



Special Event Planning Guide

City of Rockford



An Informative Guide to Help You Navigate Your Special Event

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Article XII - Special Events Ordinance_____14-18

Applying for a Permit

Who Needs a Special Event Permit?

Special Event Permits are required for events that will utilize any City of Rockford property (i.e. streets, parking lots, ROW.) Events contained to private property may require a Special Event Permit based on use.

Races, Walks, and Parades

Organized non-stationary activities involving running, biking, walking, marching or other means of transportation, utilizing a fixed course that involves the use or obstruction of City streets, ROW, or sidewalks.

General Events

Events that take place in a location for a period of time that include, but are not limited to: amplified noise, food, beverage, merchandise, or other forms of entertainment. Examples include festivals, rallies, markets and similar like events.

Liquor Only Events

Any event including liquor that does not require the use on any City services, such as electrical, tents, or banners. Our Legal Department (7th Floor, City Hall) handles these events.

City Market Pavilion

Pavilion reservations can be made by contacting:
<https://www.rockfordcitymarket.com/contactus> or
(815) 977-5124

Applying for an event does not guarantee approval

The City assumes no liability if an event is not approved – Selling tickets, advertising, sponsorships, and any other activities done prior to the event date is done at the risk of the event organizer

Role of the Special Event Office

The Special Event Office is responsible for taking in completed applications, reviewing event requests, and processing the applications. We serve as a liaison between the event organizers and other City Departments through the permit process.

Role of the Organizer/Applicant

Event organizers are responsible for the planning and management of the entire event - including traffic control and event security (Police or Private Security). And all Food vendors/trucks.

City staff can provide support through the application process if needed.

Communication between the event organizer and the City is critical before the event to ensure a smooth permitting process and a successful event. Organizers should be responsive to any and all correspondence from the City staff. All Special Events are subject to the conditions outlined in the Special Events Ordinance (Article XII, Section 16-290) and it is the organizers responsibility to ensure compliance.

Special Event Review Process

The Special Event Office maintains a review process team, the COR Special Event team, which includes representatives from several City departments such as Police, Fire, Legal, Public Works, Zoning, LocalSalesTax, Park District, and RAVE. The role of this team is to provide recommendations to assist in the planning of your event to make it a success.

Meetings

Our Special Event Office may ask for a meeting with the event organizer to gain more information about their upcoming event. Organizers are also able to request a meeting to help with the application process. Information that would be useful at these meeting may include:

- Type of event
- Location (route or site map)
- Security and Emergency Contingency Plan
- Is alcohol being served?
- Traffic control plan

Deadlines

All special event applications are required to be completed 60 days in advance of the event. Any event that does not comply with this will be charged a \$200 Administrative late fee or may result in the inability for you to host your event. **All food vendors MUST be provided no less than 3 weeks before the event takes place, to ensure compliance.** Failure to do so could result in revoking of a particular food truck from your event.

Requirements

Event organizers must submit their completed application 60 days prior to the date of the event. All documents must be filled out completely. If a page does not pertain to your event, please check the N/A on that page. Below is the information needed for a completed application.

- Alderman approval
- General information page
- Route or Site map (mandatory)
- Food vendor information (no later than 21 days before the event)
- Event Security plan
- Noise Control plan
- Emergency Contingency plan (mandatory)
- Certificate of Insurance (up to date of event/mandatory)
- Event Medical plan
- Event accessibility plan (ADA compliant)
- Tax Exemption letter (if applicable)
- Road closure page
- Tent/Canopy Permit application
- Electrical Permit application
- Banner Permit application
- Liquor Insurance and Alcohol Contingency Plan (if applicable)

Based on the information turned in, we will then send an invoice to the event organizer. Payment is due promptly after receiving the invoice.

Application Fees

Below is the fee structure for City of Rockford Special Events

Non For Profit Special Event Fee	\$116.00
For Profit Special Event Fee	\$160.00
Administrative Late Permit Fee	\$200.00
Tent/Canopy Permit	\$93.00
Electrical Permit	\$79.00
City Electric Fee (if using City power centers)	\$30.00
Banner Permit	\$50.00
Farmer's Market	\$84.00
Carnival Permit	\$195.00

Temporary Liquor Permits

Non For Profit Event	\$33.00/day
Civic Engagement Event	\$68.00/day
Government Event	\$33.00/day
Commercial Event	\$185.00/day
Promotional Event	\$68.00/day

Miscellaneous Fees (paid for by event organizer)

Police Assistance	\$92.00/hour
Post Event Street Sweeping	\$220.00/hour

Event Safety

The organizer of an event will be responsible for all aspects of safety during the event.

Traffic Control *

Directing traffic can be a huge liability concern. We recommend, but do not require that you hire a Police Officer for major intersections. The Rockford Police Department will work directly with event organizers on best practices after completed event application is received.

Road Closures *

Requests for road closures should be indicated on the application. Road closures give the applicant exclusive use of that street and the sidewalk along the right-of-way.

There are 2 area vendors that can provide traffic control for your event:

- HighStar Traffic Services (630) 293-0026 <https://highstarttraffic.com/>
- FCS Traffic Control (815) 961-0365 <https://fcstraffic.com/>

traffic control and road closures are at the expense of the event organizer

Fire Lane

There shall be a noted 15' unobstructed access lane for emergency vehicles if a need arises.

Emergency Contingency Plan (Mandatory)

This plan predetermines actions to take before and during an emergency taking place such as, but not limited to weather, a fire, medical emergencies, or a law enforcement issue.

Security

You may choose to use the Rockford Police Department to provide security for your event. If you do not want to use the City's Police Department, you may hire a private security company to handle your event. Any private security company MUST be licensed in the state of IL. Rockford Police will review each event and may require added security to an event

Alcohol

If serving alcohol at an event, you must have an Alcohol Contingency plan in place for carding/ID'ing and prevention of over-consumption of alcohol. Servers are required to be BASSET certified. A certificate must be turned in with the Special Event Application.

Fire Safety

- There are no open flames allowed under any tent or canopy structures
- Open flames must be kept 20' away from structures
- Have a fire extinguisher available if cooking at an event
- If you have fireworks at an event, an additional form will need to be completed with the Fire Prevention team

Electrical Safety

- Unsafe extension cords, overloaded outlet strips, or poor quality cords can pose a hazard
- Be aware of creating tripping hazards
- Use proper gauged cords to carry the load of equipment being used
- Pay attention to warning labels and follow any guidelines

Event Layout (Site Plan) (Mandatory)

Detailed site plans are required, must be legible, and provide sufficient details of your event layout. Your site plan should meet these requirements:

- Show locations of structures, fire lanes, streets, alleys, barricade locations, and any temporary fencing being used
- Entrance and exit points of the event
- Provide a key with the direction of North being noted
- What areas will be used
- Any special notes applicable to the event
- Location of tents or temporary structures
- Food trucks, vendors, and merchandising areas
- Location and size of any stages being used
- Locations of any generators or temporary electrical panels
- Any other pertinent details of the layout of your event

Procedures for Vending on City Property and/or at Events

1. Must obtain Winnebago County Health Department Certifications.
2. Have passed an Annual Fire Inspections.
3. Register with City of Rockford Local Sales Tax Collection.
4. Comprehensive general liability insurance policy in the amount of \$1,000,000, naming the City of Rockford as additionally insured is required.
5. Complete any necessary permit applications.



City of Rockford Public Works Engineering
City Hall, 425 E. State St. Rockford, IL 61104
779-348-7174
CORspeialevents@rockfordil.gov



Fire Department Requirements

All food trucks shall be inspected by the Rockford Fire Department's Fire Prevention Division no less than on an annual basis and must contain the applicable fire equipment as follows:

If the unit contains a griddle, grill, deep fryer or open flame:

- Class K Fire Extinguisher, Ansul R-102 or Class K Fire Suppression System, 10lb. Class ABC Fire Extinguisher.
- A functioning ventilation or hood exhaust system.

If the unit uses a generator:

- The generator must be a minimum of ten (10) feet from any buildings, other vehicles, and away from public access.
- No fuel or gasoline may be stored on or near the unit (for the generator).

This is not an all-inclusive list. Other regulatory items shall also be followed as governed by the State of Illinois, City of Rockford, and the Winnebago County Health Department

FOOD TRUCK

INSPECTION SIGN UP

***INSPECTIONS ARE NOW AVAILABLE ON
A FIRST COME, FIRST SERVE BASIS.***

204 S. 1ST STREET

APPOINTMENTS BEGIN AT 8:30 AM

2ND & 4TH THURSDAY OF EVERY MONTH

NOW THROUGH THE END OF 2025

PLEASE SIGN UP BELOW FOR NEXT AVAILABLE
INSPECTION.



Types of Permits

Tent/Canopy/Carnival

If you plan to use commercial tents, an inspection will be needed before your event can begin. A tent/canopy permit is needed when:

- A tent structure is over 120' sq. feet including pop up tents
- The contractor must have a current Erector's License with the City of Rockford before erecting a structure
- If using a carnival company, they must operator must have a State Permit beforehand

Electrical Permit

- Needed if you are using any type of outside electricity (i.e. generators or temporary distribution panels)
- Contractor is required to have a registration from the City of Rockford Building Dept.
- Generators, temporary panels, circuits with breakers, extension cords, and protective covers need to comply with Electrical Code
- You may have the ability to use existing power centers and/or light poles within the city for electricity. This fee is \$30.
- If using the City Market Pavilion or Water Street electricity, please state your exact needs and times as this is scheduled on a timer and must be set up ahead of time.

Banner Permit

- Needed if any type of banner, sign, or inflatable sign is going to be used
- Will need to know if it will be mounted or free-standing
- Size of the sign or banner
- Banners and other temporary signs shall be erected in compliance with Chapter 117 of the Rockford Municipal Code

Insurance Requirements

Certificate of Insurance

Events using public property are required to have an insurance policy for the event that includes the City of Rockford as additionally insured. The event organizers must purchase and maintain this insurance, to provide coverage for the event, with an insurance company authorized to do business in the State of Illinois. If the insurance is not covered through the date of the event, your application will not be considered complete. Requirements are as follows:

- \$1,000,000 minimum coverage (amount to be determined by the City's legal team based on individual event liability)
- Liquor Liability (Dram Shop) added if serving alcohol
- City of Rockford must be listed as the Certificate holder, and added as additionally insured

Third Party Insurance

The event organizer must ensure that all contractors providing goods or services for the event, such as inflatable companies and vendors of any food and beverage items (including alcohol) maintain appropriate coverage and limits.

Insurance Example:

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
8/5/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 555 S Perryville Rd Rockford IL 61108	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL: _____ ADDRESS: _____
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INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Charter Oak Fire Insurance Company	25615
INSURER B: The Travelers Indemnity Company of CT	25682
INSURER C: Travelers Property Casualty Co of America	25674
INSURER D: Hartford Accident and Indemnity Company	22357
INSURER E: Underwriters at Lloyd's London	15792
INSURER F:	

PRODUCER Arthur J. Gallagher Risk Management Services, Inc.
INSURED ROCKFORD-08

COVERAGES **CERTIFICATE NUMBER:** 1597905974 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		68034F86103	5/30/2019	5/30/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PROP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BA34F01321	5/30/2019	5/30/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$5,000		CUP3682Y61A	5/30/2019	5/30/2020	EACH OCCURRENCE \$2,000,000 AGGREGATE \$ \$
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> A	83WECBL7355	5/30/2019	5/30/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
F	<input checked="" type="checkbox"/> Liquor Liability		LIQ/230480	7/1/2019	7/1/2020	Combined Single Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Stroll on State November 30, 2019

The City of Rockford is named as an Additional Insured with respect to General Liability

City Council/Committee

City Council meets every other Monday beginning the 1st Monday of each month. The Codes and Regulations Committee meets on the Mondays in-between Council meetings. Your event must first be referred to the Codes and Regulations Committee during a City Council meeting. The following Monday, it will be brought forward to the Codes and Regulations Committee where they will either approve or deny the event to be brought forward at the next City Council meeting for Council approval. Depending on when your application is turned in, the process may take up to 4 - 6 weeks before a full approval takes place.

Event Approval

Once City Council approves an event, the City departments will issue and return all permits to the Special Event Office.

Issuance of Permits

When the Special Event Office receives all the permits, we will prepare your permit packet, which may be mailed to you or be picked up on the 6th floor of City Hall. Please note: Liquor Permits can not be issued to an event coordinator prior to 30 days before the event takes place.

Please have a copy of all permits on-site of your event.

List of Resources

Rockford Police Department (Events)

- Administrative Office (779) 500-6555

Rockford Fire Department

- Tim Morris (779) 500-6541
tim.morris@rockfordil.gov

Davis Park Rentals

- <https://davispark.asmrockford.com/venue-info/contact/>

Rockford Park District

- Nephitiri Johnson
nephitirijohnson@rockfordparkdistrict.org

City Market Pavilion: rockfordcitymarket@rrdp.org

City of Rockford – Special Event Team CORspecialevents@rockfordil.gov

- Elyse Jacobson (779) 348-7641
Elyse.Jacobson@rockfordil.gov
- Martin Bloom (779) 348-7648
Martin.Bloom@rockfordil.gov

City of Rockford – Food Vendor Info

- LocalSalesTax@rockfordil.gov

ARTICLE XII. - SPECIAL EVENTS ORDINANCE

Editor's note— Ord. No. 2015-259-O, adopted Dec. 7, 2015, repealed the former Art. XII, §§ 16-290—16-296, and enacted a new Art. XII as set out herein. The former Art. XII pertained to similar subject matter and derived from Code 1970, § 16-290; Ord. No. 2005-48-O, 3-21-2005; Ord. No. 2008-104-O, § 16-290, 5-27-2008; Ord. No. 2010-038-O, § 16-290—16-296, 4-5-2010.

Sec. 16-290. - Permit required.

It shall be a violation of this Code for any person to stage, present, conduct, promote, manage, aid or solicit attendance at a special event without having first obtained a permit from the city, pursuant to this article and other procedures adopted by the city council. Issuance of a permit does not obligate the city to provide city services, equipment or personnel in support of the event.

Special event means an athletic event, commercial event, community event, nonprofit or charitable event, parade, public assembly or any planned temporary aggregation of attractions, including public entertainment, food and beverage service facilities, sales of souvenirs or other merchandise, or similar attractions, that is:

- (1) Conducted on public property; and/or
- (2) Requesting special city services, including, but not limited to, any of the following: street closures, provision of barricades, temporary "no parking" signs and designations, or special police, fire or EMT protection; and/or
- (3) Not otherwise allowed under the regulations of the City of Rockford Code of Ordinances or the City of Rockford Zoning Ordinances.

(Ord. No. 2018-251-O, Att., 11-19-2018)

Sec. 16-291. - Application.

(a) In addition to information required in the general licensing provisions of this chapter, the completed application for a special event license shall be submitted at least 60 calendar days in advance of the event requesting City of Rockford financial support or special city services. Liquor only special event applications shall be submitted at least 30 days in advance of the event. Applications requesting City of Rockford financial support or special city services require approval of city council. All applications shall be reviewed on a case-by-case basis. All applications must include:

- (1) The name and address of all persons acting as sponsors of the special event.
- (2) The purpose of the special event and the estimated number of participants or those otherwise attending.
- (3) The date or dates the special event is to be held and the time it commences and terminates.
- (4) A list of all vendors doing business during the special event, including type of concession.
- (5) Whether any music will be provided, either live or recorded.
- (6) Written approval of the alderman of the ward in which the event will be held. A request for city financial support for an event shall be submitted with the written approval of the alderman of the ward in which the event will be held.

- (7) Whether the use of alcoholic beverages will be permitted or sold during the special event.
 - (8) A statement as to the number of trash containers that will be available at the special event.
 - (9) The security plan and/or law enforcement response for the event.
 - (10) Fire prevention and emergency medical services plan.
 - (11) A signed statement that the applicant shall hold harmless the city, its officers and employees, and shall indemnify the city, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license. Applicant shall furnish and maintain public liability and property damage insurance as will protect applicant, property owners, and the city from all claims for damage to property or bodily injury, including death, which may arise from operations under the license or in connection therewith. The insurance shall provide coverage of not less than \$1,000,000.00 for bodily injury and for property damage per occurrence. The amount of insurance coverage may be higher depending on the type of special event and it shall be at the discretion of the city engineer or designee. The insurance shall be without prejudice to coverage otherwise existing, and shall have as additional insured the city, its officers and employees, and shall further provide that the policy shall not terminate or be canceled prior to the expiration of the license without 14 days' written notice to the city clerk. A copy of the insurance shall be submitted with the application.
- (b) The City of Rockford will provide financial support for the Memorial Day Parade, the Fourth of July Parade and the Labor Day Parade in amounts to be determined by city council. The applicants for the Memorial Day Parade, the Fourth of July Parade and the Labor Day Parade shall submit budgets for each respective event at least 90 days prior to the event for council approval.

(Ord. No. 2015-259-O, 12-7-2015; Ord. No. 2018-251-O, Att., 11-19-2018)

Sec. 16-292. - Processing of application.

- (a) Copies of applications submitted pursuant to section 16-291 shall be sent to the following departments to determine compliance with applicable city codes and ordinances, feasibility of the event as planned and the effect of the event on city resources: police, fire, public works, community and economic development and legal. All departments, individuals, or agencies receiving applications for review will report back to the city administrator or designee within a timeframe designated for the particular event as to their findings and recommend either approval of the application as submitted, approval of the application with modification or change, or denial of the application.
- (b) After processing, the city administrator or designee shall deny the application if he/she finds that:
 - (1) The event as planned or as modified does not meet all city ordinances, codes and regulations.
 - (2) The permit application has not been fully and properly completed by the sponsoring organization and/or that all requirements relative to the application, including filing of appropriate certificates of insurance and payment of required fees, are not fulfilled.
 - (3) The event as planned or as modified will interfere unreasonably with previously planned and approved activities, city functions, or the activities of adjacent businesses or property owners.
 - (4) The event planned or as modified would have a detrimental impact upon the surrounding neighborhood as a whole.
 - (5) The organization sponsoring the event has outstanding delinquent debt with the city.
 - (6) The organization sponsoring the event has violated the provisions of this chapter, the regulations promulgated pursuant thereto or any of the ordinances of the city during past events, unless said violations have been remediated or abated.
 - (7) Any department or review agency as noted in subsection (a) has recommended denial of the application. No application shall be unreasonably denied.

- (c) In determining whether to grant or deny a special event liquor only permit application, the city administrator or designee shall also consider the number of special event liquor only permits issued to the premises in the previous 12-month period.

(Ord. No. 2015-259-O, 12-7-2015; Ord. No. 2018-251-O, Att., 11-19-2018)

Sec. 16-293. - Hours of operation.

Special events shall not exceed the hours of operation in section 3-3. No music of any kind may be played or broadcast from the outside area or within the permanent structure which is of such a volume so as to disturb the neighborhood in any manner. Music shall not be played or broadcast from the outside area after 10:00 p.m.

(Ord. No. 2015-259-O, 12-7-2015; Ord. No. 2018-251-O, Att., 11-19-2018)

Sec. 16-294. - Denial and appeal.

- (a) A notice of denial shall set forth the grounds upon which the permit was denied.
- (b) Any special event permit issued pursuant to this article may be revoked at any time before or during a special event if the chief of police, fire chief, city administrator or their designee determine:
 - (1) The event cannot be conducted without violating the standards or conditions for the permit issuance;
 - (2) The event is being conducted in violation of any condition of the permit;
 - (3) The event is being conducted in a manner contrary to the proposal set forth in the application for a special event permit;
 - (4) The event poses a threat to health or safety;
 - (5) The event organizer or any person associate[d] [with] the event has failed to obtain any other permit required pursuant to state or local law or Codes of Ordinances;
 - (6) The permit was issued in error or contrary to law or as a result of material misrepresentation of information by the applicant.
- (c) Notice of revocation shall be in writing and shall specifically set forth the reasons for revocation. In the case of an immediate threat to health or safety, verbal notification of the revocation may be provided.
- (d) An applicant may appeal the denial or revocation of an application by the city administrator or designee by filing a written request for an appeal setting forth the grounds for the appeal with the mayor's office within five business days of the date of the written denial. The mayor shall review the appeal documents and issue a decision to issue or withhold a permit within five business days of receipt of the appeal documents. The decision to issue or withhold the denial shall be based solely on the criteria articulated in this article and shall be a final administrative decision subject to judicial review as provided by law.

(Ord. No. 2015-259-O, 12-7-2015; Ord. No. 2018-251-O, Att., 11-19-2018)

Sec. 16-295. - Cost recovery.

- (a) The recipient of a special events permit shall reimburse the city for the use of city equipment and actual salaries of city personnel involved in public safety, event traffic control, fire safety and other event support. Where such reimbursement is required, no special event permit shall issue unless the

applicant enters into a special event paid duty contract with the city. Special event applicants that owe any outstanding fees or charges to the city shall not be eligible to apply for an event permit.

- (b) Fees will be assessed at the rate described in the liquor license fee ordinance for police department responses to a permitted premises as a result of disorderly activities on or about the premises. All such city police responses shall be documented in a police department report by a responding officer and include the reason for police response to the scene, and a list of all city police department responding officers. Said fees are due and payable upon written demand from the city legal department.

(Ord. No. 2015-259-O, 12-7-2015; Ord. No. 2018-251-O, Att., 11-19-2018)

Sec. 16-296. - BASSET training.

- (a) All agents, employees, and volunteers who dispense, sell, deliver or serve alcoholic liquor at an event licensed under this chapter shall submit documentation of successful completion of a state certified BASSET program prior to the issuance of the liquor license.
- (b) A state certified BASSET training program shall be defined as a BASSET program licensed by the State of Illinois Liquor Control Commission (ILCC) as required by 235 ILCS 5/3-12(11.1) and 6-27 and Title 77 III. Admin. Code, Ch. XVI, § 2500. All licensed BASSET providers shall be required to have on file all licenses and certificates to prove current qualifications and provide a certificate of course completion and a card (a picture type ID is optional), to participants as proof of completion.

(Ord. No. 2015-259-O, 12-7-2015; Ord. No. 2018-251-O, Att., 11-19-2018)

Sec. 16-297. - Types of permits for temporary liquor sales at special event.

Type	Nature of applicant	Fee per day	Type of Property	Open to Public	Limitations
Civic Engagement Permit	Civic engagement organization, foundation or similar entity	55	Private property Public property	Yes if on public property	3 consecutive days
Not-for-Profit event	Not-for-profit organization	25	Private property Public property	Yes if on public property	3 consecutive days. All proceeds after administrative costs must be directed to the NFP
Government Permit	Local government entity on premises owned or leased by government entity	25	Public property	Yes	3 consecutive days
Commercial event permit	Individual, partnership, corporation	150	Private property	Yes	3 consecutive days
Promotional event	Current liquor licensee	55	Private property owned by liquor licensee	Yes	3 consecutive days

- A not-for-profit organization is defined as a corporation formed for some charitable or benevolent purpose and not for profit making, including religious/church organizations and corporations approved by the Internal Revenue service as not-for-profit organizations under Section 501(c)(3) of the Internal Revenue Code.

- Fee per day shall be as provided in the city's annual fee schedule.

(Ord. No. 2015-259-O, 12-7-2015; Ord. No. 2018-251-O, Att., 11-19-2018)

Secs. 16-298—16-300. - Reserved.