

Special Event Permit Application Policy and Instructions



1. Please **READ ALL INSTRUCTIONS BEFORE** completing application and applying.
2. Please submit completed application with supporting documents to klamela@villageofwinfield.com.
3. The application must be reviewed by the Community Events Commission at their monthly meeting held on the first Tuesday of each month **BEFORE** being approved at one of the Village Board meetings held on the first and third Thursday of each month.

PLEASE ALLOW ENOUGH TIME FOR THE APPROVAL PROCESS.

4. If you have any questions, please contact the Administration Department at klamela@villageofwinfield.com or 630-933-7111.

Thank you for your interest in holding a special event in the Village of Winfield. This packet contains information to assist you in organizing, registering, and obtaining any required permits/licenses. **Special event permit applications must be submitted at least sixty (60) days prior** to the event and the application form can be found at www.villageofwinfield.com. A \$50 nonrefundable administrative fee must be paid at the time of application submission please make checks payable to the Village of Winfield and note the name of the event on the check. **If the organization is a 501(c)3 seeking to apply for a fee waiver, grant, or both from the Village, the application must be submitted at least ninety (90) days prior to the event.**

Some of the information in this packet will not apply to your event; however, all event organizers are required to complete a Special Event Permit Application in full and submit it to the Village to be processed. All applications will then be submitted for review to the Community Events Commission which will review the application for completeness and provide a recommendation to Village staff and the Village Board. All first-time events must also receive approval from the Village Board of Trustees.

Submission of an application does not guarantee approval of the event request. The Village reserves the right to approve, deny, or modify requested events. If a Special Event Permit Application is approved by the Village Board, the application permit will be signed by the Village and will also outline any additional requirements or submittals that may be needed prior to the event. If you have any questions regarding the special event permit application process, please contact the Administration Department at (630) 933-7111.

I. Criteria

The following criteria will be used to determine if your event is a special event, requiring completion of this application:

1. All outdoor events held on Village property, i.e., streets, sidewalks, the Winfield Riverwalk, and/ or deemed to significantly impact normal Village operations (such as police patrol, public works, etc.) are considered special events.

2. An event that requests any of the following actions is considered a special event:

A. Events requiring street or sidewalk closures (except block parties, which are not considered special events) or that will be held on public property where alcohol is to be served fall under the scope of this policy.

B. Events that require closure of Village parking lots and/or the use of Village-owned property.

C. An outdoor event held by a licensed business that will be open to the general public is considered a special event and requires a special event permit. Examples of such events include sidewalk sales, tent sales, promotions held in parking lots, etc.

II. Requirements and Conditions

1. Alcoholic Beverages

A temporary liquor license is required for the sale or distribution of alcoholic beverages for organizations which do not already hold a village of Winfield liquor license. Temporary liquor licenses for a class F1-Special Event, beer and wine only liquor license and/or class F2-Special Event, specialty drinks only liquor licenses are issued only to non-profit organizations and can be obtained from the Village's administration office. A certificate of liquor liability insurance (dram shop) with a minimum liability limit of \$1,000,000, and proof of alcohol awareness training (BASSET) must be submitted prior to final event approval. Please contact the Administration Department at least five (5) weeks prior to your event for details on obtaining a liquor license. Liquor License fee: \$50.

2. Block Parties

Block parties do not require completion of this application. For information on block parties, please visit www.villageofwinfield.com or call (630) 933-7100.

3. Certificate of Insurance and Policy Endorsement

Upon approval of a Special Event Permit, an original certificate of insurance with policy endorsement listing the Village of Winfield as an additional insured and certificate holder for general liability must be submitted. The certificate of insurance shall be issued by a company licensed in the State of Illinois and cover any and all liability. The minimum coverage limit for an event is \$1,000,000 in the aggregate. The Village of Winfield reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by the Village.

4. Compliance with Village Ordinances

The event organizers shall comply with all applicable Village ordinances, codes, conditions and requirements.

5. Compensation for Village Staff Time

Depending on the anticipated event attendance and type of event, Village personnel, including Police and Public Works may be required at the event (i.e. road closures, street sweeping, barricade set up and rental, clean up, etc.). The Village shall determine the number of personnel necessary to ensure the safety of participants and minimize the impact of the event on normal village operations and resources. The cost for services will be charged directly to the event organization and/or agency. Nonprofit organizations may apply for a waiver of these costs. The Village Board has final approval of any waiver of costs request.

6. Site Plan or Parade/Race Route

Outdoor events or those which will include a parade or race, must submit a detailed route/site plan with the application. This route/site plan must describe the event location, including the names of all streets, intersections, or parking lots which will be utilized during the event. In addition, the location of event activities (i.e. vendor tents, staging, music, alcohol tent, etc.) should be properly labeled. Event organizers are required to submit a preliminary route/site plan with the application which will be reviewed by the Police and Public Works Departments prior to the event approval. Prior approval by the Police Chief or his/her designee is required for parade and/or race events requiring the use of public rights-of-way.

7. Promotional Signs and/or Banners

Event organizers who wish to use or banners to promote upcoming events must provide detailed information including a description, size, and location with the Special Use Application for consideration. Please refer to the Section 10-2-16 of the Village Code which can be found on the Village website at www.villageofwinfield.com for additional information.

8. Food and beverage health inspections

Food and beverages cannot be sold at an event or offered at no cost, unless approved and/or licensed, if necessary, by the DuPage County Health Department. Event organizers are responsible for arranging health approvals and inspections for their events. Please contact the DuPage County Health Department at 630-682-7400 for more information.

9. Animals and Carnival Rides

Events that include the use or inclusion of any animals and any event that would include carnival rides require contacting the Administration Department at (630) 933-7111 for more information prior to submitting a Special Events Permit Application.

10. Permission for Use of Property

Events taking place on property not owned by the Village of Winfield require a letter from the property owner granting use of the property for the event. This requirement applies to any event taking place on private property or property owned by a governmental entity, other than the Village of Winfield (i.e., school district, park district, library district, township, county, etc.). This requirement does not apply to businesses holding events on property owned by that business.

11. Resident and/or business notification

For those events that require street closures or that may cause an unintended impact to village businesses or residents, mailed or hand delivered notification must be provided to residences and businesses within 300 feet of the event location or any affected parties no less than seven (7) days prior to the event date. Event organizers are responsible for communicating with the Village of Winfield to determine which parties are to be notified.

12. Restrooms and Hand Washing Stations

Event organizers must provide patrons access to portable restrooms with hand washing stations if no restroom facilities or an inadequate number are available on-site. The Village recommends 1.5 port-o-johns per 100 people, one handicap stall per 300 people, and one hand washing station per 200 people.

13. Sound Equipment

A description of any sound amplification associated with live music, PA systems, microphones etc.

should be included with the Special Event Application along with the days and times it will be in use. The Village reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the Winfield Police Department.

14. Tents

The use of free-standing tents will be considered for events. Information including use, size, type, anchors, location, etc. must be included with the Special Event Application for consideration. Additional information may be requested and an inspection may be required prior to the event.

15. Riverwalk Park Bandshell Rental

Please note the following additional rental fees:

Residents and Non-Profit Organizations: \$200

Businesses and Non-Residents: \$400

Deposit: \$300 (Refundable after event)

These fees are in addition to any other applicable event or permit fees and must be submitted before the application is reviewed. The deposit will be refunded once the Village has determined the premises are free from garbage and damage. All bandshell rentals require completion of the Village of Winfield Special Event Permit Application, which must be submitted at least sixty (60 days) prior to your event. Applications are subject to review by the Community Events Commission and approval by the Village Board.

16. Event Barricades

Events that take place on public streets, parking lots, or sidewalks such as parades and races or events on public or private property which will offer the sale or tasting of alcoholic beverages will be required to barricade portions of the event area for safety and security. In addition to barricades, the Village may require that snow fencing be installed if the event provides liquor. Event organizers will be required to contact the Administration Department at 630-933-7111 after approval to determine the quantity and location of event barricades/snow fencing.

17. Refuse and Recycling Collection

For events that are to take place on public property (i.e., streets, parking lots, public rights-of-way), the event organizer must submit a refuse and recycling plan with the Special Event Application. Failure to remove trash after an event may result in the cost of cleanup being billed directly to the host organization and the denial of future requests of the host organization.

18. Right to Modify/Cancel Event

The Village of Winfield reserves the right to cancel any event at any time for reasons deemed necessary by the Village, including, but not limited to, severe/dangerous weather, failure to submit required forms, insurance documentation, and/or permission from property owners granting permission for use of property.

19. Fee Waivers

If the organization hosting the event has IRS 501(c)3 status, the event may be eligible for fee waivers. In order to obtain a fee waiver, a letter addressed to the Village Manager requesting the waiving of all applicable fees, accompanied with documentation of the organization's 501(c)3 status should be provided with the completed application.

20. Village Board Consideration and Event Approval

The recommendations of the Community Events Commission and the staff evaluation will be presented to the Village Board for their consideration and approval during a regular Village Board Meeting which is typically held on the 1st and 3rd Thursday of each month at 7:00 PM. The Village Board will review the permit application, the recommendations of the Community Events Commission, and the staff evaluation regarding the special event. The Village Board has the final approval regarding all special events described under this policy.

Village of Winfield Special Event Permit Application

The Special Event Permit Application must be submitted at least sixty (60) days prior to the event date in order to ensure sufficient time for processing. Please note the Community Events Commission meets the first Tuesday of each month. Please contact the Village at 630-933-7111, or refer to the Special Event Permit Application Guidelines at www.villageofwinfield.com for more information. ***The Special Event Permit processing fee is \$50.00 and must be submitted with the application.***

EVENT INFORMATION																	
Event Title																	
Type of Event	☐ Carnival or Rides ☐ Business Special Event ☐ Festival ☐ Outdoor Concert ☐ Parade ☐ Tent Sale ☐ Walk/Run/Bike ☐ Zoo/Circus ☐ Other (please specify): _____																
Event Date(s)		Time															
Alternate Date(s)		Time															
First Time Applicant?	☐ Yes ☐ No	Is it an Annual Event?	☐ Yes ☐ No														
Event Website (if any)			Anticipated Attendance														
Location of Event Please list all requested street or sidewalk closures noting time(s) each street will be closed.																	
Describe the Event Please describe your event in detail including any additional information that may be important to understanding its scope and purpose. Please attach any promotional materials regarding the event.																	
Please see Section 3 of the Special Event Application Guidelines for more information regarding Event Activities																	
Event Activities: Please check all items that will be included in your event.																	
Automobiles Balloons/Signs/ Decorations Bands/Live Music Decorations Floats Food Booth(s) Lighting Portable Toilets Retail Sales Stage/Bandshell* *Additional Fees Apply Vendors	*Extraordinary activities may require additional licenses, fees or submittals. See Guidelines for additional information. (#15 for bandshell fees.) <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Alcohol*</td> <td style="width: 33%;">Parade/Race*</td> <td style="width: 33%;">Sound Equipment</td> </tr> <tr> <td>Animals*</td> <td>Parking Lots*</td> <td>Streets/Sidewalks/Barricades*</td> </tr> <tr> <td>Bandshell*</td> <td>Promotional Signage/Banners*</td> <td>Tents*</td> </tr> <tr> <td>Carnival Rides*</td> <td>Raffle*</td> <td></td> </tr> </table> Other: (please Specify) For extraordinary activities checked above, please indicate type, size and location(s): _____ _____					Alcohol*	Parade/Race*	Sound Equipment	Animals*	Parking Lots*	Streets/Sidewalks/Barricades*	Bandshell*	Promotional Signage/Banners*	Tents*	Carnival Rides*	Raffle*	
Alcohol*	Parade/Race*	Sound Equipment															
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Bandshell*	Promotional Signage/Banners*	Tents*															
Carnival Rides*	Raffle*																

Draw Event Site Plan Please provide a draft site plan for your event. Please include the following applicable locations; food/drink vendors, bathrooms, entry/exit points, parking, tents, barricades, and any additional details. (See guidelines for additional information).	
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All applications should be completed and submitted **not less** than sixty (60) days prior to the event date. Applications that are complete and submitted to the Village along with any necessary submittals will be processed by Village staff. Incomplete applications will be held for processing until it is complete. Please return your completed Special Event Permit Application and processing fee to:

By Mail/Drop Off: Village of Winfield, Administration Department, 27W465 Jewell Road, Winfield, IL 60190

By Email: klamela@villageofwinfield.com

EVENT ORGANIZER INFORMATION						
Name (First/Last)						
Address				Apt./Unit		
City			State		Zip Code	
Home Phone			Cell Phone			
E-mail Address						
Name of Sponsoring Organization(s) (If applicable/different)						
Organization's Legal Status	☐ Governmental Entity ☐ Non-profit Entity <i>Fee Waiver*</i> ☐ Commercial Business					
Sponsoring Organization Main Contact (If applicable/different)						
Address				Apt./Unit		
City			State		Zip Code	
Daytime Phone			E-Mail			

**Written request required for fee waiver*

Applicant Signature: _____

Date: _____

Community Events Approval _____

Date: _____

Village Approval _____

Date: _____