

## **Village of Wauconda - Special Event Permit Policy**

### **General:**

A Special Event Permit Policy has been established for the Village to help ensure that event planners and Village Departments have a shared and complete knowledge of upcoming events. During this process, both the Village and applicant will have the opportunity to address any issues or needs arising from a proposed event.

Because some special events require additional planning, preparedness, and mitigation efforts of local safety and other public service departments, a Special Event Permit is required for events held on public or private property that:

- Use (or impact) the Village public right-of-way and/or Village property;
- Deviate from the business / organization's usual scope of services or routine occupant load;
- Place increased demands on community response services or;
- Affect the community's ability to respond to a large-scale emergency.

Special event permits should be requested at least 21 days in advance of the event (45 days if requesting street closure), but not more than one year prior to the date of the event. Special event permit applications will not be granted for events planned during periods of time when the Village of Wauconda is sponsoring a special event (exemption for neighborhood block parties).

### **Permit Fees:**

By reviewing the permit application and other pertinent information, Departments within the Village of Wauconda will have the opportunity to properly prepare for these activities, and can determine if they need to participate in the further planning of the event. Because of this needed review, a minimum special event permit application fee of \$50.00 will be charged for all events. Events sponsored by the Village or Village of Wauconda-based not for profit corporations (recognized as such by the State of Illinois), church groups, school groups, fraternal organizations, or other government agencies will have these fees waived.

### **All Events:**

**Hold Harmless Agreement:** All applicants must sign an agreement to hold harmless and indemnify the Village and its Officers, Agents, and Employees against any loss, cost, expense, injury, damage or liability incurred by reason of any personal injury or property damage sustained by any person, caused or resulting from the issuance of this permit.

**Insurance Requirement:** All applicants must agree to procure public liability insurance in the form of either comprehensive general liability insurance or commercial general liability insurance in an amount of not less than \$1,000,000, or in an amount deemed appropriate by the Village Administrator. An original (not a photocopy) of the certificate of insurance naming the Village and Wauconda Fire District as additionally insured must be filed with the Village at least 7 days prior to the event. Events that directly impact another agency's facilities may need to name that agency in the certificate of insurance as well.

**Damage to Village Property:** Damage to Village/public property is prohibited. Applicants will be held financially responsible for the cost of repair or replacement of any property damage (eg.: holes left in street surface due to tent staking, dead grass along right of way, broken or damaged trees or limbs, etc.)

**Codes and Requirements:** Applicants are reminded that all local and state requirements (fire safety, food service, building and public safety codes; noise regulations and liquor license requirements, etc.) will remain in effect for all outdoor special events.

**Temporary Structures/Tents:** The use of temporary structures, canopies, and tents are subject to the limitations and requirements listed in the applicable Illinois Fire Prevention Code. These requirements include inspections; use of flame-resistant fabric; regulation of location of open flame devices, heaters and generators; use of extension cords; distances between the temporary structures, tents, and canopies, etc. These requirements should be discussed with Fire District and Building Department personnel.

**Electrical Power:** All electrical work shall be performed by a licensed electrical contractor and shall be inspected by the Village Electrical Inspector. The Building Department can be contacted to determine if an electrical permit is required prior to beginning any electrical work.

**Cooking/Heat Sources:** All cooking and heating appliances using a gas fuel, such as propane, shall be approved by the Fire District. Depending on the type of equipment to be installed, a special mechanical permit may be required. The Building Department should be contacted to determine if a mechanical permit is required.

**Fire Extinguishers:** Portable fire extinguishers, with a minimum 2A rating, are required in all booths, structures, and locations used for assembly, cooking, or if hazardous conditions exist. The extinguisher must have an attached service tag showing that it has been inspected within the previous 12 months.

**Food Service:** It is the responsibility of the promoter/sponsor to contact the Lake County Health Department Environmental Health Services Division (847-377-8020) to determine any applicable regulations or requirements if the planned special event includes temporary food service.

**Liquor Service:** It is the responsibility of the promoter/sponsor to contact the Chief of Police to determine if applicable licenses are available if the planned special event includes serving of alcohol.

**Raffle Permit:** State law requires that all raffles held within the State of Illinois be licensed by the municipality in which the raffle takes place. If special event attendees will be offered raffle tickets for purchase, a raffle license application, available on the Village of Wauconda website, must be submitted and approved before the raffle can be conducted. Contact Deb Gompertz at the Police Department (847 526-2421) with questions.

## **Neighborhood Block Parties:**

Neighborhood Block Parties are defined as ‘an outdoor party hosted by residents of the immediate area’. One annual road closure will be allowed for each one block parcel in a residentially zoned area for block parties. Neighborhood Block Parties along lightly traveled residential neighborhood roadways are exempt from the standard Road Closure Policy within this document (permit fees will be waived, but planners still must submit a Special Event Permit application).

## **Large Scale Event Requirements:**

If more than 250 attendees are expected at a Special Event, that event will be considered a Large Scale Event. Applicants planning Large Scale Events must submit a special event permit application which includes a site plan/map of the event indicating locations of barricades; restrooms/hand washing facilities; trash receptacles; electrical service; temporary structures/tents; potable water; cooking facilities; fire extinguishers; heaters; generators; fire lanes; emergency access areas; first aid area; fire lanes; and emergency access areas. (Electrical installations must be approved by the Village electrical inspector.) Planners of Large Scale Events may also be required to attend a planning meeting with representatives from applicable public agencies such as: the Village’s Public Works and Planning and Zoning Departments, Wauconda Police Department, Wauconda Fire District, Wauconda School District and waste disposal contractors. Large Scale Events must also adhere to the following requirements:

Enhanced Public Safety Protection: Additional costs for necessary enhanced police, fire, emergency medical or other public protection will be determined during the review process. If additional services are deemed necessary for the event, the permit will not be issued until the Police or Fire Chief approves of the event plan and an escrow account has been established by the applicant in an amount determined by the Village. Escrow amounts will represent estimated potential and actual costs to the Village for adequate public safety protection.

Chemical Toilets: If the event is expected to last three hours or longer, applicants must furnish commercial chemical toilets and hand washing stations for the event – a minimum of one unisex toilet unit must be furnished for each 250 expected attendees. One hand washing unit must be available at each portable restroom grouping. The number of required units may be increased at the discretion of the Village.

Trash Receptacles: Adequate trash receptacles must be provided for the event. The nature of the event will be factored into specific requirements for receptacles.

Clean Up: Applicants must clean and otherwise restore the event site to its pre-event condition. This includes the removal of all debris that results from the event. The public property impacted by the event will be inspected after the event and an invoice for payment will be sent for any required cleaning that is performed by the Village. If Village clean up of the area is necessary the invoiced amount will cover actual expenses plus a 10% administrative fee. A refundable deposit may be required. The deposit will be returned to the applicant less any costs incurred as a result of the event.

## **Municipal Lot Rental:**

Village of Wauconda-based applicants may request the use of the Village Municipal Parking Lot (located at the intersection of Mill Street and Maple Street) to hold their events. Applicants must complete the municipal parking lot rental section on the special event permit application to apply for this consideration.

All conditions and requirements of the Road Closure Policy (listed in the next section) apply to the Municipal Parking Lot. The Municipal Parking Lot will not be available for rental on days that the Village of Wauconda is sponsoring an event (Memorial Day Parade, Farmer's Market, Street Dance, Holiday Walk, etc.).

- The fee for rental of the Municipal Lot is \$300.00 per 24-hour period. Events sponsored by the Village or Wauconda-based not for profit corporations (recognized as such by the State of Illinois), church groups, school groups, fraternal organizations, or other government agencies will have these fees waived.
- The Municipal Parking Lot can only be rented by one organization for a given time period. Applications for parking lot rental will be granted in the order that the completed applications are received. Approval of completed applications submitted at the same time will be determined by a lottery.

## **Road Closure Policy:**

Applicants that are considered Village of Wauconda-based not for profit corporations (recognized as such by the State of Illinois), church groups, school groups, fraternal organizations, the park district, or other government agencies may request a road closure to host the following types of activities:

- Athletic Events/Races (marathons, triathlons, 5k or 10k walks or runs, walk-a-thons, bike-a-thons, etc.)
- Parades
- Community Events (Street Dances, Holiday Walk, Farmer's Market, Street Fairs, etc.)
- Charitable/Fundraising Events.

**Applications for road closures must be approved by the Village Board, therefore, applicants requesting road closure shall begin the application process at least 45 days in advance of the event by submitting the required permit application.** Applications received 45 days or less prior to the event will be reviewed as quickly as possible, but are not guaranteed to be completed before the planned event. Applications with road closures must be submitted with a non-refundable \$100.00 plan review fee. Applications received 45 days or less prior to the event must include an additional \$100.00 late fee (no waivers of this late fee will be granted).

**Criteria/Permit Denial** -Many factors are carefully considered when determining whether to approve rental of the Municipal Parking Lot or proposed street closure. A permit application may be denied based upon a determination that:

- A. The event or activities would seriously endanger public safety.
- B. The event or activities would seriously inconvenience the general public, or residents, occupants or business persons in the immediate area.
- C. The event or activities would unreasonably infringe upon the rights of abutting properties, owners or occupants.
- D. The event or activities would conflict with another proximate event or activity or interfere with construction or maintenance work in the immediate vicinity.
- E. There is not sufficient public safety personnel or other necessary Village staff to accommodate the event or activities.
- F. The applicant failed to complete the application form after being notified of the additional information or documents required.
- G. Information contained in the application of supplemental information requested from the applicant is found to be false in any material detail.
- H. The applicant cannot meet, or is unwilling to meet, all of the requirements or special conditions imposed by any of the reviewing agencies.
- I. A proposed road closure will impact the accessibility of emergency vehicles in the vicinity of the road closure area.
- J. A proposed road closure will greatly impact vehicular traffic such as circulation, traffic movement and availability of alternate routes for traffic. (May be dependent on the season, time of day, day of week, correspondence with a holiday, etc.)

### **Process - Conditions of Road Closure:**

Property Access: Proposed road closures must not impact emergency response to the area. The applicant must notify all residents, property owners, lease holders and businesses/agencies in the closure area of the date, time, location and purpose of the street closure well in advance of the event. This notification is solely the responsibility of the applicant, and written documentation of its completion is required. Notification may be accomplished by flyers, door hangers or the like.

Barricades: Applicants shall submit a \$50.00 deposit to the Village for traffic control devices. This deposit requirement will be waived for neighborhood block parties. The applicant shall obtain (from the Public Works Facility), install, and maintain barricades during the entire period of the street closure. The applicant is responsible for properly placing barricades in the roadway (in accordance with preapproved plans). The Village will not perform this service. All barricades must be returned within 72 hours from the end of the street closure. The applicant will be charged for equipment which is lost or returned in damaged condition above and beyond what would be caused by normal wear and tear. Barricades and cones are available for pick up and return, Monday through Friday, 7:00 a.m. to 3:00 p.m. The pick-up and drop-off facility is closed on weekends and holidays.

Fire Lane: A fire lane, or some emergency access to the site, must be planned for and approved by the Fire District even if tables, booths, bleachers or stages, etc., will be placed in the street.

## **Special Event Permit Process – Checklist / Guidelines**

Before submitting your request, please be sure to include the following information:

*(if applicable to your event)*

\_\_\_ Completed Special Event Permit Application (please submit at least 21 days in advance of your event – 45 days if requesting street closure to ensure enough time for staff review and Village Board approval.

\_\_\_ Signed Hold Harmless Agreement

\_\_\_ Payment of \$50.00 Special Event Permit Fee

\_\_\_ Certificate of Insurance naming the Village of Wauconda and Wauconda Fire District as additionally insured (additional impacted agencies may also need to be added)

\_\_\_ Site Plan/Map that includes locations of (if applicable):

- |                                |                                       |
|--------------------------------|---------------------------------------|
| ___ barricades                 | ___ restrooms/hand washing facilities |
| ___ trash receptacles          | ___ electrical service                |
| ___ temporary structures/tents | ___ potable water                     |
| ___ cooking facilities         | ___ fire extinguishers                |
| ___ heaters                    | ___ generators                        |
| ___ fire/access lanes          | ___ emergency access areas            |
| ___ first aid area             |                                       |

\_\_\_ Written plan outlining Large Scale Events, including:

- \_\_\_ written parking plan
- \_\_\_ written security/safety plan

\_\_\_ Proof of arrangement for delivery of chemical toilets and hand washing stations for events lasting longer than three hours with expected attendance of more than 250.

\_\_\_ Payment of public service protection (police, fire, EMS, etc.) escrow account

\_\_\_ Village electrical inspector approval

\_\_\_ Payment of Cleaning Deposit (if requested)

\_\_\_ Completed Village Raffle Permit Application (required by the State of Illinois)

\_\_\_ Special Daily Liquor License/Portability Rider/Portability Permit

\_\_\_ Village Permit

\_\_\_ State License

**Enclosed Tent / Structures:**

\_\_\_ Proper Exiting (*Formula: Inches of door divided by .2 = Maximum Occupancy Load*)\*\*

\_\_\_ Heat (*Must be installed in accordance with the International Mechanical Code, 2003 / National Electrical Code 2005*)

\_\_\_ Electrical (*Must be installed in accordance with the National Electrical Code, 2005*)

\_\_\_ Exit Lighting (*with battery backup*)

\_\_\_ Emergency Egress Lighting (*with battery backup*)

\_\_\_ Flame Spread Certificate for Tent Material

\_\_\_ Occupancy Load Calculations

\_\_\_ With Tables & Chairs (*Formula: 15 square feet per person*)\*\*

\_\_\_ Without Tables and Chairs (*Formula: 7 square feet per person*)\*\*

*\*\*Note: Final Occupancy Load will be determined based on the calculated square feet less exiting footage.*

## **General Event / Festival Requirements:**

- Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device, or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy, or membrane structures while open to the public unless approved by the fire code official. (International Fire Code, Section 2404.7, 2003 Edition)
- Temporary canopies shall not be placed over the cooking appliance and or connected to the edge of the tent structure at any time.
- LP Gas cylinders shall be located a minimum of 10 feet outside the tent structure, must be properly secured and must have the safety relief valves pointing away from the tent. Piping and or hoses shall be routed so they are not stepped on and are not a trip hazard.
- Cooking equipment shall be kept clear of all combustible materials at all times. The area around all cooking equipment shall be secure from pedestrians coming in contact with hot surfaces.
- A minimum of one 10-pound ABC Fire Extinguisher shall be located in each cooking booth. For booths that will have grease laden vapors, including those with fryers, the appropriate K-type extinguisher is required. All fire extinguishers shall have a current inspection / test tag. Fire extinguishers shall be located in conspicuous locations where they are readily accessible and immediately available for use.
- The use of extension cords will be closely monitored. Including:
  - Use of the proper gauge (size) of extension cord for the load it will need to handle. The larger the diameter of the cord the better.
  - Use of the proper length of cord.
  - Appliances with compressors shall be plugged directly into the outlet provided for each booth.
  - A combination of one extension cord and one power strip can be used as long as the load of the appliances are less than the rating of the power strip or extension cord (whichever is lower.)
  - Cords shall be placed so they are not stepped on and are not a trip hazard.
  - Cords shall be installed to prevent them from getting wet.
- Portable generator use: Fuel storage shall be separated from the generator and secured at all times. The generator shall be shut down and cool prior to any refueling attempts. Gasoline spilled during fueling can be ignited by hot generator parts. Generator shall be located to prevent the buildup of carbon monoxide in any enclosed areas. Keep away from building exterior windows, doors, and vents. A 10-pound ABC Fire Extinguisher shall be located with each generator. Generator shall have proper grounding in accordance with the National Electrical Code, 2005 Edition.



- All beverages being served on public property shall be served in plastic containers.
- Proper grease / oil disposal procedures must be followed. Improper disposal may result in a cleanup fees.
- Events being held on private property will require written permission from the Property Owner and/or Property Management Company.
- Care shall be taken with placing ground rods and/or stabilizing equipment not to cause damage to the concrete and/or asphalt. Damage to either may result in repair fees.

**Special Events with Municipal Lot Rental or Road Closure Requests:**

- \_\_\_ Municipal Lot Rental Fee (\$300.00 for a 24-hour period)
- \_\_\_ Additional Plan Review / Road Closure Fee (\$100.00 if received 45 days or more in advance of event, \$200.00 if received 45 days or less in advance of the event.)
- \_\_\_ Written documentation of notification to impacted property owners/businesses/agencies (Copy of flyer or door hanger and addresses that received the notification.)
- \_\_\_ Payment of Barricade Damage Deposit - \$50.00

Send completed application and supporting documentation to:

Mike Wahl, Deputy Director, Village of Wauconda Emergency Management Agency via fax at 847 416-7554 or email: [mwahl@waucondafire.org](mailto:mwahl@waucondafire.org).

Payment can be made to the Village of Wauconda, 101 N. Main Street, Wauconda, IL 60084.  
 Questions: Contact: Mike Wahl at 847 416-7504 – [Mwahl@waucondafire.org](mailto:Mwahl@waucondafire.org)