

# Special Events Seminar

2026

*\* Recording in progress*



**Naperville**

▶ **Brad Wilson,**  
Executive Director,  
Naperville Park District

▶ **Melanie Marcordes,**  
Director of Community  
Services, City of  
Naperville

# Why special events matter to Naperville

# Special Events Team

## City of Naperville

- **Jake Fiedler** – Special Events Coordinator, Main Contact
- **Sergeant Mike Courterier** – PD Special Events/Intelligence Unit Supervisor
- **Detective Martin Creighton** – PD Liquor & Tobacco Liaison
- **Steve Shink** – Division Chief: Support Services
- **Natalie Wiza** – FD Emergency Manager
- **Ben DeAnda** – FD Community Risk Reduction Manager
- **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 Senior Team Leader 1
- **Eric Arrambide** – Director of Operations

## Naperville Park District

- **Chief Steve Schindlbeck** – Park Police Chief
- **Erika Rubo** – Community Engagement & Event Manager
- **Becca Oster** - Volunteer & Events Manager
- **Tiffany Picco** – Park Operations Manager Riverwalk & North
- **John Teper** – Park Operations Manager South

### Additional Members

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

# HOW THE PROCESS BEGINS: CITY OF NAPERVILLE

## Event Application Timeline

- **June – July:** Applications are submitted to City of Naperville Permitting, Plans and Licensing portal
- **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



**City of Naperville**  
Civic Access

Apply, pay for and manage applications

# CITY OF NAPERVILLE: EVENT DAY TIMELINE

- 120 days from event day:
  - Attend a Tenant Buildout Meeting (see page 10, Special Events Resource Guide).
  - Attend a Pre-Special Event Meeting
- 90 days from event day:
  - Submit supplemental Permits that apply to your event (Tent, Carnival, Amplifier, Raffle, and Liquor). For permit instructions, visit our webpage:  
<https://www.naperville.il.us/services/permits--licenses/special-events-permit/>
  - Contact the County Health Department for Temp. Food Service Permit (Any Public Food Events)
- 60 days from event day:
  - Send Jake, your final map and/or event layout.
- 30 days from event:
  - Send Jake, your final food vendor list, liquor vendor list, and/or parade participant list
  - 2026 Certificate of Insurance (see page 13, Special Events Resource Guide)
  - Schedule **ALL** inspections:
    - TED, Fire Department, & County Health Department (Public Food Events)



# EVENT PROCESS: PARK DISTRICT

## Event Organizer's Responsibilities

### **Initial**

- Complete Special Event City Special Event Application (if applicable)
- Complete Special Event Rental Request Form
- Complete Special Event Rental Application
- Review Naperville Park District ordinance 641 and Special Event Rental Resource Guide

### **5 Business Days after Permit is Issued**

- Signed Permit and Deposit

### **45 Days Out:**

- In person or phone meeting with Park District (if applicable)

### **30 Days Out:**

- Event Certificate of Insurance
  - Including liquor liability insurance (if applicable)
- Final Request for Park Police or Park Staff Assistance
- Approval to use City Property
- Final Vendor List

### **21 Days Out:**

- Final Payment
- Site Map
- Race/Walk Route (if applicable)

### **14 Days Out:**

- Special Event Rental Vendor Applications
- Vendor Certificates of Insurance
- Vendor's Health Department Permits/Receipts
- Call J.U.L.I.E

### **Week of Event:**

- Copy of City of Naperville Tent Permit
- Copy of City of Naperville Liquor License
- Copy of City of Naperville Raffle Permit
- Copy of City of Naperville Amplification Permit

# EVENT PROCESS: PARK DISTRICT

## **Certificate of Insurance**

- All Certificates of Insurance must list the Naperville Park District as additionally insured by endorsement
  - The endorsement is separate from the certificate
- Inflatables, Food/Beverage, Liquor, Animals/Petting Zoo, Carnival or other high-risk vendors will all need their own Certificate of Insurance
- All other vendors may be covered under the event COI
  - The special event organizer must put in writing which vendors they are covering under the event COI
- All requirements for each type of vendor is detailed in the Special Event Rental Resource Guide

# EVENT PROCESS: PARK DISTRICT

## **Important Things to Note:**

- Overnight Security
  - Overnight Security will be required if tents or equipment(excluding dumpsters/portable toilets) are left on property overnight
- Portable Toilets and Dumpsters may be required based on size and location
- Pre-event meetings may be required based on scope, support and size
- Event Organizer is responsible for cleanup of any trash or debris generated by the event
  - Dumpster, junk removal, etc.
- Access to electrical outlets and general power is not available
  - Event Organizer is responsible for providing their own electrical equipment and access to power (generators, extension cords, etc.)
- Updates or requested changes, which includes adding, replacing or removing any elements, to any information in the application must be received in writing by the park district a minimum of 45 days in advance of the event

# 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 always be available during Rental
- All entrance and exit gates will be always covered by a minimum of two Renter's staff or volunteers
  - 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
- Required overnight security when alcohol is onsite. All alcohol must be stowed and locked up.

### **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 (Tenant Buildout) MEETING \*120 Days Prior to Event Day

- Every Tuesday morning at 8:30AM in the Municipal Center (Lower Level)
- Highly encouraged to attend **prior** to completing a Tent Permit Application

## TENT PERMIT – Building & Fire Department review

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



# PERMIT PROCESS: FIRE DEPARTMENT

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		

APTAG-L

## 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

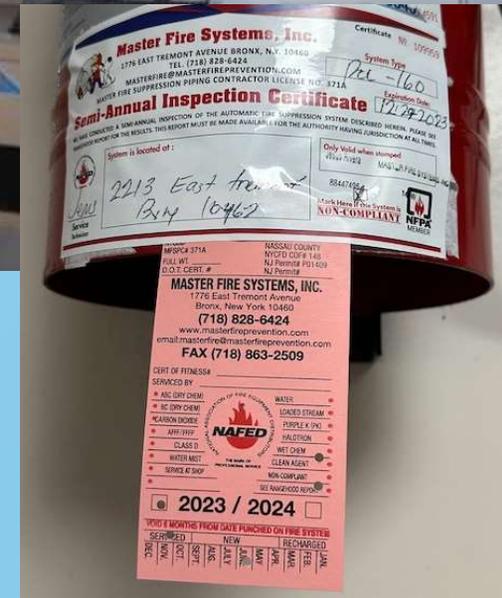


# PERMIT PROCESS: FIRE DEPARTMENT

## 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

## Special Event Crowd Managers

IFC 2021 code 403.11.3.1 Number of crowd managers.

### 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.

Any concentrated outdoor special event with over 1000 in attendance will require **two** crowd managers with an additional manager for every addition of 250 attendees.

<https://crowdmanagers.com/>

# COUNTY HEALTH DEPARTMENT: DUPAGE OR WILL

A temporary food service permit & inspection is **required** for any public food event and/or where food is served to the on a temporary basis

**Before applying, Vendors must contact the County 90 days before event. Provide a full vendor lists with contact information.**

## DUPAGE COUNTY

### Shqiponja Zeneli

Environmental Health Specialist II

(630) 221-7182

[Shqiponja.Zeneli@dupagehealth.org](mailto:Shqiponja.Zeneli@dupagehealth.org)

### Mirta Ortega

Environmental Health Specialist

(630) 221-7182

[mirta.ortega@dupagehealth.org](mailto:mirta.ortega@dupagehealth.org)

### Mary Jo Cross

Environmental Health Specialist

630-221-7178

[mjcross@dupagehealth.org](mailto:mjcross@dupagehealth.org)

## WILL COUNTY

(815) 727-8480

[Info@willcountyhealth.org](mailto:Info@willcountyhealth.org)

<https://willcountyhealth.org/food-establishment-licensing-and-permitting/>

**\*\*Include all 3 DuPage County contacts listed above**

# 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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# SAFETY: POLICE DEPARTMENT

## Planning/Operations

- Participates in pre-meetings with the event organizer(s) to discuss overall event safety.
- Makes recommendations based on size and location of event, estimated attendance, dignitaries, alcohol sales, and current threats.
- Recommendations may include road closures, fencing, admittance policies, bag policies, metal detectors, and start/end times.
- Coordinates with the event staff, security (armed and unarmed) and volunteers during event.
- Works with Fire Department, Park District Police, Public Works and Naperville Emergency Management Agency (NEMA) to develop incident action plans.
- Police Department's Intelligence Unit monitors publicly available information leading up to event.
- Conducts final planning meeting at Police Department.



# SAFETY: POLICE DEPARTMENT

## Staffing

- Large events will **require** unified command, which may include a Police Commander, Intelligence Unit Detective, Fire Department Supervisor, NEMA (weather) and an event organizer to be present for duration of event.
- Large events may also incorporate the use of the Police Department's Special Response Team, Police and Fire drone operators, explosives detection K9 and dedicated police dispatchers. Mutual aid assistance from surrounding jurisdictions may also be necessary.
- Volunteer resources, including NEMA, Citizen Radio Watch (CRW), and Police Cadets may also be used when available.
- Events which require road closures and/or traffic control will be planned in conjunction with the Naperville Department of Public Works.

# 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: DEPARTMENT OF PUBLIC WORKS

- **Prior to the event:**

- Meet with the SE committee and event organizers to discuss routes, potential problems, and FEMA crowd control fencing.
- Create a traffic control plan that encompasses no parking/tow zones, road closures, barricade placement, blocking truck placement, and ADA viewing areas.
- Create maps of the event footprint and the affected streets.
- Communicate with city dispatch, regarding road closures and event times.
- Determine if street sweeping and pothole patching is required, within the footprint of an event, and schedule accordingly.
- Determine the amount of DPW staffing, equipment and vehicles needed to perform the pre/post event staging of traffic control devices. As well as for the day of the event.
- Recruit DPW workers to commit to working the day of the event.
- Meet with Police and Fire Department representatives to create an Emergency Action Plan, in the event of emergencies during the event.

- **The day of the event:**

- Meet internally before the event starts, to discuss individual DPW worker responsibilities and assignments.
- Close roads, deploy FEMA crowd control fencing, signs, barricades and blocking trucks. We then monitor how traffic is complying with the devices and adjust accordingly.
- When the event ends, we remove all devices and blocking trucks to open the roads.

- **After the event:**

- Pick up all remaining devices and signs.
- We meet internally to discuss issues or problems that were noticed, to help plan for next year's event.
- Billing is generated for DPW's costs incurred supporting the event.

# SAFETY: DEPARTMENT OF PUBLIC WORKS

## Keep In Mind:

- If your event requires FEMA crowd control fencing, costs can be significant, especially if DPW staff must deploy it. Deployment typically needs at least 6 extra workers, depending on the amount. Some organizers reduce costs by having fencing delivered in advance, using volunteers to stage it, and bundling pieces (11 per bundle) for DPW pickup after the event
  - The fencing is heavy, cumbersome, and only deployed on streets accessible to equipment.
- Staffing is particularly difficult from October through March, when DPW's priority is leaf collection and snow removal, often requiring extensive overtime.
- We work with organizers to manage costs, but safety and proper planning remain our top responsibility.

# SAFETY: EMERGENCY MANAGEMENT

## Risk and Preparedness

- Identify hazards and vulnerabilities
- Support development of plans/procedures
- Special event weather requests
- Special event exercises and training

## Operational Support

- Special event weather monitoring
- Supports on-scene units when incidents escalate



# SAFETY: FIRE DEPARTMENT



- ▶ **FIRE/EMS Requirements**
  - ▶ Peak Attendance
  - ▶ Event footprint
  - ▶ Dynamic event (Half-Marathon/Triathlon)
  - ▶ The main goal is the safety/security of participants
  - ▶ If your event is not SECA-funded, the cost is \$71.49/hour per paramedic

# SAFETY: FIRE DEPARTMENT



- Tier 0 Event: Less than 1,000
  - No staff on site, call 911
- Tier 1 Event: 1,000-5,000 attendance at the event's peak
  - One ambulance or one EMS golf cart
- Tier 2 Event: 5,000- 10,000 attendees at the event's peak
  - One ambulance, one golf cart, or bike team
- Tier 3 Event: Unified Command / Over 10,000 attendees at the event's peak, or a large area of coverage
  - One ambulance and one bike medic team, or 2 golf carts
- Tier 4 Event: Unified command, notification to the State of Illinois and/or Red Cross
  - One ambulance, one bike medic team, and 2 golf carts

# EVALUATION PROCESS

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

# LINKS TO VISIT & SAVE

- ❖ City of Naperville Permitting, Plans and Licensing portal:
  - ❖ <https://napervilleil-energovweb.tylerhost.net/apps/SelfService>
- ❖ Permits, Plans & Licensing (Scroll down until you see Community Services)
  - ❖ <https://www.naperville.il.us/css-permits-plans-licensing>
- ❖ <https://napervilleparks.org/specialevents>
- ❖ <https://napersettlement.org/327/Large-Scale-Event-Rental>
- ❖ <https://crowdmanagers.com/>
- ❖ <https://willcountyhealth.org/food-establishment-licensing-and-permitting/>
- ❖ <https://www.dupagehealth.org/185/Food-Safety>
- ❖ How to Apply Online for Temporary Food Permit:
  - ❖ <https://www.dupagehealth.org/DocumentCenter/View/504/Permit-Portal-Login-Instructions-PDF?bidId=>

# Q& A Session



# Thank you!

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