

City of Naperville Special Events Resource Guide

Procedures for Planning and Conducting a Special Event



*Prepared by:
City of Naperville
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INTRODUCTION

The variety of special events held within the City of Naperville are instrumental in creating a comfortable, small-town atmosphere and help contribute to our national reputation as the one of the “Best Places to Live,” according to *Money Magazine*.

Naperville embraces special events as a way to enhance the quality of life of our residents, promote tourism, showcase local talent, draw first time visitors, and strengthen our community’s character.

To assist in planning special events, the city developed the Special Events Resource Guide. The guide, which will be updated periodically, provides event organizers with the information necessary to meet the City of Naperville’s requirements to ensure a safe and enjoyable experience for residents and visitors alike.

For more information on planning your special event, please contact:

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Special Events/Public Information Coordinator
City of Naperville
400 S. Eagle Street
Naperville, Illinois 60540
Phone: 630-305-5340
Fax: 630-420-6657
E-mail: runestadj@naperville.il.us

GUIDELINES FOR PRODUCING A SPECIAL EVENT

Following are guidelines to host an event in the City of Naperville, effective January 1, 2007. The City of Naperville reserves the right to modify these conditions at any time without notice.

Definition of a Special Event:

1. All outdoor events held 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 requests any of the following actions, which must be approved by City Council, will be considered a special event:
 - Events requiring street closures (with the exception of block parties).
 - Events that require the closure of parking facilities and/or the use of city-owned property.
 - Events that require the posting of “No Parking, Tow Zones.”

Event Registration: All events occurring within the City of Naperville must be registered with the Special Events/Public Information Coordinator. All event organizers interested in hosting a special event in Naperville must notify the Special Events/Public Information Coordinator at a minimum of 120 days prior to the event.

Non-Naperville-Based Organizations: Organizations that are based in Naperville have priority in terms of date, time, location and use of city staff versus those organizations that are not located in Naperville.

Alcoholic Beverages: A Special Event Liquor License is required for the sale of alcoholic beverages. All Special Event Liquor Licenses must be approved by the City of Naperville Liquor Commission. Please contact the City Clerk’s Office **6-8 weeks** prior to your event for details on obtaining a license.

Block Parties: Special event registration is not necessary for block parties; however the City of Naperville requires that a permit be obtained for this type of gathering. For a block party permit application, please visit contact the City Clerk’s Office.

Certificate of Insurance: A Certificate of Insurance naming the city as an additional insured in the general aggregate amount of \$2,000,000 is required for events, as deemed necessary by

the City of Naperville. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of your event registration, an original copy of the certificate of insurance will be due at least 90 days prior to event date. The City of Naperville reserves the right to request additional insurance for the event as deemed necessary by city staff and/or City Council.

Central Park: All reservations for Central Park are coordinated through the City Clerk's Office. For more information, please call 630-305-5300.

Compliance with city ordinances: The applicant shall comply with all applicable city ordinances, codes, conditions and requirements.

Compensation for city staffing: Depending on attendance and type of event, the city may require personnel, including Police and/or Fire at the function. All city personnel involved during the day(s) of the event may be charged back to the sponsoring agency, unless funds from the Cultural Amenities Fund (SECA) have been awarded. The city shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents 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 sixty (60) working days after the completion of the event.

Emergency Medical Assistance: Certain events may require medical support on-site to supplement the City of Naperville's EMS team. In these instances, the event organizer will be notified in writing of the required medical personal for which they will be responsible.

Fireworks: A permit is required for the use of fireworks during a special event. For the fireworks permit application, please visit www.naperville.il.us or contact the Special Events/Public Information Coordinator.

Food and Beverage Inspections: No food and beverages shall be sold at an event, unless approved by the DuPage County Health Department. To arrange an inspection, please call 630-682-7979 ext. 7183.

Food and Beverage Service: The city may require a food and beverage tax be imposed on food and beverages sold at events in Naperville. Please refer to page 19 for details.

Hold Harmless Agreement: The event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the City of Naperville against any and all actions arising from, during, or as a result of the event.

Issuance of Permits: The City of Naperville may require that permits are obtained for one or more facets of your special event. For information on required permits, please see the Special Events Registration Packet, or contact the Special Events/Public Information Coordinator.

Naper Settlement: Event organizers must work directly with Naper Settlement to reserve the site. For more information, please call 630-420-6010.

Post-Event Clean-Up: It is the event organizer's responsibility to ensure that the event site is clean after the event, including the removal of tents, signage, booths, portable toilets and litter.

Public Parks and the Riverwalk: The Naperville Park District manages reservations for events in city parks and along the Riverwalk. Please call 630-848-5000 to inquire about using these facilities for your event.

Resident and/or Business Notification: For those events that require street closures, or may cause disruption for City of Naperville residences or businesses, mailed or hand delivered notification must be provided to the affected parties two weeks prior to the event. The City of Naperville will determine which parties are to be notified and the Special Events/Public Information Coordinator will provide the event organizer with a mailing list for the affected areas.

Restroom Facilities: The city requires two (2) portable toilets per every 100 participants for events lasting over two hours, one (1) of which must be a handicap-accessible stall for every 200 participants.

Use of City of Naperville Logo: The use of the City of Naperville logo on any promotional materials for events is prohibited, unless approved by the appropriate representatives of the City of Naperville. For information on the process to gain approvals to use the city's logo, please contact the Special Events Coordinator

Volunteers: Certain events may need to provide a minimum number of on-site volunteers to support the event. In these instances, city staff will work with the event organizer to determine the number of volunteers required.

GUIDELINES FOR SPECIAL EVENT REGISTRATION

Please read the following information carefully and fulfill all necessary requirements for your special event.

GENERAL INFORMATION:

- 1.) Event organizers are required to register all special events (outdoor festivals, walks/runs, parades, carnivals, etc.) with the City of Naperville.
- 2.) Organizers must submit a Special Event Registration Form at a **minimum of 120 days prior to the event.**
- 3.) Once received, your application will be reviewed by the Special Events/Public Information Coordinator, as well as other city departments, as necessary.
- 4.) Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.
- 5.) Once your event has been approved, you will be required to submit a Certificate of Insurance listing general aggregate coverage in the amount of \$2,000,000 at least 90 days prior to the event. The Certificate must name the City of Naperville as an additional insured.
- 6.) Upon approval of your event, you will receive a letter from the Special Events Coordinator as confirmation.
- 7.) All applications **must** be signed and notarized. Those applications not signed and notarized will be considered incomplete and will not be processed.

GUIDELINES FOR STREET CLOSURES AND USE OF PUBLIC PROPERTY

City Council Approval: All events requesting the use of public streets, parking lots or any other public property, other than block parties, require approval by City Council.

Resident and/or Business Notification: For those events that require street closures, or may cause disruption for City of Naperville residences or businesses, mailed or hand delivered notification must be provided to the affected parties two weeks prior to the event. The City of Naperville will determine which parties are to be notified and the Special Event/Public Information Coordinator will provide the event organizer with a mailing list for the affected areas.

Compensation for city Staffing: All street closures require the use of city services. Unless an event has received an award from the Special Events and Cultural Amenities Fund, the event organizer will be responsible for payment of city services.

Traffic Control Plan: All street closures must first be approved by city staff. The City of Naperville reserves the right to modify or deny street closures that will hinder traffic flow on city streets, or prove to be unsafe for residents and event participants.

Use of City-Owned Property: The use of city-owned property, including parking lots, vacant lots and buildings may require a lease agreement depending on the nature of the event. The terms of the agreement are at the discretion of the City of Naperville.

GUIDELINES FROM THE TRANSPORTATION, ENGINEERING AND DEVELOPMENT BUSINESS GROUP (TED)

The Transportation, Engineering and Development Business Group (TED), prepares and implements the detailed temporary traffic control plans in coordination with the Naperville Police Department, including: road and lot closures, detours, temporary parking restrictions, and the placement of all necessary traffic control devices.

This department also assists event sponsors with the installation of special signage and banners on the event grounds and may provide temporary pavement markings for events that are held on public streets.

In addition, the Inspection and Code Enforcement Teams inspect events, as needed, to ensure compliance with city code and the safety of all event attendees.

Traffic Control Plan: If an event requires that the city close streets, it is the organizer's responsibility to submit a control plan to avert traffic. The City of Naperville reserves the right to modify traffic control plans as needed.

Detailed Route Map: A route map, listing all detours, barricades, signage, first aid, and all other major facets of the event must be provided to the Traffic Operations Manager via the Special Events/Public Information Coordinator.

Public Transportation: In cases where an event requires a plan for public transportation to service to accommodate satellite parking facilities, the TED Business Group will work with the event organizer to acquire shuttle buses and determine appropriate remote parking sites.

TED manages the development of maps to depict shuttle bus routes for the purpose of directing the operations and for sharing the information with the public.

Site Compliance and Safety: TED inspectors perform event inspections in coordination with the Naperville Fire Department. Inspections include tent, stages and other temporary structures, temporary electrical supply (generators), and carnival rides, as needed.

If violations are cited by the inspectors, it is the responsibility of the event organizer to ensure that all citations have been corrected prior to opening the event to the public.

Code Enforcement/Liquor License Compliance: The city's Code Enforcement Division ensures compliance with liquor license requirements related to proper security and distribution (fencing).

If violations are cited by Code Enforcement, it is the responsibility of the event organizer to ensure that all citations have been corrected prior to opening the event to the public.

GUIDELINES FROM THE DEPARTMENT OF PUBLIC WORKS

The Department of Public Works, in conjunction with the event organizers and other local agencies, works to ensure that the area(s) where the event is held is well-maintained.

Site Clean-Up and Maintenance: The Department of Public Works oversees site cleanup and trash collection for events. In some cases, the department will coordinate event sponsor/vendor support to ensure that the site is well-maintained.

Crowd Control Fencing and Barriers: For major events, the Department of Public Works will evaluate the need for the installation and removal of crowd control fencing and barriers. In these cases, this department will work with the event organizers to determine the city requirements in this regard.

GUIDELINES FROM THE POLICE DEPARTMENT

The City of Naperville Police Department designates a traffic section sergeant to coordinate the security and traffic services for special events, as needed. The required support for events is determined by the Police Department and communicated to the event organizer by the Special Events Coordinator.

Emergency Response and Planning: The Naperville Police Department schedules and deploys staff in accordance with the established security and operations plan regarding traffic control, crowd management, and emergency communication issues.

Event Security and Safety: The Police Department will develop a plan for events, as needed, specifying the number of police personnel required for an event, as well as the duty of each officer.

Liquor License Compliance: Police Officers manage event compliance with liquor license requirements as related to applicant investigation for approval, servers' education, and event operations.

Traffic Support: The Police Department works with the Transportation, Engineering and Development Business Group to assist in the development of temporary traffic control plans needed for special events, including road closures, parking restrictions, walk/run/parade route planning, and management of traffic control devices.

GUIDELINES FROM THE FIRE DEPARTMENT

The Emergency Management Services (EMS) Bureau Chief serves as the administrator for the Fire Department and coordinates on-site EMS/Fire Services. EMS support at events is at the discretion of the Bureau Chief. If it is necessary for EMS to be on-site at an event, the Special Events Coordinator will communicate these needs with the event organizer.

Coordination of EMS staff: The EMS Bureau Chief will coordinate on-site staff and implement logistics and operation plans.

Fire Department Inspections: The EMS Bureau Chief evaluates the need for inspections relating to event features (vendors, fireworks, carnivals/circuses) and schedules event inspections to Fire Prevention Bureau staff.

On-site Support: The EMS Bureau Chief will evaluate all special events for EMS equipment and deployment needs. As necessary, a logistics and operation plan will be developed.

GUIDELINES TO OBTAIN CITY LICENSES AND PERMITS

The City of Naperville requires permits for equipment typically associated with some events, such as amplifiers, circus and/or carnival equipment, fireworks, liquor, tents and raffles. Most permit applications are available online at www.naperville.il.us.

Submitting Permit Applications: All required permit applications must be submitted to the Special Events/Public Information Coordinator at a minimum ninety of (90) days prior to your event. Upon completion of your required permit(s), you will be notified by the Special Event Coordinator. At that time, you may pick up your permit(s) at the City of Naperville Municipal Center or arrange to have them sent via mail.

Permit Fees: The fees for all required permits are as follows:

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| - Amplifier Permit: | \$5.00 |
| - Circus/Carnival Permit: | No Fee |
| - Fireworks Permit: | No Fee |
| - Temporary Liquor License (Beer/Wine): | \$50/day |
| - Raffle Permit: | \$25.00 |
| - Tent Permit: | \$77.00 |

Payment: Most permit applications have a fee for issuance. Event organizers may pay for the permits upon pick-up at the Municipal Center or make arrangements with the Special Events/Public Information Coordinator to pay by mail.

Amplifier Permit: A permit application must be completed for any person or organization wishing to use amplification equipment or speakers. Amplifier permits are valid until 9:00pm Sunday-Thursday and 10:00pm Friday and Saturday for the date(s) issued. For events needing to amplify sound beyond these times, an amplifier extension may be granted by the City Council.

Amusements (Circus/Carnival): Company and contact information must be on file for vendors supplying any carnival or circus services. For carnival rides, a copy of state inspection needs to be on file for each ride present at an event, as well as a site plan to scale.

Fireworks: A permit application must be completed for permission to use fireworks or pyrotechnic display in conjunction with public exhibitions. All fireworks or pyrotechnic display

requests must be approved by City Council. They must also be held under the supervision of a competent person and superintended by representatives from the Police and Fire Departments. All fireworks/pyrotechnics will be inspected prior to display by Fire Inspection Bureau staff.

Liquor License: A Class L Special Event Liquor License is required for the retail sale of wine and/or beer in a specified area for a special event. This license is available only to local, non-profit community organizations or governmental entities. Such sales are limited to the public in a specific area at a festival or similar function. The sale and consumption of wine and/or beer authorized by a Special Event Liquor License shall be entirely enclosed in a tent or double-fenced area, with at least four feet (4') separating each fence row. The Class L License is limited to one such license for any one applicant in any one calendar year.

For an event where a liquor license has been issued, a minimum of one police team (2 officers) will be required per 3000 attendees.

Raffle: A raffle permit will be issued only to bona fide religious, charitable, labor, fraternal, educational, or veterans' organizations which operate without profit to their members, which have been in existence continuously for a period of five (5) years immediately before making application for a license and have had during that entire five (5) year period a bona fide membership engaged in carrying out their objects, and which maintain an office in the city. A license issued by the city shall authorize the sale of raffle chances only within the borders of the city.

Each raffle must be authorized by a separate license, with a fee for each license of \$25. The fee for a raffle license may be waived by an affirmative vote of the City Council. Each raffle license shall be valid for the duration of the contest.

Tents/Temporary Structures: A permit is required prior to erecting a tent, canopy, skybox, or other temporary structure. The permit application must include a tent site plan, certificate of flame proofing, tent checklist, disclosure of beneficiaries, certificate of insurance and electrical certification.

A tent is defined as a temporary, soft-sided structure covered with canvas or similar lightweight material and enclosed on one or more sides. It is supported by poles, stakes, beams, ropes, or

cables (non-combustible). A canopy is defined as a temporary portable structure covered with canvas or similar lightweight material and open on all sides. It is supported by poles, stake, beams, ropes, or cables (non-combustible).

Canopies smaller than ten by ten feet (10' x 10') **do not** require permits, but multiple small canopies grouped together may require a permit and/or inspection.

GUIDELINES FOR THE SPECIAL EVENTS & CULTURAL AMENITIES FUND

The City of Naperville makes many municipal support services available to event organizers. Major special events require numerous services to ensure their safety and success. On an annual basis, personnel and equipment costs are reviewed and updated.

Event organizers are required to work with the Special Events/Public Information Coordinator to determine which services will be needed for each event, whether those services can be provided by the city and at what cost, and where opportunities may exist for event costs to be reduced through the use of volunteers and/or professional service providers.

The city does not provide the following services: physicians/nurses, scavenger services (garbage trucks), dumpsters, portable toilets and hand washing stations, food service grease collection, and gray water collection and disposal.

Fund Eligibility: The Special Events & Cultural Amenities (SECA) Fund grants funds to special events, artistic entities, and cultural amenities in Naperville that express the character of the community and provide cultural experiences that are open to all residents and visitors. These funds are available to non-profit organizations, based in Naperville and are intended to assist with expenses and city services incurred in staging an event focusing on heritage, diversity, and the character of Naperville.

SECA fund applications are due in November of each year for qualified applicants. If you do not meet the fund application deadline, your organization will be billed for the cost of city services. If the cost of city services for the event is higher than the grant awarded due to a change in the event that caused an increase in city services, the organization will be responsible for payment of the increased service costs.

Non-Eligibility: Events sponsored by for-profit organizations, occurring outside of the Naperville city limits, or events that are otherwise not eligible for the SECA grant according to the SECA Award Policies and Procedures will be billed for city services. Also, organizations that submit an application but are not awarded the SECA grant will be billed for all city services necessary to conduct the event.

For more information on the Special Events and Cultural Amenities Fund visit <http://www.naperville.il.us> and search for “SECA” or contact Katie Wernberg, Community Grants Coordinator, at 630-548-1122 or wernbergk@naperville.il.us.

GUIDELINES FOR FOOD AND BEVERAGE TAX

The City of Naperville has implemented a one percent (1%) tax on food and beverage (alcoholic and non-alcoholic) which can be consumed on the premises where purchased. This includes all for-profit food and beverage sales by vendors participating in community-wide festivals.

According to city ordinance, food and beverages sold by vendors at Ribfest, Last Fling, Naper Days, Oktoberfest, as well as other communitywide festivals for which any permit is required and approved by City Council may be imposed a food and beverage tax.

Notification: An event organizer hiring outside vendors to sell food at their event must notify the Special Events/Public Information Coordinator.

Registration: All affected retailers are required to submit a completed **Food & Beverage Tax Registration Form** before conducting business. The Food & Beverage Tax Registration is non-transferable. In the event of the sale of a business, the seller must notify the City of Naperville of the last sale date. The new owner is required to re-register the location.

Collection: The food and beverage tax is due monthly. Payment of the tax must be made to the City of Naperville no later than the 20th of each month following the month in which the tax was collected. For example, taxes collected during the month of July are due no later than August 20. Along with the tax payment, business owners must submit a completed **Food & Beverage Tax Return Form**.

Businesses may retain 2% of the total tax due to cover administrative expenses if the payment is received by the due date. Filing after the due date will result in a late payment penalty equal to 5% of the unpaid tax.

Contact Information: A copy of the ordinance and all city tax forms are available for downloading on the City of Naperville's Web site. Completed forms and payments should be returned to:

**City of Naperville
400 S. Eagle Street
Naperville, IL 60540
Attn: Finance Dept., Food & Beverage Tax**

For additional information, contact the Administrative Revenue Coordinator at the City of Naperville Finance Department at (630) 420-4115.

VOLUNTEERS

Depending on the size and scale of the event, the City of Naperville may require the event organizer to provide a minimum number of volunteers to supplement city staff support of the event.

In these instances, city staff will work with the event organizer to determine the number of volunteers required. The City of Naperville will provide the event organizer with a letter of agreement outlining the requirements that must be met by the event organizer.

EMERGENCY PREPAREDNESS

In case of emergency during an event, the City of Naperville Police Department and Fire Department have an emergency plan. If needed, the on site department representatives will make the determination to enact the emergency plan during special events.