



City of Batavia Special Event Application Guide

Batavia Community and
Economic Development Department
100 N. Island Avenue
Batavia, IL 60510-1931
630-454-2700
permits@cityofbatavia.net
cityofbatavia.net/specialevent

This is a summary of the City of Batavia requirements for special events permits. This is intended to interpret and explain the ordinances and policies but does NOT represent or replace the actual ordinance language. Every effort has been made to ensure the accuracy and timeliness of this information. Please refer to the complete [Special Event Policy](#) for details.

Dated: 4/23

Batavia supports a variety of special events while balancing the needs of the residents and business owners affected by the events. The Community and Economic Development Department is responsible for managing applications and serving as a liaison between event organizers and City departments throughout the application process.

Please note, applying for an event does not guarantee approval.

A Special Event Application and Batavia City Council approval is required for:

- - All outdoor events held on City property (streets, sidewalks, etc.)
 - Events that may have an impact on the public health, safety and welfare of the community, including events held exclusively on private property
 - Events that require street and/or parking facility closures (except for block parties which have a separate application through the Batavia Police Department)
 - Events that require posting No Parking signs
 - Any event held on public property where liquor is to be served.

Requirements and conditions

Below is a summary of the requirements and conditions. Please refer to the complete [Special Event Policy](#) for details.

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: A special event permit is not necessary for a block party; however, a block party permit through the Batavia Police Department is required. [Block Party Permit Request](#).

Carnivals: To host a carnival, a separate carnival permit must be obtained. Contact 630-454-2700 for an application.

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.

Closure of a Public Street or Sidewalk: Events proposing a blockage or closure may need to coordinate safe passage/detours for pedestrians/vehicles, barricades, traffic control, and state 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. Please refer to the complete [Special Event Policy](#) for details.

Compliance with City Ordinances: Depending on the type of special event, the Batavia Fire, Police, Public Works Department, and/or Community Development Department may require plan reviews and inspections. Please refer to the complete [Special Event Policy](#) for details.

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 determines 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. The invoice for these costs will be sent to the event organizer within 60 days after the completion of the event. Please refer to the complete [Special Event Policy](#) for details.

Downtown Events: The number of special events that require street closures in the downtown district for more than one hour may be limited to one every 30 days. Please refer to the complete [Special Event Policy](#) for details.

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. 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. Please refer to the complete [Special Event Policy](#) for details.

Fireworks & Pyrotechnics: A permit is required for fireworks or pyrotechnics. Applicants should work with the Batavia Fire Department to obtain the required permit.

Food and Beverage Inspections: Food and beverages sold at an event need to be 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. Please refer to the complete [Special Event Policy](#) for details.

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. Please view the complete special event policy for details. Call the City of Batavia Water Division at 630-454-2450 to request a domestic water hookup. The event site must be cleared of all debris within 24 hours of the close of the event, and temporary structures and/or sanitation facilities must be removed from the site within 72 hours of the close of the event. Please refer to the complete [Special Event Policy](#) for details.

Raffles: A City and County permit is required for a raffle if the total aggregate value of the prize(s) is over \$500. Please contact the City Clerk's office at 630-454-2057 for the City's raffle permit.

Reservation of Annual Event Dates: For annual events 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, the event will require an annual application 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 30 days prior to the event.

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 is required at the event. Please refer to the complete [Special Event Policy](#) for details.

Tents & Temporary Structures (Temporary Outdoor Entertainment): The use of tents, stages and other temporary structures 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. Please refer to the complete [Special Event Policy](#) for details.

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 Please refer to the complete [Special Event Policy](#) for details.

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 determines the order of preference. Please refer to the complete [Special Event Policy](#) for details.

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 can be waived by the City Council if deemed to be in the best interests of the City.

Application Process

The Special Event Application is due to the City of Batavia a **minimum of 90 days** 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.

Application Form & Submission: A City of Batavia Online Special Event Application is available at cityofbatavia.net/specialevent. If you have questions about the application, please contact the Batavia Community and Economic Development Department at 630-454-2700.

Application Review

Every City department affected by the special event (Fire, Police, Public Works, Community Development, etc.) will need to review the Special Event Application. Each application will be evaluated by the following:

- 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.

If City staff has questions, the applicant will be contacted and, if necessary, an application review meeting may be called.

Application Approval

City staff will approve an event once all requirements and conditions described under the City's 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. Please see the complete Batavia Special Event Policy for details.

Permit and Application Fees

All required permit applications must be submitted at the same time as the Special Event Application. Fees can be paid online after you complete the application. Please refer to the complete Batavia Special Event Policy for a list of specific fees, insurance requirements.

BEFORE YOU APPLY

Filling out the online application requires you to create an account.

In preparation for filling out the application, please have the following information ready:

- Event address location
- Description and title of the event
- Name, address and type of the organization sponsoring the event. If it's a non-profit organization, you will need to attach documentation verifying that status
- Special event contact name, phone number and address
- Event security and first aid plan if applicable
- DRAM Shop insurance proof if alcohol will be sold