



Instructions

*Applications for 2022 special events will be accepted from
Monday, June 7, 2021 through Friday, July 9, 2021*

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 or Film Production Event permit, as well as additional supplemental permits that may be required for your event.

Applications for all permits can be found on the City's website at:

<https://www.naperville.il.us/services/permits--licenses/special-events-permit/>

A Special Event Checklist, which is designed to help you determine permits that are required for your event, provided for you on page 4. Not all information may be applicable to your event however, all event organizers are required to complete the application in full and submit it with the requested documentation. The City of Naperville has final approval for all events.

Special Event Criteria

In 2018, members of the Special Events Team performed a comprehensive review of how events are evaluated and categorized. The Team decided to eliminate the "major" and "minor" event designations as they are no longer relevant to the departments.

Instead, the group created department specific criteria for each event and assigned an "impact score" based on the information provided in the application and previous experience with the event. Scores will range from zero to four by department and include, but not be limited to, such criteria as staffing levels required, expected attendance, parking impact, number of days of event, footprint of event (including road closures), inspections, mutual aid potential, type of entertainment, community impact, and whether liquor is served. The final score will determine the recommendation to the City Council and the appropriate level of City services.

Requirements and Conditions

- 1. Alcoholic Beverages:** A Special Event Liquor License is required for the sale of alcoholic beverages and must be approved by the City of Naperville Liquor Commission. Please contact the Mayor's Office at (630) 548-2983 prior to the event for requirements.
- 2. Amplification:** An Amplifier permit must be obtained 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:** A Special Event permit is not necessary for block parties; however, the City of Naperville requires that a permit be obtained for this type of gathering.

4. **Certificate of Insurance:** The applicant must submit an original Certificate of Insurance and the Additional Insured Endorsement page naming the City of Naperville, and their respective public officials, officers, employees, volunteers, agents and assigns, as an additional insured in the general aggregate amount of \$2,000,000. Furthermore, 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 30 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 the 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:** Based on the impact score of the event, the City may require certain personnel on-site, including Police and/or Fire resources. The costs of all City personnel involved during the day(s) of the event, and in the preparation for the event, will be charged to the sponsoring agency unless funds from the Special Events and Cultural Amenities (SECA) Grant 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 and the city. The bill will be transmitted to the sponsoring agency within sixty (60) working days after the conclusion of the event.
7. **EMS Support:** Based on the impact score, certain events may require on-site medical support to supplement the City'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. **Filming Production Event:** Applications must be submitted to the Special Events Coordinator no fewer than 30 days prior to the event.
9. **Fireworks:** A permit is required for the use of fireworks during a special event.
10. **Food and Beverage Health Inspections:** Food and beverages shall not be sold at an event unless approved by the DuPage and/or Will County Health Department(s). Event organizers are responsible for arranging health inspections for their events.
 - DuPage County Health Department – (630) 682-7979 ext. 7183
 - Will County Health Department (Bolingbrook) – (630) 679-7030
11. **Food and Beverage Tax:** The City may require a food and beverage tax be imposed on food and beverages sold at events. Please refer to page 19 of the Special Event Resource Guide for details.
12. **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.
13. **Resident and/or Business Notification:** For those events that require street closures or may cause disruption for residents or businesses, the event organizer must provide mailed or hand delivered notification 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 Coordinator will provide the event organizer with a mailing list.

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

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. Application Deadline:** Applications for events held in 2021 will be accepted from June 7, 2021 through July 9, 2021.
- 2. Application Review:** Once the submission process is closed the Special Events Team will meet to review and score each application and provide a recommendation to the City Council.
- 3. Required Documentation:** The following documentation must be submitted with the application:
 - a. Hold Harmless Agreement
 - b. Certificate of Insurance: An original Certificate of Insurance and the Additional Insured Endorsement page naming the City of Naperville and their respective public officials, officers, employees, volunteers, agents and assigns, as an additional insured in the general aggregate amount of \$2,000,000.
- 4. Submission Process:** Return required applications and supporting documentation to:

Dawn Portner, Special Events Coordinator
City of Naperville
Community Services Department
400 S. Eagle Street
Naperville, IL 60540
Phone: 630-305-5340
Fax: 630-305-5300
E-Mail: portnerd@naperville.il.us

You will be notified by the Special Events Coordinator once the application has been approved. At that time, you may pick up the permit(s) at the Community Services Department or arrange to have them sent via mail.

Application Checklist

Use this list to ensure that you have included all required documentation for your application packet and have information ready for when the event is approved.

Documents that must be submitted:

- Complete Special Event application
- Executed Hold Harmless Agreement

Once your event is approved:

- Supplemental permit applications due 90 days prior to the event
- Certificate of Insurance including the Additional Insured Endorsement page, listing the City of Naperville, 30 days prior to the event
- Appropriate payment based on required supplemental permits (see below)

Supplemental permit applications that *may* be required:

Submitted	Does Not Apply	Permit	Cost/Fee
<input type="checkbox"/>	<input type="checkbox"/>	Amplifier Permit	\$5.00/day
<input type="checkbox"/>	<input type="checkbox"/>	Liquor License	Based on Size of Event
<input type="checkbox"/>	<input type="checkbox"/>	Raffle Permit	\$25.00
<input type="checkbox"/>	<input type="checkbox"/>	Tent Permit	\$85.00
<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit	Dependent on Signs



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GENERAL INFORMATION

Name of Event: _____

Type of Event: ___Parade ___Walk/Run ___Festival ___Film Production ___Other

Location of Event: _____

Date (s) of Event: _____ Hours on Site: _____ to _____ Hours of Event: _____ to _____

Estimated attendance per day: _____ 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 and 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 has been done to address 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 or contact the Special Events Coordinator.*

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

If yes, please contact the Special Events Coordinator to discuss the City's inspection requirements.

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

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

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 signage 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

Please contact the Mayor's Office at (630) 548-2983 prior to the event for information on liquor license requirements.

Will you serve food at your event? YES NO

If yes, please indicate the number of vendors _____

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 and/or Will County Health Department(s).

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	DATE	TIME

**** FOR FILM PRODUCTION EVENTS ONLY ****

Type of production: _____

Address of the production: _____

Number of production staff onsite for filming: _____

Length of production: _____

Hours of the production each day: _____

Number of vehicles onsite for filming: _____

Types of vehicles onsite for filming: _____

What is the parking plan for the production vehicles? _____

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, email, or deliver in person completed applications to:

**Dawn Portner, Special Events Coordinator
City of Naperville
Community Services Department
400 S. Eagle Street Naperville, IL 60540
Phone: (630) 305-5340
Fax: (630) 305-5300
email: portnerd@naperville.il.us**