

City of Evanston

2017 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, 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. Due to the high usage of the lakefront parks, which generates associated environmental, health and life safety issues, Special Event Permits are limited in lakefront parks.
 - Non-Lakefront Park Events of 250 participants or more require Human Services Committee and City Council approval.
 - Events requiring Street Closure of 250 participants or more (with the exception of block parties) require Administrative & Public Works 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. We highly encourage the rental and usage of the City's water trailer over the use and distribution of bottled water.
4. **Recycling and Refuse Service.** All events that anticipate generating more refuse and recycling than can be handled by publicly located containers must co-locate all refuse and recycling containers. There should be no locations where a refuse or recycling can is placed without its counterpart.
5. **Liquor Consumption and Service.** No alcohol shall be sold or given away at the outdoor event, unless approved by the Mayor. Applications are received by the Legal Department and submitted to the Mayor for approval.
6. **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.
7. **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. Application Submittal.

Due Date. The attached special event permit application form must be completely filled out, signed and submitted to the Parks, Recreation and Community Services Department by **January 31, 2017** to allow sufficient time for City staff to evaluate your request and provide a recommendation to City Council for consideration, if necessary.

- **Required Attachments.**

- **Narrative.** Describing in detail the nature of the event.
- **Site plan.** Detail dimensions, location of all structures, seating, tents, stages, generators, booths, vendors, toilet facilities, emergency vehicle access, parking, solid waste containers, recycling bins, etc.
- **Hold Harmless Agreement.** A signed 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 \$150 must be submitted along with the 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: \$30.00
 - Electrical Permit: Varies
 - Liquor License: Varies
 - Temporary Food Permit: \$111.00
 - Raffle Permit: \$50.00
 - Park Permit: Varies
 - Banner Permit: Varies
 - Right of Way Permit: Varies
 - Water Trailer: \$100
 - Security Bond or Maximum Security Deposit: Varies

All City permit applications can be found online at <http://www.cityofevanston.org/business/permits-licenses/>

3. Event Fees (Cost for City Services / City Staffing):

- 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:

- Complete the full Special Events Application and sign on page 4 by **January 31, 2017**.
- 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:

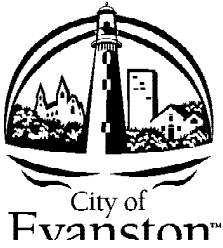
Submitted

Does Not Apply

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Tent Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary Food Event Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Liquor License Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Park Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Loudspeaker Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Right of Way of Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Raffle Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Security Bond or Maximum Security Deposit |
| <input type="checkbox"/> | <input type="checkbox"/> | Map of proposed route for Race/Walk |
| <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, Recreation and Community Services Department at 847-866-2914 or email specialevents@cityofevanston.org.

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



City of Evanston 2017 Event Permit Application

Submit this application, along with a description of your proposed event, and \$150 application fee, to the City of Evanston, Parks, Recreation and Community Services Department, c/o Special Events Committee, 2100 Ridge Ave. Evanston, IL 60201 by **Tues, January 31, 2017**.
Email: specialevents@cityofevanston.org Fax: (847) 448-8051 Phone: 847-866-2914.

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

Event Information

Name of Event: _____ Estimated # of participants: _____

Event 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"/> Sidewalk Sale | <input type="checkbox"/> Other _____ |

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

Set Up Time: Start: _____ a.m./p.m. Take Down 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: _____ 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 meter numbers _____

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

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

You must provide a plan for accommodating recyclables and co-locate recycling and refuse containers.

Section B: Community Development Department: Tent / Electrical Permit

Yes No Will tents larger than 10 x10 be used for your event?

Yes No Will a stage be used for your event?

Yes No Will you be using electrical equipment?

- If yes, you will need 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 \$30 / Electrical Permit fee varies.

Section C: Fire 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?

Section D: Police Department

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

If so, please describe your needs: _____

- *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: Health Department: Temporary Food Permit

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

- If yes, you will need to complete a separate temporary food event permit application. Temporary food event permit fee is \$111.

- *No food or beverage shall be sold or given away at events open to the public, unless authorized by the City.*

Section F: Legal/Liquor Department: Liquor License

Yes No Will alcoholic beverages be served or sold?

➤ If yes, you will need to complete a separate liquor license application. Liquor license fee varies.

Complete address where liquor will be served/sold: _____

Where will the sale of liquor take place: Indoors Outdoors

The sale premises are located on: Private property Public Property

Section G: Parks, Recreation and Community Services Department: Park Permit

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

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

You will need to complete a separate park permit application. Park permit fee varies.

Section H: Parks, Recreation and Community Services Department: Loudspeaker Permit

Yes No Will a PA system or loudspeaker be used?

➤ If yes, you will need to complete a separate loudspeaker 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: _____

Section I: Public Works Department: Right of Way Permit

Yes No Does the event include a sidewalk sale?

➤ If yes, you will need to complete a separate Right of Way permit application. Right of way permit fee varies.

Section J: City Collector’s Office: Raffle Permit

Yes No Are you selling raffle tickets as part of your event?

➤ If yes, you will need to complete a separate raffle permit application. Raffle permit fee is \$50.00.

Section K: Publicity

The City of Evanston lists most major special events that are open to the public on its Web site calendar because neighborhoods and business districts may be affected by traffic, noise, etc. The calendar listing also provides additional promotion of your event to residents and visitors. However, some events are not open to the public and should not be listed. Should your event be included on the City of Evanston’s calendar of events? **Yes** **No**

If yes, at least one month before the event, please email text that you would like us to list to

communications@cityofevanston.org or use the space below on this page. Be sure to include the event title, description, day, date, time, location, and admission fee, if any. If you would like us to link to **your** web site, so visitors can access the most up-to-date details, please print the URL link below:

Recruit volunteers for your event at www.volunteerevanston.com or contact the volunteer coordinator at 847-859-7833.

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 / Recycling Cans
- Tents, Stages, Electrical Equipment
- Loud Speakers
- Food/Alcohol 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

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

Applicant further agrees to indemnify, hold harmless, and defend the City of Evanston, its officers, agents and employees, from any and all claims resulting from injuries, including death, damages, and/ 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 said event.

In addition, Applicant has furnished and attached two (2) certificates of General Liability insurance with the City of Evanston named as an additional insured in an amount to be determined by the City's Special Events Committee, but in no case less than \$1,000,000.

Applicant

Name

Title

Signature

Date