



SPECIAL EVENT POLICY

The City recognizes that, from time to time, businesses and organizations host events that are different from daily business and civic activities. It is incumbent on the city to regulate these events to ensure that they are not incompatible with the needs of surrounding neighbors. The event shall not, in any respect, be detrimental to the health, safety, and welfare of the public or injurious to other property or improvements in the surrounding area. Factors to be considered in issuing a special event permit include, but are not limited to, increased traffic, parking, noise, and pedestrian safety, burden on city services and adverse effects on neighboring areas.

DEFINITION

A *Special Event* is defined as a temporary activity that may include any one or more of the following:

- (A) A crowd that is significantly larger than what is expected for the typical day to day use of the property;
- (B) The appearance of a celebrity personality;
- (C) Use of an outdoor parking lot for an activity other than parking;
- (D) Use of a structure such as a tent or stage;
- (E) Use of off-site parking;
- (F) Use of Public Right-of-way. All processions, parades, footraces, marathons, walkathons, bike-a-thons, bike races, open air public meetings, or any other group sponsored activity occupying or using any street or public place in the city (not including funerals and block parties).
- (G) Use of city services;
- (H) Use of city property;
- (I) Live Entertainment
- (J) Filming/Media Production

PERMIT REQUIRED

(A) Permit Required: A Special Event Permit is required for all Special Events. The application for a Special Event Permit must be received at least 30 days prior to the event, or 60 days if use of public right of way is requested. Upon receipt, the application will be reviewed by City staff. Applicable costs will be determined and must be paid before any permit(s) is/are issued.

(B) Posting: Once issued, a Special Event Permit shall be kept on the premises during the event and made available upon request by any authorized city personnel.

(C) Additional Permits for the Same Event: Only those activities or structures set forth on the application shall be allowed. If additional activities or structures are contemplated, but were not submitted or approved with the issuance of the original permit, the applicant shall file an amended application to seek approval of the changes to the current permit. This shall be done not less than seven (7) days prior to the opening of the Special Event.

(D) Fee Waiver: It is the policy of the City to support small scale Special Events on a modest level when such events are deemed to play an important civic and/or economic role in the advancement of the welfare of the city and its residents. Therefore, for small scale events a certain minimal contribution of City services is sometimes deemed appropriate. If such a Special Event is an activity which is open to all Park Ridge residents and is not held for the purpose of advancing a sectarian or political position, but rather for advancing and upholding the civic, social or economic fabric of the City; the Special Event producer may request a fee waiver which will be considered by the City Manager in light of the estimated limited actual cost to the City. Categories of events typical for a fee waiver request are: parades, community celebrations (small scale), community events (small scale) and races (run, walk or bike).

REQUIREMENTS FOR SPECIAL EVENTS

Special Events shall comply with the following conditions;

(A) Compliance with Laws: Every structure and every activity shall comply with all applicable laws and regulations.

(B) Alcohol Beverage Service: If consumption of alcohol is proposed, the applicant must apply for a temporary liquor license with the city.

(C) Animal Shows: Demonstrations; Exhibits; Exhibitions: Such exhibitions are discouraged. No person shall give away or use any live animal as a prize or as an inducement to enter any contest or game.

(D) Compatibility with existing surroundings. The nature and intensity of the event must be so planned that the event will be compatible with the existing area.

(E) Fundraising, Raffles, Give-Away and other Promotion Activities: Applicable Permits for fundraising, raffles, give-away and other promotion activities shall be obtained and displayed at all times.

- (F) Inspections: All Special Events shall be subject to periodic inspections by authorized personnel to ensure continued compliance with the City's regulations.
- (G) Stage Systems: Lighting, sound, and/or stage systems are subject to inspections by the city at any and all times.
- (H) Nuisance | Noise Control: Efficient means shall be employed to prevent ordinary sounds of the event within the premises from being heard on adjoining premises or on the public street. No unusually loud entertainment noise or any boisterousness or noisy conduct on the part of the patrons shall be permitted. All premises shall be reasonably lighted at all times when the event is open to the public. If applicable, premises access doors shall remain closed during the course of any event (Noise, 14-9-1 - 14-9-9 / Nuisances, 14-1-1-14-1-6).
- (I) Occupancy/Attendance: Occupancy and attendance must be closely monitored to assure that occupancy limits are not exceeded. Applicants with concerns about occupancy allowances should contact the city for assistance.
- (J) Parking Availability: Parking areas, both on- and off-street, for the particular event, are to be of adequate size, properly located and the entrance and exit drives shall be laid out so as to prevent traffic hazards and nuisances.
- (K) Premises and/or Parcel of Sufficient Size: The size of the premises and/or parcel shall be sufficient to adequately accommodate the event.
- (L) Refuse and Recycling Needs: As needed, a recycling container shall be placed next to each refuse container for public use. Materials recycled shall include, but may not be limited to, plastic, glass, aluminum and paper. Final disposal of the refuse and recyclables shall be placed in the appropriate designated dumpsters. The applicant is responsible for arranging the final disposal of all trash with a refuse company.
- (M) Restrooms: The event premises shall be equipped with toilets/lavatory, hand-washing facilities, which shall be installed and maintained in a sanitary condition.
- (N) Security: If requested by the Police Department, the special event holder shall provide a security plan and indicate whether security personnel are armed or unarmed.
- (O) Temporary Structures (Tents/Canopies): Any tent, canopy, and/or temporary structure greater than 400 square feet shall require a separate permit and shall be removed within 24 hours of the completion of the event, unless the City Manager approves otherwise.
- (P) Traffic: The location of the event shall be designed so that adverse effects on surrounding properties will be minimal, particularly regarding the traffic generated by the event.
- (Q) City Services: The permit holder shall be required to pay for any Police, Fire, or Public Works services required for any event. An estimation of the total fees will be provided to the application. 50% of the fee estimate will be due 14 days prior to the event. The balance is due within 30 days after the event. Final payment will be based on actual city costs.
- (R) Interference with Public Transportation: The permit holder must notify any public transportation authority of any interference with their normal route due to the Special Event. Such communication between the applicant and transportation company must be provided to the City 14 days prior to the event.

EVENTS WITH SPECIAL REGULATIONS

(including restrictions not set forth above)

- (A) Car Wash Events: Permits may only be granted for fundraising activities.
- (B) Carnivals, Zoos, Animal Exhibits, Circuses, Petting Zoos and Animal Rides: A Special Event Permit for a carnival, zoo, animal exhibit, petting zoo or animal rides and may only be granted to Park Ridge not for profit organizations. Each such permit shall be valid for a period not to exceed ten (10) days. A limit of two (2) permits per calendar year will be allowed at the same location. All operations shall cease activities by 10:00 p.m. Sunday through Thursday and 11:00 p.m. Friday and Saturday.
- (C) Film Production: A film production using public or private property within the city for the purpose of producing, videotaping or filming of commercials, movies, television programs, training tapes or films and other moving picture media activity shall require a permit pursuant to the City Code. Film production for the filming of actual news events by the media or by the City of Park Ridge and other governmental entities serving the community shall not require a Special Event Permit.
- (D) Temporary Outdoor Sales:
 - (1) Seasonal Gardening Products: Such sales may be conducted only on the premises of a business where gardening products are sold as an accessory use. Such temporary sales shall be conducted by the operator of said premises with a Park Ridge business license for that purpose. Each such permit shall be valid for a period of not more than forty-five (45) days. Permits issued for periods less than forty-five (45) days will be counted as one (1), forty-five-day permit. Only three (3) forty-five-day permits shall be allowed per calendar year and can be used consecutively. Temporary outdoor sales of seasonal gardening products shall be limited to the display and sale of flowers, vegetables, bagged garden products, and landscape border products. Landscape materials including statuary fencing, lumber and other similar products shall not be allowed.
 - (2) Arts and Crafts Show: Permits shall be valid for a period of not more than ten (10) days and may be renewed twice during any calendar year.
 - (3) Other Temporary Outdoor or Retail Sales: Each such permit shall be valid for a period of not more than ten (10) days and may be renewed twice during any calendar year.

Such sales may be conducted only on the premises of a business where the same products are sold as an accessory use, or on the premises of regional shopping centers. Such temporary sales shall be conducted by the operator of said business with a Park Ridge business license for that purpose. All sales transactions must take place either on the premises of a Park Ridge business or on the premises of a regional shopping center.

Storage of trucks and trailers and sales and/or display of products from trucks or truck trailers are prohibited.

- (E) Vehicle Exhibits or Demonstrations Held Outdoors: A Special Event Permit and entertainment license shall be required for vehicle exhibits and demonstrations including, but not limited to cruise nights and car or truck demonstrations, other than those held by Park Ridge licensed car dealerships as part of routine business.

USE OF PUBLIC RIGHT-OF-WAY AND CITY PROPERTY

(1) Class A permit: Not to exceed one hundred fifty (150) anticipated participants, no closure of streets, requires no city employees or city equipment.

(2) Class B permit: Exceeds one hundred fifty one (151) anticipated participants, closure or blocking of city streets, or requires use of city employees or city equipment

Time Restrictions:

The City Manager may place reasonable time restrictions on the issuance of Special Event Permits. These may include, without limitation, a prior notice requirement, first-come/first served scheduling, limitations on frequency of use and operating hours.

Note: Footraces, marathons, walk-a-thons, bike-a-thons, and bike races must start at or before 8:00 a.m. The final course/route determination will be made by the City Manager or designee.

Location Restrictions:

The City Manager may impose reasonable location restrictions on the issuance of Special Event Permits. Considerations for such restrictions may include, but are not limited to, the historic use of the property, recreational use policies, the size of the property and the degree to which the Special Event would interfere with the historic use and adopted recreational use policies for the property.

Permit Considerations:

The City Manager may deny or revoke a Special Event Permit whenever:

- (a) The application person or entity has previously violated the provisions of a Special Event Permit or has submitted materially false or incomplete information on any special event permit application; or
- (b) The Special Event would unreasonably interfere with the movement or service capability of police vehicles, fire fighting equipment or ambulance service; or
- (c) The Special Event would unreasonably interfere with the historic recreational use and the adopted recreational use policies for a neighborhood park; or
- (d) The Special Event would unreasonably interfere with another special event for which a permit has been issued; or
- (e) The Special Event would create an undue burden on the personnel resources of the City; or
- (f) The Special Event would have an unduly adverse impact on the environment or public health and safety of the community.



CITY CODE

9-6-1 PERMIT REQUIRED

It shall be unlawful for any person, firm, corporation or other entity to sell, offer for sale, display or store goods, merchandise, publications, products or service of any kind on any public right-of-way, street, sidewalk or parkway unless a Special Event Permit authorizing such commercial activity on such public way has been issued as provided in this Chapter.

9-6-2 CONDITIONS OF PERMIT

A Special Event Permit may be issued for temporary use of a public way in a business zoning district for commercial activity subject to the following conditions:

- A. A special event permit for commercial activity in the public way may be issued only to a commercial establishment registered with the City as provided in Article 12, Chapter 2, of the City Code. Such a Special Event Permit shall only authorize a commercial establishment to use:
 1. The public way contiguous to its own business premises; or
 2. The public way that is not contiguous to its own premises if:
 - a. The commercial establishment has another bona fide Park Ridge business location;
 - b. Such use is in conjunction with a community wide or business district wide "sidewalk sale" event; and
 - c. The commercial establishment has written permission from the owner of the business that is contiguous to public way space to be used.
- B. A separate Special Event Permit is required for each day such activity will occur. No commercial establishment may receive more than six (6) special event permits in any calendar year.
- C. A permit shall not authorize and it shall be unlawful:
 1. To affix, secure or attach any goods, merchandise, display, advertising or equipment to any street, sidewalk, or parkway or to any pole, traffic control device or other permanent structure or equipment in the public way;
 2. To create any hazardous condition.
- D. An applicant for a permit shall, on behalf of itself and, in the case of a group application as provided in Section 9-6-3, on behalf of each participating commercial establishment, provide a certificate of insurance verifying that the applicant has in effect at the time of the application, insurance or other indemnity contract in excess of one million dollars (\$1,000,000.00) effective to indemnify and hold the City of Park

Ridge harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be causally related to any act of ordinary negligence, intentional, willful or wanton misconduct claim, loss or injury arising out of the commercial use of the public way. The certificate of insurance is subject to the approval of the City Manager.

(Ord. 2005-55, 9/6/05, 524)

- E. No Special Event Permit shall be issued for the permanent or continuous use or occupancy of a public way for any commercial activity.
- F. No Special Event Permit shall be issued for any commercial activity on a public way in any residential zoning district.

9-6-3 APPLICATION FOR PERMIT; ISSUANCE OF PERMIT

An application for a Special Event Permit shall be made to the City Manager on forms provided by the City. A fee of fifty dollars (\$50.00) shall be paid for each application. A single application may be submitted by a group of commercial establishments or by an organization representing several commercial establishments provided that such application shall identify individually each commercial establishment participating in the special event. The applicant shall provide such additional information as the City Manager may require. If the applicant meets the conditions set forth in this Chapter, the City Manager shall issue the permit.

9-6-4 PARK DISTRICT EXEMPTION

This Chapter shall not apply to any temporary commercial activity on a sidewalk or parkway immediately contiguous to a public park, when conducted pursuant to a permit Issued by the Park Ridge Recreation and Park District authorizing such activity within the contiguous park; provided, however, that no such park permit shall be effective to authorize permanent or continuous use or occupancy of such sidewalk or parkway for any commercial activity.

9-6-5 REMOVAL

Any device, equipment, merchandise or display (a) attached to any street, sidewalk, parkway, pole, traffic control device or other permanent structure or equipment in a public way, or (b) obstructing any public way, or (c) creating any hazardous condition, shall be immediately removed and taken into custody by the City and notice shall be provided to the owner thereof where such item may be reclaimed. If the owner thereof fails to reclaim such item within thirty (30) days after notice, such item may be disposed of by the City.

9-6-6 PENALTY

Any person, firm corporation or other entity convicted of violating any provision of this Chapter shall be subject to a fine of not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00). Each day a violation occurs shall constitute a separate offense.