



**Naperville**

*City of Naperville*

## **Special Event Permit Application and Instructions**

Thank you for your interest in holding a special event in the City of Naperville. This packet contains the information needed to apply for a special event permit, as well as any other required permits related to your event. The first three pages should be removed from the completed application packet and kept by the event organizer for reference.

On page three of this packet, you will find a special event checklist, which is designed to help you determine permits that are required for your special event. Some of the information will not apply to your special event. However, all event organizers are required to fill out the Special Event Permit application form in full and submit it with the requested documentation. All special events must have final approval by the City of Naperville.

### **Special Event Criteria**

The City of Naperville considers a special event to be one that meets the following criteria:

1. All outdoor events held on city property, i.e. street, sidewalk, 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.”

### **Requirements and Conditions**

1. **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.
2. **Amplification:** An amplifier permit must be obtained by the City Clerk’s office for use of any speakers or sound system. The City of Naperville reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the Naperville Police Department.
3. **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 [www.naperville.il.us](http://www.naperville.il.us) or contact the City Clerk’s Office.
4. **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.
5. **Compliance with City Ordinances:** The applicant shall comply with all applicable city ordinances, codes, conditions and requirements.
6. **Compensation for City Staffing:** Depending on the 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 AND in the preparations of the event will be charged back to the sponsoring agency, unless funds from the Special Events & Cultural Amenities Fund 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.

7. **EMS Support:** 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.
8. **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](http://www.naperville.il.us) or contact the special events coordinator.
9. **Food and Beverage Health Inspections:** Food and beverages shall not be sold at an event, unless approved and licensed, if necessary, by the DuPage County Health Department. Event organizers are responsible for arranging health inspections for their events. Please call 630-682-7979 ext. 7183 for more information.
10. **Food and Beverage Tax:** 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 of the Special Event Resource Guide for details.
11. **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.
12. **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 Coordinator will provide the event organizer with a mailing list for the affected areas.
13. **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.

The City of Naperville is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, codes and requirements.

### Application Process

1. **Submitting a Special Event Permit Application**
  - A. **Application Deadline:** Permit applications for special events are due to the City of Naperville's Special Event Coordinator, at a minimum, 120 days prior to your event. This allows the city staff sufficient time to evaluate your request and provide a recommendation to City Council for consideration, if necessary.
  - B. **Permit Applications:** All required permit applications must be submitted to the Special Events/Public Information Coordinator, at a minimum, ninety (90) days prior to your event. Upon completion of your required permit(s) by the City Clerk's Office, you will be notified by the Special Events/Public Information Coordinator. At that time, you may pick up your permit(s) from the City of Naperville Municipal Center or arrange to have them sent via mail.
  - C. **Required Documentation:** The following documentation is required by the City of Naperville for special events:

- **Hold Harmless Agreement:** A Hold Harmless Agreement must be submitted with each application (see page 7 of the application).
  - **Certificate of Insurance:** An original Certificate of Insurance naming the city as an additional insured in the **general aggregate amount of \$2,000,000.**
- D. **Submission Process:** Please return the special event registration, all required permit applications and supporting documentation, to:

**City of Naperville**  
**Attn: Jennifer Runestad**  
**Special Events/Public Information Coordinator**  
**400 S. Eagle Street**  
**Naperville, IL 60540**  
**Phone: 630-305-5340**  
**Fax: 630-420-6657**  
**E-Mail: [runestadj@naperville.il.us](mailto:runestadj@naperville.il.us)**

**Fees**

1. **Permit Fees:** Permit fees (tent, amplifier, raffle, etc.) are payable upon pick-up of your event permit(s), or you can arrange to pay by mail. Following are the permit fees:

- **Amplifier Permit:** **\$5.00**
- **Temporary Liquor License (Beer/Wine):** **\$50/day**
- **Raffle Permit:** **\$25.00**
- **Tent Permit:** **\$77.00**

2. **Payment:**

- Make all checks payable to the **City of Naperville** and note the name of your event on the check.

**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:**

- Special Event Registration and signed Hold Harmless Agreement due 120 days prior to the event.
- Required permit applications 90 days prior to the event.
- Once your event is approved, a copy of the Certificate of Insurance listing the City of Naperville as an additional insured in the amount required is due 90 days prior to the event.

**Documents that *MAY* need to be submitted:**

<b>Submitted</b>	<b>Does Not Apply</b>	<b>Permit</b>	<b>Cost/Fee</b>
<input type="checkbox"/>	<input type="checkbox"/>	Amplifier Permit	\$5.00/day
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Liquor License	\$50/day
<input type="checkbox"/>	<input type="checkbox"/>	Raffle Permit	\$25.00
<input type="checkbox"/>	<input type="checkbox"/>	Tent Permit	\$77.00
<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit	Dependent on Signs



**Naperville**

**SPECIAL EVENT PERMIT APPLICATION**

**THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 120 DAYS PRIOR TO THE EVENT**

**GENERAL EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_ Parade      \_\_\_ Walk/Run      \_\_\_ Festival      \_\_\_ Other

Location of Event: \_\_\_\_\_

Date (s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ to \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Event Web site: \_\_\_\_\_

Purpose of the event: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

*Note: Please list the organization's legal status, i.e. NFP, Partnership, Corporation, etc*

Contact person from sponsoring organization: \_\_\_\_\_

Organizer address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you applying for a grant from the Special Events & Cultural Amenities Fund?  YES  NO

Is this an annual event?  YES  NO

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as sound amplification, neighborhood parking complaints, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What, if anything are you doing to solve the problem(s)?

\_\_\_\_\_  
\_\_\_\_\_

**Does your event include the use of a tent?**  YES  NO

*If yes, you must submit a **Tent Permit Application** ninety (90) days prior to the event. To obtain a copy of the application, please visit [www.naperville.il.us](http://www.naperville.il.us), or contact the Special Events Coordinator*

**Will there be amusement rides and/or inflatable devices at the event?**  YES  NO

*If yes, please discuss the city's inspection requirements with the Special Events Coordinator.*

**Will you be using speakers and/or sound equipment at your event ?**  YES  NO

*If yes, you must submit a **Amplifier Permit Application** ninety (90) days prior to the event. To obtain a copy of the application, please visit [www.naperville.il.us](http://www.naperville.il.us), or contact the Special Events Coordinator.*

**Are you holding a raffle at your event?**  YES  NO

*If yes, you must submit a **Raffle Permits Application** ninety (90) days prior to the event. To obtain a copy of the application, please contact the Special Events Coordinator or the City Clerk's Office.*

**Are you planning to put up signs to promote your event?**  YES  NO

*If yes, you must obtain a sign permit and provide a detailed signing plan, including the proposed sign details/designs and locations. There may be fees associated with temporary signage in accordance with Municipal Code.*

**Will you serve alcohol at your event?**  YES  NO

*If yes, you must submit the **Special Event Liquor License Application** ninety (90) days prior to the event. Please contact the City Clerk's Office for details on obtaining a temporary liquor license.*

**Will you serve food at your event?**  YES  NO

*If yes, please indicate the number of vendors \_\_\_\_\_*

*Note: a list of food vendors must be submitted to the Special Events Coordinator prior to the inspection of your event. All food vendors are required to meet the standards set forth by the DuPage County Health Department.*

**Does your event require the use of city sidewalks?**  YES  NO

**Are you requesting the use of any other city-owned property, i.e. parking lots, etc.?**  YES  NO

*If yes, please indicate the property that you are requesting to use \_\_\_\_\_*

**Would you like to request the closing of city streets?**  YES  NO

*If yes, please fill in the following information or submit a route map along with this application:*

STREET	FROM	TO	DATES	TIMES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## SITE PLAN AND/OR ROUTE MAP

If applicable, please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

If applicable, the following must be included:

Location of food vendors (FV)

Location of beverage vendors (BV)

Location of toilets (T)

Location of hand washing sinks (HWS)

Location of retail merchants (RM)

Location of First Aid (FA)

Location of garbage receptacles (G)

Location and number of barricades (B)

Location of fire lane (FL)

Location of fire extinguishers (FE)

Public entrances and exits (PE)

Location of sound stages and amplified sound (S)

Location of residential streets surrounding events

**RELEASE**

The applicant agrees that it will indemnify, hold harmless and defend the City of Naperville, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

**I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the City of Naperville of any changes in the application at least 60 days prior to the event. I agree to the terms and conditions listed above.**

\_\_\_\_\_  
Signature of Organizer

\_\_\_\_\_  
Date

Signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**All applications must be signed and notarized.**

After submitting all forms, your application will be reviewed by the Special Events Coordinator. All departments that will be involved in providing services or permits for the event will be notified. The Special Events Coordinator will notify you if the event has been approved. **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.**

The City of Naperville reserves the right to cancel any event at any time for reasons deemed necessary by the Special Events Committee and/or the City Manager.

**Mail, Fax or Hand Deliver All Completed Applications to:**

**City of Naperville**

**Attn: Jennifer Runestad**

**Special Events/Public Information Coordinator**

**400 S. Eagle Street**

**Naperville, IL 60566**

**Phone: 630-305-5340**

**Fax: 630-420-6657**

**[runestadj@naperville.il.us](mailto:runestadj@naperville.il.us)**