



City of Evanston **Special Event Permit Policy & Instructions**

Thank you for your interest in holding a special event in the City of Evanston. Enclosed are the materials needed to obtain a Special Event Permit for your upcoming event. Please follow the application directions very carefully. These first three pages should be removed from the completed application and kept by the event coordinator for reference. Also, an application checklist is included on page three of the instructions for further assistance. Some of the information will not apply to your specific event. However, no Special Event Permit will be issued without submittal of a signed application (See the bottom of Page 4 of the application) and requested documentation. Your event must have final approval of the City of Evanston Special Events Committee and in some cases the City Council.

Your event will be assigned to a staff person who will assist you throughout this process and will be your primary contact. You will be notified by your primary contact person if your event requires additional permits such as a: tent permit, temporary food permit, electrical permit, or liquor license permit, which must be obtained before you can receive a Special Event Permit.

Minimum Requirements/Criteria

The following criteria will be used to determine if the event is considered a Special Event:

1. All outdoor events requested on City property, i.e. street, sidewalk, park, etc., and/or deemed to significantly impact the City are considered Special Events.
2. An event that requires City Council Approval is a Special Event. Special events that require City Council approval include:
 - Lakefront Events of 100 participants or more require Human Services Committee and City Council approval. Special Event Permits are required for events over 100 participants due to the high usage of the lakefront parks, which generates associated environmental, health and life safety issues.
 - Events requiring Street Closure of 250 participants or more (with the exception of block parties) require Administrative & Public Works Committee and City Council approval.
 - Non-Lakefront Park Events of 250 participants or more require Human Services Committee and City Council approval.

Requirements and Conditions

1. **Compliance with City ordinances.** The applicant shall comply with all applicable City ordinances, codes, conditions, and requirements.
2. **Compensation for City Staffing.** Depending on attendance, the City may require city personnel including Police and/or Fire, at the function. All City personnel involved in advance of, during and after, the day(s) of the event may be charged back to the sponsoring agency. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents, ensure the success of the event, and reduce the public liability exposure to the sponsoring agency as well as the City. The bill will be transmitted to the sponsoring agency within thirty (30) days after the completion of the event.
3. **Food and Beverage Service.** No food or beverages shall be sold or given away at the outdoor event, unless approved by the City's Health Department.
4. **Electrical Power.** All applicants should provide their own source of power for their specific needs; the City generally will not provide electrical services of any sort.
5. **Misc.**
 - a. Street closures are generally not permitted other than on Sunday mornings to minimize inconvenience to Evanston residents (with the exception of block parties).
 - b. The City of Evanston is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.
 - c. The Special Event Permit is non-transferable and can only be used on the designated dates and times as printed and is required to be posted on site during the event.
 - d. The City of Evanston reserves the right to suspend, cancel and/or reschedule events.

The event coordinator is responsible for ensuring that the organization and all participants and spectators abide by all the above conditions, ordinances, codes, and requirements.

Application Process

1. **Intent to Apply.**

- A. **Due Date.** At a minimum, the first page of your application must be submitted to the Parks/Forestry and Recreation Department by February 1st to allow sufficient time for City staff to evaluate your request and provide a recommendation to City Council for consideration, if necessary. The first page must be addressed to the Director of Parks/Forestry & Recreation c/o Special Events and include the date, time, and location of the proposed event. This submittal must also include the initial \$100 application fee.

2. **Full Application.**

- A. **Due Date.** Your full application must be submitted to the Parks/Forestry and Recreation Department by no later than February 28th to allow sufficient time for City staff to evaluate your request and provide a recommendation to City Council for consideration, if necessary.
- B. **Full Special Event Permit Application.**
- **Application Form.** The attached special event permit application form must be completely filled out, signed and submitted with all required attachments.
 - **Required Attachments.**
 - **Hold Harmless Agreement.** A Hold Harmless Release Agreement must be submitted with each application (see page 5 of application.)
 - **Certificate of Insurance.** The City of Evanston requires a Certificate of Insurance naming the City as an additional insured in the amount of \$1,000,000 unless a greater amount is warranted.
 - **Security Deposit/Bond.** A security bond or safety deposit may be required, depending on the size and nature of the event.

Fees

1. **Application Fee.** A non-refundable “Application fee” of \$100 must be submitted along with the initial application for all non-City sponsored events.
2. **Permit Fees.** Permit fees (electrical, tent, alcohol, raffle, food, park, etc.) can not be waived and are separate from the application fee. No Special Event Permit will be issued until the permit fees have been paid and a copy of the permit submitted to the city staff contact person assigned to oversee the event. (fees are listed below)
 - Tent Permit: \$50.00
 - Electrical Permit: Varies
 - Liquor License Permit: \$100.00
 - Food Permit: \$82.00
 - Raffle Permit: \$50.00
 - Park Permit: \$100.00
 - Security Bond or Maximum Security Deposit: Varies
3. **Event Fees (Cost for City Services):**
 - a. **City Events and City-Sponsored Events-** Cost for City Services will be waived.
 - b. **Outside Agency Events -** The City requires 100% reimbursement from the event coordinator for all costs to provide City services for such events.
4. **Payment.**
 - a. Make all checks payable to the “**City of Evanston/Special Events**” and note your business name and event name.
 - b. All fees are non-refundable.

Application Checklist

Use this list to ensure that you have included supporting documentation to accompany the information on your Special Event Application.

Documents that *must* be submitted:

- First page of application with application fee of \$100.00 by February 1st to Director of Parks/Forestry & Recreation c/o Special Events stating date, times, and location of event.
- Complete the full Special Events Application and sign on page 4 by February 28th.
- Complete and sign the Hold Harmless Release Agreement on page 5.
- A copy of your Certificate of Insurance listing the City of Evanston as an additional insured in the amount required.

Documents that *may* need to be submitted:

Submitted	Does Not Apply	Permit	Cost/Fee
<input type="checkbox"/>	<input type="checkbox"/>	Tent Permit – Copy of permit	\$50.00
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Permit – Copy of permit	Varies
<input type="checkbox"/>	<input type="checkbox"/>	Liquor License Permit – Copy of Liquor License	\$100.00
<input type="checkbox"/>	<input type="checkbox"/>	Food Permit – Copy of Temporary Food Permit	\$82.00
<input type="checkbox"/>	<input type="checkbox"/>	Loudspeaker Permit	No Charge
<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk Sale Permit	No Charge
<input type="checkbox"/>	<input type="checkbox"/>	Raffle Permit – Copy of Raffle Permit	\$50.00
<input type="checkbox"/>	<input type="checkbox"/>	Park Permit	100.00
<input type="checkbox"/>	<input type="checkbox"/>	Security Bond or Maximum Security Deposit	Varies
<input type="checkbox"/>	<input type="checkbox"/>	Race/Walk – Map of proposed route	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of written permission to utilize non-Evanston property	

Should you have any questions or need assistance with completing this application, please call the Parks/Forestry & Recreation Department at 847-866-2914.

****(Please detach these first three pages and keep for your records)***



City of Evanston Event Permit Application

Date: _____

Submit this application, along with a brief description of your proposed event, to the City of Evanston, Parks/Forestry and Recreation Department, c/o Special Events Committee, 2100 Ridge Ave. Evanston, IL 60201 or fax to (847) 448-8051 no later than February 28th. At a minimum, the first page of this application must be submitted by February 1st including the date, time, and location of the event along with a \$100 application fee.

Please refer to the Special Event Permit Instructions on the preceding pages while completing this application.

Event Information

Name of Event: _____ Estimated # of participants: _____

Location(s): _____ Estimated Attendance: _____

Type of Event:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Festival/Fair | <input type="checkbox"/> Parade/March |
| <input type="checkbox"/> Race/Walk/Bike Ride | <input type="checkbox"/> Concert |
| <input type="checkbox"/> Holidays: First Night, July 4th | <input type="checkbox"/> Other _____ |

Date(s): _____ Rain Date(s): _____ Time(s): Start: _____ a.m./p.m. Finish: _____ a.m./p.m.

Yes No Is the Event a Fundraiser? Beneficiary: _____

Yes No Registration/Entrance Fee: Amount: \$ _____

Organization Information

Yes No Is this organization registered with the State of Illinois as a non-profit organization?

Organization: _____

Address: _____

Business Phone: _____ Fax: _____ E-mail: _____

Contact Person

Name: _____ Are you 18 yrs or older: _____

Address: _____

Telephone: _____ Cellular: _____ Fax: _____

E-mail: _____

Relation to above organization: _____

General Service Questions

Section A: Public Works Department: Traffic/Parking/Sanitation:

Yes No Are street closures requested?

If yes, what streets? _____

Justification for street closure: _____

Yes No Are covering parking meters requested?

If yes, provide locations &/or numbers _____

Does your event require any other parking related requests or considerations? If so, please list them below:

What is your plan for cleaning and disposing of all refuse from this event? _____

Evanston Recycles: Please bring cans, bottles, plastic and paper to the Evanston Recycling Drop off Center, 2222 Oakton. Center Hours: Friday, 12pm – 7pm, Saturday and Sunday, 8:30am-5pm.

Section B: Community Development Department: Tent/Electrical Permit

Yes No Will tents be utilized for your event? Yes No Will a stage be utilized for your event?

Yes No Will you be utilizing electrical equipment?

- If yes, please contact the Building Division on the third floor of the Civic Center at 2100 Ridge Avenue to complete a separate tent and/or electrical permit application. All applicants should provide their own source of power for their specific needs; the City generally will not provide electrical services of any sort. Tent Permit fee is \$50 / Electrical Permit fee varies.

Section C: Police Department

Yes No Is traffic control or crowd control necessary for your event?

- If so, please describe your needs: _____

Section D: Fire & Life-Safety Service Department

Yes No Will the Fire Department have access to all sites in the event of an emergency?

- If not, please provide a contingency plan in the event of an emergency.

Yes No Will any fire hydrants be obstructed? Yes No Will you be supplying your own First-Aid station?

- *Depending on attendance, the City may require Police and/or Fire personnel at the function. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, and reduce the public liability exposure to the sponsoring agency as well as the City. City personnel involved in advance of, during and after, the day(s) of the event may be charged back to the sponsoring agency.*

Section E: Parks/Forestry and Recreation Department: Park Permit

Yes No Will this event be held in a City Park?

- If so, which Park (s) (be specific): _____

Please contact the Parks/Forestry & Recreation Office on the first floor of the Civic Center at 2100 Ridge Avenue to complete a separate park permit application. Park Permit fee for special events is \$100.

Section F: Health and Human Services: Alcohol Permit

Yes No Will alcoholic beverages be served? Yes No Will alcoholic beverages be sold?

- If yes, please contact the Health and Human Services Department on the lower level of the Civic Center at 2100 Ridge Avenue to complete a separate permit application and answer the following questions:

Is the above stated organization a religious organization? Yes No

State hours in which liquor will be served/sold: _____

Complete address where liquor will be served/sold: _____

Will the sale of liquor take place: Indoors Outdoors

Are the sale premises located on: Private property Public Property

Liquor License Permit fee is \$100

Section G: Parks/Forestry and Recreation Department: Loudspeaker Permit

Yes No Will a PA system or loudspeaker be used?

- If yes, please contact the Parks/Forestry & Recreation Office on the first floor of the Civic Center at 2100 Ridge Avenue to complete a separate permit application and answer the following questions:

Date(s): _____ Hours of Operation: _____ a.m./p.m. Finish: _____ a.m./p.m.

Please check the type of sound to be emitted:

Speech Recorded Music Live Music Other: _____

- Loudspeaker Permits are not issued for events to be held within one hundred fifty feet (150') of residential property.
- Hour Restrictions: No operation of loudspeakers will be permitted between the hours of 10:00 P.M. and 7:00 A.M. from Sunday evening through Friday morning, and between 11:00 P.M. and 7:00 A.M. from Friday evening through Sunday morning and on those evenings preceding national holidays and legal school holidays.
- Provision for Northwestern University permits: A completed Outdoor Event Request Form from Norris Center Campus Reservations Office must be submitted along with your Special Event Application.

Section H: Public Works Department: Sidewalk Sale (Temporary)

Yes No Does the event include a sidewalk sale?

- If yes, please contact the Public Works Office on the third floor of the Civic Center at 2100 Ridge Avenue to complete a separate permit application and answer the following questions:

Is the sale to take place on: Private Property _____ Public Property _____

Nature of Sale items:

Foodstuffs _____	Cosmetics _____	Antiques _____	Medical Supplies _____
Artwork _____	Plants _____	Books _____	Sports Equipment _____
Clothing _____	Appliances _____	Furniture _____	Music Recordings _____
Jewelry _____	Vehicles _____	Other (specify) _____	

- The event coordinator must agree that any structures, which are to be placed on the public right of way, shall not be situated or constructed so as to present any physical threat to pedestrians traversing the public way in the vicinity of said structures.
- No sales will be conducted before 9:00 a.m. or after 9:00 p.m.

Section I: Finance Department – City Collector’s Office: Raffle Permit

Yes No Is a raffle part of your event?

If yes, please contact the City Collector’s Office on the first floor of the Civic Center at 2100 Ridge Avenue to complete a separate permit application. Raffle Permit fee is \$50.00.

Section J: Health Department: Temporary Food Permit

Yes No Is food or drink being served at this event?

- If yes, the event coordinator must contact the Food Program Division of the Health and Human Services Department on the lower level of the Civic Center at 2100 Ridge Avenue and work with their vendors/booth operators to complete separate *Temporary Food Service Permit Application* and coordinate the licensing of all food vendors. Every food vendor/booth must complete and submit a Temporary Food Permit Application at least **10 business days prior to the event**. Applications are available at the Food Program Division at the Civic Center. Call 847-328-2100 x2305 for more information.

- No food or beverage service shall be sold or given away at the outdoor event, unless authorized by the City.
- All Temporary Food Permits are to operate for less than 5 days.
- Fee: There is a nonrefundable application fee of \$82.00 for every food booth at the event.

Site-Plan Sketch of Event (Completed by Organizer)

In the space below, please provide the following information (if applicable). Attach a sheet if additional space is needed.

- General Map of Location
- Street Closures/Parking Information
- Garbage Cans
- Tents, Stages, Electrical Equipment
- Loud Speakers
- Food Vendor Booths
- Electricity Sources
- Water Sources
- Toilet Sites

Applicant’s Statement of Agreement:

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations included in this application including the instruction section of this application. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Evanston. I hereby affirm that the above information is true and correct in describing the intent of this application. I understand that the issuance of the special event permit is contingent upon compliance of all conditions and requirements. I, _____, the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

(Signature of Applicant)

(Date)

Hold Harmless/Indemnification Agreement

_____ has requested permission to
_____ in the City of Evanston. For
consideration of such permission, _____ hereby fully releases and discharges the City
of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages
or loss, which may arise or which any be alleged to have arisen out of, or in connection with the event.

_____ further agrees to indemnify and hold harmless and defend the City of
Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death,
damages or losses, including, but not limited to the general public, which may arise or which may be alleged to
have arisen out of, or in connection with this event.

In addition, _____ has furnished and attached two copies of certificates of insurance with the
City of Evanston named as an additional insured in the amount of \$1,000,000 unless a greater amount is
warranted.

Company

Name

Title

Signature

Date