the sign(s) and a site plan showing the sign location(s)
- ☐ No

*As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. Inspections must be requested a minimum of 24 hours prior to inspection at (618) 624-4500 x 4. An Electrical Permit may be required.

Property Owner / Authorized Agent Consent:

Signature: _____ Date: _____

Applicant has read and agrees to all regulation set forth in the instructions of this permit:

Applicant Signature: _____ Date: _____

For City Use Only

Date Permit Received: _____ Date Sent to Approval Agencies: _____

Approval Type: [] CC [] AA [] CC / AA

Public Works Approved: Y N Date: _____ Cost for applicant: \$ _____

Comments: _____

Police Dept. Approved: Y N Date: _____ Cost for applicant: \$ _____

Comments: _____

Fire Dept. Approved: Y N Date: _____ Cost for applicant: \$ _____

Comments: _____

Parks Dept. Approved: Y N Date: _____ Cost for applicant: \$ _____

Comments: _____

City Clerk Approved: Y N Date: _____ Cost for applicant: \$ _____

Comments: _____

Finance Dept. Approved: Y N Date: _____ Cost for applicant: \$ _____

Comments: _____

CDD Approved: Y N Date: _____

Comments: _____

Conditions: _____



SPECIAL EVENT SALES TAX COLLECTION

- Event Promoter will create a list of all the Event vendors: name, address, phone #, email address, and IL Dept. of Revenue (IDOR) tax ID # (if available)
- Event Promoter will contact the IL Dept. of Revenue, Special Events Unit (847-294-4475) to register the event with the state
 - Provide a list of all vendors to the IL Dept. of Revenue
 - IDOR will provide the Event Promoter with a coupon form with the name, date, location of the special event and the appropriate sales tax rate and filing instructions (sample attached)
 - Once you receive the coupon, please forward a copy of the coupon along with a list of the Event vendors to:
City of O'Fallon
Finance Department
255 South Lincoln
O'Fallon, IL 62269
- All vendors should collect sales tax at the rate listed at the bottom of the coupon
- Within 10 days of the event, each vendor needs to report & remit sales tax to the IL Dept. of Revenue, Springfield IL (address listed on the coupon)

All questions should be directed to the IL Dept. of Revenue, Special Events Unit 847-294-4475

- **FOOD & BEVERAGE vendors**
 - In addition to the above, Food & Beverage vendors must add 1% to the tax rate listed at the bottom of the coupon. They should collect & remit that 1% of the prepared food & beverage sales receipts directly to the City of O'Fallon per Ordinance #3898 using the attached form
City of O'Fallon
Finance Department
255 South Lincoln
O'Fallon, IL 62269
sevans@ofallon.org
618-624-4500 ext 8723
 - O'Fallon vendors that already remit the Food & Beverage tax may do so through their normal form & process

Special Event Tax Collection Report and Payment Coupon

Form DOR-6-SETR (N-6/07)



Read this first

Exhibitors: All exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the exhibit. The current tax rate for the location of the special event is printed on the coupon to assist you in calculating your tax due. If you have questions, call us at (847) 294-4475.

Event coordinators: Please distribute this form to each exhibitor making sales at your special event.

Special Event Information

NAME OF SPECIAL EVENT

Start Date: MM/DD/YYYY

123 MAIN ST O FALLON IL
62269-2316

End Date: MM/DD/YYYY

08200 165

00088-55808

Please complete the following coupon and send it with your payment to:

COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035



Illinois Department of Revenue
Special Event Tax Payment Coupon
Form DOR-6-SETR (N-6/07)

(133)

Mail completed form to :
COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035

08200165

00088-55808

MM/DD/YYYY – MM/DD/YYYY

Step 1: Identify yourself

Business name:

Telephone no. ()

Name:

Social Security no.

Address:

FEIN:

<Other no.>

Step 2: Figure your tax due

Sales Related Taxes \$ X 0.0785 = \$
Total receipts Current Tax Rate for Amount tax due
this Location

005 005 000008855808 730 113015 1 0000000000000



CITY OF O'FALLON
FOOD and BEVERAGE TAX RETURN - SPECIAL EVENT
Ordinance #3898 (Effective 1/1/16)

Special Event Name: _____

Due Date: 10 Days Following the Event

Business Name (DBA)
Business Location

Payee Name (Corporate/Company)
Mailing Address

Phone: _____

Contact: _____

Phone: _____

Contact: _____

COMPUTATION OF FOOD & BEVERAGE TAX LIABILITY

- | | |
|--|-----------------|
| 1. Taxable receipts from the sale of prepared food & alcoholic beverages | \$ _____ |
| 2. Deduct sales of non food & beverage items included on Line 1 | \$ _____ |
| 3. Net Food & Beverage receipts (Line 1 less Line 2) | \$ _____ |
| 4. TOTAL Municipal Tax Liability Due (Line 3 * .01) | \$ _____ |

I hereby affirm that the information presented in this return is taken from the books and records
of the above named business and is true and correct to the best of my knowledge.

Signature of Taxpayer *Date*

Signature of Preparer *Date*

Phone #

Phone #

Email Address

Email Address

- ➡ Make the check payable to: City of O'Fallon
- ➡ Mail this completed & signed form, the check and a copy of IL Dept of Rev Special Event Coupon:
City of O'Fallon
Finance Department
255 South Lincoln
O'Fallon, IL 62269
sevans@ofallon.org
618-624-4500 ext 8723