

SPECIAL EVENTS SEMINAR

FEBRUARY 2024

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- ▶ **Pam Gallahue**, PhD.
Deputy City Manager
City of Naperville
- ▶ **Brad Wilson**
Executive Director,
Naperville Park District

WHY SPECIAL EVENTS ARE IMPORTANT TO NAPERVILLE



SPECIAL EVENTS TEAM

City of Naperville

- ▶ **Grace Fratto** – Special Events Coordinator
- ▶ **Sergeant Scott Thorsen** – PD Special Events/Intelligence Unit Supervisor
- ▶ **Detective Martin Creighton** – PD Liquor & Tobacco Liaison
- ▶ **Doug Erwin** – Division Chief: Emergency Medical Services
- ▶ **Ben DeAnda** – FD Community Risk Reduction Manager
- ▶ **Jon Collins** – Fire Inspector
- ▶ **Dan Nelson** – FD Emergency Management Coordinator
- ▶ **Paul Felstrup** – Field Projects Supervisor, TED
- ▶ **Dave Laurinaitis** – Operations Supervisor, DPW
- ▶ **Jason Crose** – Field Supervisor, DPW
- ▶ **Shebnem Ozkaptan** – Budget & Administrative Manager
- ▶ **City's Sustainability Team**

Naper Settlement

- ▶ **Adison Glick** – Special Events Team Lead
- ▶ **Eric Arrambide** – Director of Operations

Naperville Park District

- ▶ **Chief Steve Schindlbeck** – Park Police Chief
- ▶ **Andrea Coates** – Director of Recreation & Facilities
- ▶ **Ashley Rowden** – Customer Service Manager
- ▶ **Tiffany Picco** – Park Operations Manager Riverwalk & North
- ▶ **John Teper** – Park Operations Manager South
- ▶ **Clint Burnell** – Park Operations Manager Central/Fleet

Additional Members

- ▶ DNA (Downtown Naperville Alliance)
- ▶ NDP (Naperville Development Partnership)
- ▶ ILEAS
- ▶ Library
- ▶ Edward Hospital
- ▶ Hotel Indigo

HOW THE PROCESS BEGINS

CITY OF NAPERVILLE

Event Application Timeline

- **June – July:** applications accepted
- **August – October:** special events team reviews applications
- **December:** special events calendar goes to council for approval & closure

Review of applications

- Criteria for staffing: attendance numbers, location, liquor, entertainment, road closures, time of day/year, etc.
- Estimate costs for City Services & SECA
- Review of the past year & any changes
- Upcoming construction

HOW THE PROCESS BEGINS

CITY OF NAPERVILLE

Coordination Begins

- Meetings with team & organizers
- You will receive an email with what required permits/licenses/documents are needed for your event
- Due **2 weeks** prior to event:
 - Certificate of Insurance *required*
 - Amplifier Permit
 - Raffle Permit
 - List of parade participants
 - List of vendors

Insurance Requirements:

An original Certificate of Insurance general aggregate amount of \$2,000,000 is required.

Description of Operations section to include:

- The City of Naperville as Additional Insured
- Name of Event
- Location of Event
- Date(s) of Event

EVENT PROCESS: PARK DISTRICT

Required Documents and Requirements:

- Online Application
- Signed Special Event Permit
- Certificate of Insurance
- Deposits/Balance/Additional charges
- Site Map
- Race/Walk Route
- Copy of City Issued Permits (Liquor, Tent, Special Event, Amplification, Raffle, etc.)
- List of all vendors
- Special Event Vendors Commercial Use License Application for all vendors
- Overnight Security
- Health Department Certificates/Permits for all vendors who are serving or selling food or beverages that are served with ice
- Overnight Security required if tents or equipment(excluding dumpsters/portable toilets) are left on property overnight
- Portable Toilets and Dumpsters may be required base on size and location
- Pre-event meetings may be required based on scope, support and size

EVENT PROCESS: PARK DISTRICT

Renter's Responsibilities

Initial

- Complete Naperville Park District Online Special Event Application
- Complete Special Event City Special Event Application if applicable
- Review Naperville Park District ordinance 641 and Special Event Guidelines
- Signed Permit and Deposit Due

45 Days Out:

- In person or phone meeting with Park District

30 Days Out:

- Event Certificate of Insurance Due
- Final Request for Park Police or Park District Staff Assistance Due
- Site Map Due
- Race/Walk Route Due
- Approval to use City property Due

- Vendor List Due
- Special Event Vendor Commercial Use License Due
- Certificate of Insurance from Inflatable Company, and Event Support Vendors Due

21 Days Out:

- Final Payment Due

14 Days Out:

- All Vendor's Health Department Permits/Receipts and Certificate of Insurance Due
- Call J.U.L.I.E

Week of Event:

- Copy of City of Naperville Tent Permit (Bounce, Tent, Stage) Due
- Copy of City of Naperville Liquor License Due
- Copy of City of Naperville Raffle Permit Due
- Copy of City of Naperville Amplification Permit Due

EVENT PROCESS: PARK DISTRICT

Event COI vs Vendor COI

- All Certificate of Insurance must list the Naperville Park District as additionally insured by endorsement.
- Bounce House, Food/Beverage, Liquor or high-risk vendors will all need their own Certificate of Insurance
- All other vendors may be covered by the event COI
- The special events organizer must put in writing all vendors they are covering

EVENT PROCESS: NAPER SETTLEMENT

Required Documents and Items

- Initialed and Signed Rental Agreement
 - Initialed and Signed Additional Terms
 - Certificate of Insurance
 - Deposit(s) / Balance
 - Complimentary Tickets
 - Site Map
 - Completed checklist
 - Copy of permits and licenses
- 

EVENT PROCESS: NAPER SETTLEMENT

Opioid Antagonist Requirement

- A Renter for an event involving a live concert or musical performance with alcoholic liquor is required to acquire an opioid antagonist and have it available on the premises for the entirety of the rental.
- Renter is also required to have a staff member on the premises who has been certified in the administration of opioid antagonists by a governmental or private entity, regardless of when the certification was received.
- Renter agrees to keep the opioid antagonist in the certified staff member's possession during the duration of the rental, and it shall be used solely for the treatment of a known or suspected opioid overdose in accordance with instructions for use provided by the manufacturer. The opioid antagonist must be appropriately labeled prior to distribution.

EVENT PROCESS: NAPER SETTLEMENT

Renter's Responsibilities

Initial

- Confirm site availability and receive a rental agreement

Ongoing

- Submit all printed or electronic advertising, marketing, or sponsorship materials to ensure Naper Settlement's identity is accurately represented **before** it is published/publicized.
 - Final approval of all printed or electronic advertising, signage, and marketing materials must be made by Naper Settlement staff.
- Upon City Council approval of a SECA Grant award, a copy of the executed SECA contract must be provided to the Naper Settlement.

Prior

- Site layout approved by Naper Settlement, Naperville Heritage Society, and the City of Naperville
- Schedule & Complete Onsite Walk Through
- Submit Specific Event Logistics
- Submit Certificate of Insurance
- Submit Vendor List
- Submit Checklist to Naper Settlement and City of Naperville
- Provide copies of permits and licenses to Naper Settlement
- JULIE and Private Utilities must be located prior to any event feature being installed onsite
 - Renter must schedule and pay for private utility locate service
- Renter agrees to identify the certified staff member and confirm the on-site presence of an opioid antagonist at least one hour prior to the start of the rental. Failure to do so may result in cancellation of the rental.

EVENT PROCESS: NAPER SETTLEMENT

Renter's Responsibilities

During

- Onsite contact must be available at all times during Rental
- All entrance and exit gates will be covered by a minimum of two Renter's staff or volunteers at all times
 - Ensure no alcohol leaves site
 - Ensure no animals onsite
- Vendor / Artist load-in
- Renter is responsible for all necessary event signage
- NO DRIVING ON GRASS
 - Renter is responsible for building temporary roadways out of plywood or other appropriate materials
- Renter must provide own equipment. Naper Settlement / Naperville Heritage Society will not loan items (including, but not limited to: extension cords, lights, plywood, cable ramps, golf carts, tools, etc.)
- Trash removal (unless other arrangements have been made)
- Portable toilets
 - Renter must provide adequate number of POLs for event and ensure units are serviced between event days
 - Renter must provide lights in POLs if event is open to the public past dusk.
- Renter must, to the best of their ability, ensure vendors and attendees are adhering to rental agreement terms and conditions, such as: shirt and shoes required, smoking in designated areas only, no candles/ open flames, no vehicles driving onsite during event, etc.
- Bag Check operations
- Overnight security

Post-Event


- Site cleanup (returned to original state)
 - Removal of equipment (RENTER MUST BE ONSITE)
 - Resolve any damages
- Submit actual attendance (with Naperville vs Non-Naperville Demographics)

PERMIT PROCESS: BUILDING DEPARTMENT

TBO (TENTANT BUILD OUT) MEETING *2 MONTHS BEFORE EVENT*

- Every Tuesday morning at 8:30AM in the Municipal Center

TENT PERMIT – Building & Fire Department review

- Tents (1 or more 10x10 or larger)
 - Event layout
 - Inflatables
 - Stage
 - Food Vendors
 - Carnival
- 

PERMIT PROCESS: FIRE DEPARTMENT

All cooking vendors need to be inspected

- time matters, please be ready at your scheduled inspection time

All events require fire extinguishers

Extinguishers must be:

Tagged

In plain view

5Lb ABC or larger



DO NOT REMOVE

EXTINGUISHER NO. _____

FIRE EXTINGUISHER INSPECTION RECORD

2024	2025	2026	2027
		JAN	
		FEB	
		MAR	
		APR	
		MAY	
		JUNE	
		JUL	
		AUG	
		SEP	
		OCT	
		NOV	
		DEC	

4PTAG-L



Quality Control Certificate
Production No.: 2022020812
Blower No. (Serial No.):
Product Size:
Blower Required:
Blower Power: PCS
QC Data: WHP
QC Reference:

Inflatable
State
Sticker

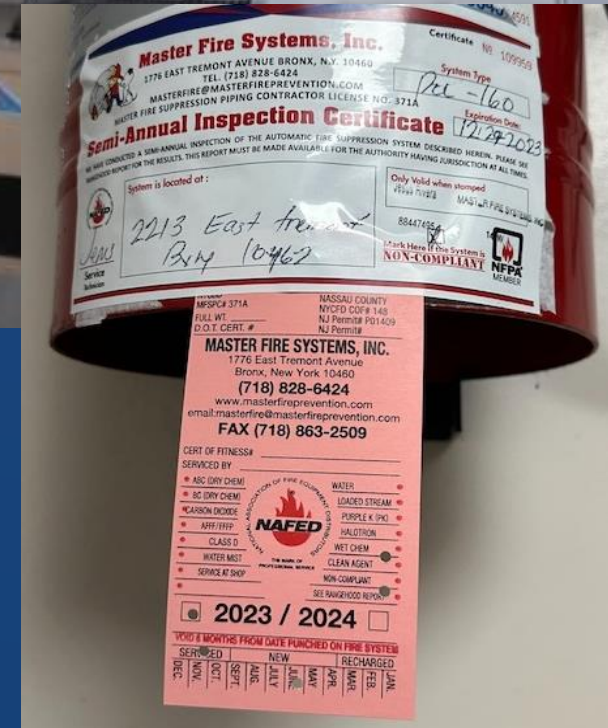


PERMIT PROCESS: FIRE DEPARTMENT

Food trucks with cooking equipment require cooking suppression systems

- Systems must be serviced & tagged annually
- **K Extinguisher** must be present & tagged

Vendors who fail to follow City of Naperville fire code will be asked to leave



PERMIT PROCESS: FIRE DEPARTMENT

Any concentrated outdoor special event with over 1000 in attendance will require two crowd managers with an additional manager for every addition of 500 attendees.

Special Event Crowd Managers

IFC 2021 code 403.11.3.1 Number of crowd managers.

Not fewer than two trained crowd managers, and not fewer than one trained crowd manager for each 250 persons or portion thereof, shall be provided for the gathering.

Exceptions:

1. Outdoor events with fewer than 1,000 persons in attendance shall not require crowd managers.

2. Assembly occupancies used exclusively for religious worship with an *occupant load* not exceeding 1,000 shall not require crowd managers.

3. The number of crowd managers shall be reduced where, in the opinion of the *fire code official*, the fire protection provided by the facility and the nature of the event warrant a reduction.

<https://crowdmanagers.com/>

PERMIT PROCESS: LIQUOR LICENSE

- Illinois is a dual licensing State. You need a local license in order to get your State license.
 - Allow at least 6 weeks before your event to apply for a license. The Liquor Concept Committee only meets 1 time a month. Plan accordingly!
 - The Illinois Liquor Control Commission recommends submitting your application 14 days in advance of your event for the State License. They charge a late fee!
 - Please visit the City's website to find the updated Special Event/Temporary Liquor License Form.
 - Review the Overview of the liquor license pre-application process before you apply.
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COUNTY HEALTH DEPARTMENT: DUPAGE OR WILL


A temporary food service permit & inspection is required for outdoor food festivals and other events where food is served to the public on a temporary basis.

Contact the County 1-2 months before event

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SAFETY: POLICE DEPARTMENT

Planning/Operations

- Pre-meetings with the event organizer(s) to discuss coordination with the event staff/volunteers.
 - Tabletop exercises for larger events
 - Private security coordination – armed v. unarmed
 - Weather action plans
- 

SAFETY:

POLICE DEPARTMENT

Staffing

- Number of officers will be based on the size of the event, estimated attendance, number of dignitaries, and any alcohol sales.
- Large-scale events will require a unified command with the Naperville Fire Department, Special Response Team, Drone resources, additional dispatchers and (if necessary) mutual aid assistance from surrounding jurisdictions.
- Events which require road closures and/or traffic control will be planned in conjunction with the Naperville Department of Public Works.
- Volunteer resources including Naperville Emergency Management Agency and Citizen Radio Watch will be used when available.

SAFETY:

POLICE DEPARTMENT

Alcohol Compliance

- Liquor and Tobacco Liaison will conduct on site BASSET training/certification for alcohol sales and service.
- Liquor and Tobacco Liaison (or Naperville Code Enforcement designee) will inspect site for proper licensing, permitting and signage for event.
- All attendees twenty-one (21) years of age and older who will be consuming alcohol shall wear a (21+) wristband.

SAFETY: POLICE DEPARTMENT

Third Party Promoters

All retail liquor licensees utilizing the services of a third-party promoter shall file with the Local Liquor and Tobacco Commissioner, at least fourteen (14) days in advance of an event or with a liquor license application, an affidavit that provides the nature of the event and services provided by the third-party promoter, details regarding the supplier of alcoholic liquor, a copy of Naperville BASSET certifications from any employee of the third-party promoter that will prepare, deliver or serve alcoholic beverages, and a letter of understanding, which states that each person affiliated with the third-party promoter has been advised of the rules and regulations regarding the preparation, sale, delivery and service of alcoholic liquor. Third-party promoters are required to undergo fingerprinting and background checks and provide evidence of dram shop insurance insuring the licensee against liability which may occur under 235 ILCS 5/6-21, specifically designating the City as additional insured. Every third-party promoter shall be responsible for the acts and/or omissions to act by his or her employees, whether or not such third-party promoter has actual knowledge of unlawful acts or omissions.

SAFETY:

DEPARTMENT OF PUBLIC WORKS

Involvement in Special Events

- Prior to the event
- Day of the event
- After the event

DPW's role in special events is to support the Police Department in facilitating safe road closures. We do not manage the area within the footprint of the event or supplement labor to event organizers. It is critical that event organizers recruit willing adult volunteers, to manage race routes and parade participants.

SAFETY:

FIRE DEPARTMENT

FIRE/EMS Requirements

- Population/attendance/crowd size
- Event footprint
- Dynamic event (half marathon/Triathlon)
- The main goal is the safety/security of participants
- If your event is not SECA-funded cost is (\$62.44/hour per paramedic) A minimum of 2 paramedics is required.
- This request must be submitted at least **two (2) months** before the event.

SAFETY:

FIRE DEPARTMENT – EVENT TIER DETAIL

- **Tier 0 Event** – under 1000 people
 - * No staff on site, call 911
- **Tier 1 Event** – one ambulance or one EMS cart
 - *1,000-5,000 attendees
- **Tier 2 Event** – one ambulance, one cart or bike team notification to the State of Illinois (STIC) & U/C
 - *5,000- 10,000 attendees
- **Tier 3 Event** – one ambulance, one bike medic team, up to 2 carts, and one EMS Supervisor and unified command
 - *Over 10,000 attendees
- **Tier 4 Event** – 2 ambulances, one bike medic team, up to 2 carts, one EMS Supervisor, and Unified Command
 - *Over 50,000 attendees or high profile

EVALUATION PROCESS

- ❖ After event debrief with Special Events Team
 - ❖ Is the event in good standing?
 - ❖ Will provide improvements needed to get the event there
- 

IMPORTANT LINKS

- ❖ <https://www.naperville.il.us/services/permits--licenses/special-events-permit/>
- ❖ <https://napervilleparks.org/specialevents>
- ❖ <https://napersettlement.org/327/Large-Scale-Event-Rental>
- ❖ <https://crowdmanagers.com/>
- ❖ <https://willcountyhealth.org/temporary-food-drink-event-establishment-permitting/>
- ❖ <https://www.dupagehealth.org/185/Food-Safety>

DUPAGE COUNTY

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WILL COUNTY

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Thank you!

Questions?

