

CHAPTER 20
SPECIAL EVENTS

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20.01 PERMIT REQUIRED

A permit is required for any event or congregation of persons within the Village, including Village Parks or Rental Facilities, except those authorized by a Facility Use Permit issued pursuant to Section 8.13, when:

1. The person, business, or group desires to have an event that requires the use of an outdoor area, parking lot, or park within the Village, where the number of persons will exceed 100; and
2. Any person, business, or group will use Village facilities outside of the normal days and hours for public use of such facilities; or
3. Any stage, tent, or other structure will be erected; or
4. Any third-party vendors will be utilized or food will be sold; or
5. Any loud or amplified speech, music, or other sound will be made, or any system or device will be used to make amplified sounds or signals, that does not conform with the restrictions on noise and amplified sound contained in this article; or
6. Any person will swim, wade, or boat outside of the areas designated for those activities; or
7. Special or ancillary Village services are requested or required in connection with the event for support, security, or other purposes, including, without limitation: electricity or other utilities, site preparation or restoration assistance, police or security services, fire safety services, lifeguards or

water safety services, assistance with equipment, or other Village staff assistance; or

8. The event includes, but is not limited to the following activities: outdoor exhibitions, races, carnivals, fairs, circuses, parades, shows, musical performances, speeches, rallies, plays, or motion pictures.

20.02 FEES

The Board of Trustees may adopt, from time to time, a schedule of fees for Special Event Permit applications. The Board of Trustees may also, from time to time, adopt requirements for the payment of security deposits or use fees in connection with the Special Event Permit. No person or group may conduct such special event without first having paid the required deposit and fee as provided in the fee schedule attached to the Application (the "Fee Schedule"). Damage to Village property or equipment that exceeds the security deposit will be the responsibility of the sponsoring organization.

20.03 REGULATIONS

All Special Events shall be in accordance with the applicable regulations, which shall be approved by the Board of Trustees as part of the Special Event Permit Regulations and Application (the "Regulations"). Such Regulations may be revised from time to time by the Board of Trustees.

20.04 APPLICATION

A Special Event Permit application must set forth the following information:

1. The name, address, email, and telephone number of the applicant and a contact person for the special event.
2. The date, time, specific location, and expected duration, including any set-up and clean-up, of the special event.
3. The approximate number of persons expected to attend or participate in the special event.
4. A description of any signs, banners, markers, or structures, including, but not limited to, stages, platforms, or tents, proposed to be erected or displayed in connection with the special event.

5. A description of any sound-amplification systems or devices proposed to be used in connection with the special event, and a description of how such systems or devices will be used.
6. A description of any other equipment, systems, or vehicles that will be used in connection with the special event.
7. A description of any proposed service, distribution, possession, or consumption of alcoholic beverages.
8. Proof of compliance with all applicable federal, state, and Village licensure, permitting, and insurance coverage requirements, including proof of insurance coverage in the minimum amounts established by the Village from time to time for special events.
9. A hold harmless and indemnification agreement for those events that take place on Village property or rights of way.
10. Such other information as may be reasonably required or requested by the Village, including but not limited to: a site plan, a traffic control plan, incident action plan, an emergency action plan, electrical plan, and/or outside agency permits.

20.05 APPLICATION PROCEDURE

All Special Event permit applications, together with all required submittals shall be submitted to the Village Administrator, or designee, for review a minimum of sixty (60) days prior to the event, except in exigent circumstances, in which case, the application shall be made as soon as practicable. If the event location being requested is on Village property, the location will be reserved for the dates of the event upon receipt of the application, pending final issuance of a Special Event permit. The issuance of a Special Event permit shall be subject to any necessary approvals by the Village Board and the final approval of the Special Event Review Committee.

Special Event permits may be denied, shall not be transferrable, and shall be null and void upon written notice by the Village to the applicant or permittee based on the following:

1. The applicant fails to provide all the necessary information required;
2. The applicant provides false information;
3. The applicant or the business is not in compliance with any provision of this code, state or federal laws, rules or regulations;
4. The applicant has a background or history of violating local ordinance, state or federal law, rule or regulation of concern to the permitted use;
5. The public health, welfare or safety would be adversely affected by the continuation of the permit;
6. The permit was issued in error;
7. The applicant has outstanding fines, fees, or monies due the Village and has failed to pay them.

20.06 PENALTIES

Any person, organization, firm or corporation who violates this Chapter 20 shall be fined as approved by the Village Board and listed in the Comprehensive Fine and Fee Schedule in this Municipal Code. Each violation of this Chapter 20 is hereby declared to be a public nuisance to be abated in the manner provided by law.

Any person, organization, firm or corporation violating this Chapter 20 may suffer the additional penalty of having his or her permit revoked for any such violation. Revocation shall be in writing signed by the Village Administrator. Revocation may impact the ability to secure future Special Event permits.