

SPECIAL EVENTS

3-2-1: PERMIT REQUIRED:

The provisions of this chapter shall apply to all special events including, but not limited to, festivals, block parties, concerts, rallies, races, parades, marches, walk-a-thons, dances, public shows, circuses, carnivals, and other special events in the village, whether specifically permitted in another chapter of this code or not. (Ord. 94-07, 4-18-1994)

3-2-2: PERMIT; FEES:

It shall be unlawful to conduct or operate any special event which is open to the public, without having first secured a permit therefor; provided that the provisions of this section shall not be held to apply to those events which are specifically permitted by any other provision of this code.

Applications for such permits shall be made to the village administrator and shall comply with all of the general provisions of this code relating to such application. The special event permit fee shall be twenty five dollars (\$25.00) for each application processed. The application fee is separate from other fees or costs which may be incurred as a result of specific services provided by the village. There shall be no fee for any village sponsored special event. (Ord. 94-07, 4-18-1994)

3-2-3: PERMIT ISSUANCE:

Special event applications shall be completed and returned with the application fee to the village administrator. The special event policy shall be as follows:

- (A) Completed application, application fee, and other required information shall be received at least eight (8) weeks prior to the proposed date of the event.
- (B) Retail sale and consumption of alcoholic liquor, authorized by the village, shall be limited to the premises specified in the permit, and as authorized by the liquor control commissioner, and as specified in chapter 7, "Alcoholic Beverages", of this title.
- (C) The authorization of sale and/or consumption of alcoholic liquor, by the special event permit, shall be limited to the premises specified in the permit. Said premises shall be entirely enclosed in a tent, in a permanently fenced area, or entirely enclosed by a temporary double fence with at least four feet (4') separating each fence row, demarcating the permit premises.
- (D) The permittee, or the special event sponsor, shall have sufficient persons at each entrance and exit of the specified premises to collect any fee charged for admission, prohibit any alcoholic liquor from entering or exiting the specified premises, check identification and place an identifying symbol on any person twenty one (21) years of age or older to allow them to purchase alcoholic beverages. No person without the symbol may purchase an alcoholic beverage on the premises.
- (E) All persons who will check identification and dispense symbols shall attend a course of instruction given by the police department prior to the special event.

- (F) Portable/temporary restroom facilities shall be provided on site at the rate of one facility for every five hundred (500) people attending the special event, and for any event lasting for a duration of two (2) or more hours.
- (G) Sign permits shall be obtained from the building and zoning department in accordance with the village zoning ordinance.
- (H) Permission for use of village public works services and/or equipment, including use of fire hydrants, barricades, etc., shall be obtained from the village public works department.
- (I) Sufficient security shall be provided by special event applicant. The village police department shall determine the appropriateness of a security plan. Provision of police personnel may be obtained from the village police department.
- (J) Additional information and documentation may be required as outlined in the special event permit application. (Ord. 94-07, 4-18-1994)

3-2-4: LOCATION OF PREMISES:

Permits issued for the operation of a special event shall apply to premises located on private property, as well as public right of way. (Ord. 94-07, 4-18-1994)

3-2-5: PENALTY:

Any person found liable/guilty by a preponderance of the evidence of a violation of this chapter in an administrative/judicial hearing shall be subject to a class IV fine, plus applicable hearing costs, as provided in subsection 1-4-3(G) of this code. (Ord. 09-42, 5-12-2009)