



CITY OF BATAVIA

SPECIAL EVENT POLICY

I. POLICY STATEMENT

The City recognizes that special events often bring certain benefits to the community. At the same time, the City must have sufficient notice prior to an event so that it can evaluate the potential impact such an event might have on the resources of city departments, city-owned properties and facilities, and ultimately on the community as a whole. Each event has unique characteristics and will have a different impact on these services and resources. It is the intent of the City of Batavia to preserve the public's health, safety, welfare, and to promote the responsible use of publicly owned facilities, property and resources. Therefore, each event shall be considered on a case-by-case basis.

II. SPECIAL EVENT CRITERIA The following criteria shall be used to determine if an event falls under the scope of a special event covered under this policy:

1. All outdoor events held on City property (i.e. street, sidewalk, etc.) and/or events that may, in the opinion of the City, have an impact on the public health, safety, and welfare of the community, including events held exclusively on private property.
2. An event that requests any of the following actions, which must be approved by the City Council:
 - Street and/or parking facility closures (with the exception of block parties or streets previously authorized for closure by the Chief of Police).
 - Events that require the posting of No Parking signs.
 - Any event to be held on public property where liquor is to be served.

The City will provide support to special events on the following basis:

1. **Governmental Entities:** The City shall waive all fees and costs associated with a special event, covered under this Policy, which is operated by a governmental entity (i.e. School District, Park District, Kane County, etc). The waiver of fees and costs also applies to events and activities that are co-sponsored by the City of Batavia, as determined by the City Council (for example: Independence Day celebration, Art in Your Eye event, etc.).
2. **Non-governmental Entities:** A private or for-profit entity sponsoring or operating a special event, covered under this Policy, shall pay all required fees and reimburse the City for 100% of the cost for all services rendered for said special event. A non-governmental non-profit entity sponsoring or operating a special event covered under this policy shall also pay all required fees and reimburse the City for 100% of the cost for all services unless waived by the authority of the City Council in the best interests of the City.

Notwithstanding the above, an organization that elects to hold an event may be required to pay 100% of the fees and costs, if the City's fiscal year (January 1 - December 31) budget does not include an allocation for the cost of services required.

III. REQUIREMENTS AND CONDITIONS

Alcoholic Beverages: A Class F Liquor License is required for the sale and/or dispensing of alcoholic beverages on a temporary basis. The Mayor of Batavia, serving as the Liquor Commissioner, must approve all Class F Liquor Licenses. Please contact the Mayor's office at 630-454-2053 for an application.

Amplification: The use of loudspeakers or amplifiers connected with any radio, phonograph, microphone or any such device on any public street or public place is permitted, however, the City of Batavia reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the City of Batavia Police Department.

Block Parties: Special event application is not necessary for block parties; however the City of Batavia requires that a permit be obtained for this type of gathering. For a block party permit application, please visit www.cityofbatavia.net or contact the Batavia Police Department.

Carnivals: A carnival permit must be obtained to give, conduct, produce, operate or present a carnival as defined in the Batavia City Code (Chapter 4 – Amusements). Please visit www.cityofbatavia.net or contact Building and Code Enforcement to obtain an application. All carnivals must be inspected by the city prior to opening.

Certificate of Insurance/Hold Harmless Agreement: A Certificate of Insurance is required for special events, naming the City of Batavia as an additional insured. In addition, the event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the City of Batavia against any and all actions arising from, during, or as a result of the event. See Section V. Insurance Requirements of this policy for insurance requirements.

Closure of a Public Street or Sidewalk: Closing or blocking a public street or sidewalk has public safety and labor/material implications. Events proposing a blockage or closure may need to coordinate safe passage/detours for pedestrians/vehicles, barricades, traffic control, and state (IDOT) permits. A map should be provided in order to give an accurate picture of any public streets or sidewalks that will need to be blocked.

Compliance with City Ordinances: The applicant shall comply with all applicable City ordinances, codes, conditions and requirements. The organizer should be aware that depending on the type of special event, this may require plan reviews and inspections by the Fire, Police, Public Works Department, and/or Community Development Department.

Compensation for City Staffing: Depending on attendance and type of event, the City may require personnel, including Police and/or Fire at the function. City personnel involved during the day(s) of the event shall be charged back to the event organizer, if applicable. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents and reduce the public liability exposure to the sponsoring agency, as well

as the City. The invoice for these costs will be transmitted to the event organizer within sixty (60) days after the completion of the event.

Downtown Events: The number of special events that require street closures in the downtown district (as defined in the City's Zoning Code) for more than one (1) hour may be limited to one (1) every thirty (30) days. This restriction does not apply to event(s) on private property that require no street or parking lot closures.

Electrical Service: Events requiring electricity should specify the size of electric service needed and the proposed source (self-provided generator or city-provided temporary service). A map of the electrical installation should also be included, particularly if there will be multiple power cords involved in providing service. The City does not provide extension cords, cables, etc.

Temporary electric service will be provided by the City of Batavia Electric Division by installing 240/120V, 100A secondary panels. Any request for a temporary electric service installation should be directed to the City of Batavia Electric Division at 630-454-2350. The applicant should provide the location and desired number of secondary panels to be installed. The total fee for this temporary service installation and removal is \$1,000 per panel. Any additional electric work for this temporary electric service shall be in compliance with the National Electric Code and must be inspected by a City of Batavia-Electrical inspector.

Fireworks & Pyrotechnics: The City of Batavia Code (Chapter 5 – Police Regulations) requires a permit for public exhibition of fireworks or pyrotechnics. Applicants should work with the Batavia Fire Department to obtain the required permit. Permits for fireworks and pyrotechnic displays can take an extended amount of time to be processed, as additional requirements are present. In order to comply with these requirements, permit application should be submitted sixty (60) days prior to the intended date of the display.

Food and Beverage Inspections: Food and beverages shall not be sold at an event, unless approved and licensed, if necessary, by the Kane County Health Department. Any special event serving food must provide a sign-off letter from the Kane County Health Department. Event organizers are responsible for arranging health inspections for their events. Please call the Kane County Health Department at 630-444-3040 for more information. In addition, all cooking devices used under a tent need to be approved by the Batavia Fire Department. No open flame devices will be allowed under a tent. All cooking equipment shall be accompanied by a dry chemical fire extinguisher of suitable size with a current certification tag.

Portable Sanitation Facilities (Water/Sewer/Portable Toilets): Typically, portable sanitation facilities may be necessary based on the nature and length of the event, especially if serving food or drink is a part of the event. The number of portable toilets required can be found in *Appendix B*. Also, the Kane County Health Department may require hand washing facilities for those engaged in food preparation. For more information on county requirements, contact the Kane County Health Department at 630-444-3040. Any request for a domestic water hook-up should be directed to the City of Batavia Water Division at 630-454-2450.

The event site shall be cleared of all debris within twenty-four (24) hours of the close of the event, and temporary structures and/or sanitation facilities must be removed from the site within seventy-two (72) hours of the close of the event. Any extension of time for said clearance and/or removal must be submitted with the permit application.

Raffles: A City and County permit is required for a raffle if the total aggregate value of the prize(s) is over five hundred dollars (\$500). Please contact the City Clerk's office at 630-454-2057 for the City's raffle permit. For the Kane County raffle permit, please visit www.co.kane.il.us or contact the Kane County Clerk's Office at 630-232-5950.

Reservation of Annual Event Dates: If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve special event dates more than one year in advance.

Resident and/or Business Notification: For those events that require street closures, or may cause disruption for City of Batavia residences or businesses, mailed or hand delivered notification must be provided to the affected parties **thirty (30) days** prior to the event. The City of Batavia will determine which parties are to be notified and the City will provide the event organizer with a mailing list for the affected areas.

Security and First Aid: On events of 250 participants or more, a security and first aid plan must be included that provides the number of security personnel that will be present during the special event with their duties and responsibilities specified. On events of 1,000 participants or more, at least one paramedic ambulance shall be required at the event. Firms providing security or ambulatory functions at special events must provide their regulatory number and certificates at the time of application. The first aid plan must indicate the location of first aid stations, the number and qualifications of emergency medical personnel, and the location of any emergency vehicles that will be on site. The security and first aid plan must also address the following issues:

- a. Contact information (name, phone #, etc.) for on-site event representative for security and first aid matters.
- b. How risks associated with the event will be addressed;
- c. How emergency weather watches and warnings will be handled;
- d. How communication among event support staff will be handled;
- e. Procedures for contacting appropriate public safety agencies (E911) in the event assistance is needed.

Tents & Temporary Structures (Temporary Outdoor Entertainment): The use of tents, stages and other temporary structures for events is defined as Temporary Outdoor Entertainment and requires an inspection and permit prior to use. A Temporary Outdoor Entertainment permit shall be required for all public and private special events. All tents shall have current fire-retardant certification attached.

Trash/Recycling Receptacles and Collection: Typically, trash/recycling receptacles are necessary at most events. Event sponsors will need to contact a suitable waste hauler to schedule the placement of trash receptacles and one or more refuse pick-ups during and/or after the event. The number of necessary trash/recycling receptacles and frequency of collections will vary based on the nature and length of the event.

The event site shall be cleared of all debris within twenty-four (24) hours of the close of the event. Any extension of time for said clearance and/or removal must be submitted with the permit

application. The City encourages event sponsors to observe recycling practices whenever possible during the conduct of their event.

Two or More Applications for the Same Date and General Location: In the event that two or more Special Event Applications are received for the same date and general location, the date and time that each application was received by the City of Batavia shall determine the order of preference. Once a special event has been granted, it shall be the policy of the City Council to not allow further events for the same date(s) and general location.

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.

Waiver of Requirements and Conditions: Special event requirements and conditions shall be waived by the City Council in those instances as deemed to be in the best interests of the City.

IV. SPECIAL EVENT APPLICATION PROCESS

Application: The Special Event Application is due to the City of Batavia, at a minimum, thirty (30) days prior to the event. A minimum of ninety (90) days is required for events that require closure of public streets, use of public parking lots, or the dispensing of alcoholic beverages. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration. Notwithstanding the time requirements above, event organizers are encouraged to submit in as much time in advance of their event as possible to ensure adequate time for review and planning is afforded.

Application Form & Submission: A City of Batavia Special Event Application may be obtained online at <http://www.cityofbatavia.net/specialevent>. Once complete, the application, all required permit applications, copies of other permits, and any other supporting documentation should be emailed to SpecialEvents@cityofbatavia.net. Paper copies may be mailed or delivered to Batavia City Hall, Attn: Special Events, Community Development Department, 100 North Island Avenue, Batavia, IL 60510. **Applications that do not include all of the necessary supporting documentation shall be considered incomplete and not processed for review and approval.**

Application Review: Every City department affected by the special event (Fire, Police, Public Works, Community Development, etc.) shall review the Special Event Application based on the following criteria:

- Use of resources and cost to the department;
- Proposed benefit of the event to the community;
- Any perceived public health or safety problems; and
- Proposed use of city property.

Using the established criteria, the departments shall evaluate and comment on the application, and note any changes that need to be made to the proposed special event. The department(s) must also

estimate the cost of support services, if any, which have been requested by the sponsoring entity or will be required by the department for the special event.

Application Review Meeting: An application review meeting with the affected departments and the sponsoring entity may be held, if necessary, to discuss the application, comments by department staff, questions from the sponsoring entity and any other relevant information.

Consideration and Approval: City staff shall issue an approval for an event once all requirements and conditions described under this policy have been satisfied (with the exception of liquor licenses, carnival permits and other items requiring approval by the City Council). Event sponsors may petition the City Council for a waiver of special event requirements and conditions, and the City Council shall grant such waivers in those instances as deemed to be in the best interests of the City (see *Waiver of Requirements and Conditions* above).

City of Batavia Permit/License Applications and Fees: All required permit applications must be submitted at the same time as the Special Event Application. The event sponsors shall be contacted upon completion of the required permit(s). At that time, the event sponsor may pick up the permit(s) from the City of Batavia Municipal Center or arrange to have them sent via mail.

Permit/license fees are payable upon submittal of your permit/license application(s). A schedule of the permit/license fees can be found in Appendix A. For permits/licenses administered by the City, make checks payable to the City of Batavia and note the name of the event on the check. The City shall not collect permit/license fees required by other governmental entities.

At the discretion of the City Administrator, or his/her designee, a deposit of up to 50% of the cost of services to be provided may be required to be paid at the time of application. Factors to be considered in requiring this deposit include the number of years the event sponsor has existed, the prior payment history of the event sponsor, experience of the event sponsor in working with other municipalities, and total cost of staff time required to evaluate, plan, and execute the event.

Other Permits: When applicable, the sponsoring organization is required to obtain permit(s) from other governmental entities (i.e. Batavia Park District, Kane County, etc.). The sponsoring organization is required to submit copies of such permits to the City, at a minimum, **twenty-one (21) days** prior to the event.

V. INSURANCE REQUIREMENTS

The applicant shall furnish the City with an original Certificate of Insurance naming the City of Batavia as an additional insured. The Certificate of Insurance will be due at least thirty (30) days prior to event date and shall be issued by a company licensed in the State of Illinois, approved by the City, and covering any and all liability. In addition, the special event must be named on the Certificate of Insurance. The following minimum coverage limits are required for all special events occurring in the City of Batavia:

Commercial General Liability: \$1,000,000 per occurrence

\$2,000,000 in the aggregate

The City of Batavia reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by city staff and/or City Council.

APPENDIX A
SCHEDULE OF PERMIT AND LICENSE FEES

<u>PERMIT/LICENSE</u>	<u>FEE</u>
Carnival	\$200 per week
Circus	\$25 per day + \$5 per sideshow
Class F Liquor License (Temporary)	\$250 application fee + \$50 per day
Tents	\$55
Raffle	\$5 (Prizes from \$501 to \$5,000) \$25 (Prizes from \$5,001 and over)

APPENDIX B
SPECIAL EVENT PORTABLE TOILETS BREAKDOWN

(No fixed facilities)

Number of Units required when no pumping service is provided
 50/50 Mix of Men & Women
 One unit provides approximately 200 uses with 4 hours between use

Average Crowd Size	Average Hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	186
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313

APPENDIX C

SITE PLAN/ROUTE MAP

Your event site plan/route map must include the following items:

- An outline of the entire event area including the names of all streets or areas that are part of the event and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.