

SPECIAL EVENTS PERMIT POLICY

APPLICATION REQUIREMENTS AND CONDITIONS ARE OUTLINED BELOW: THIS DOCUMENT SHOULD BE RETAINED BY THE EVENT ORGANIZER FOR REFERENCE.

5.70.010 Definitions

"Outdoor Special Event" means a onetime outdoor event or event that is repeated on an annual or other periodic basis for which a permit is required as provided in Section 5.70.020.

5.70.020 Conditions and Permits for Outdoor Special Events

An outdoor special event permit is required on any property in the Village for any planned outdoor event involves the following:

- A. The use of any Village property;
- B. The closure of any public street, posting of "no parking" signs on public streets or blocking of any parking on public streets;
- C. The use of any commercial parking lot and/or blocking of any commercial parking area that reduces the number of required parking spaces established in Title 17;
- D. The sale of alcoholic liquor; or
- E. Any event at which sound amplification equipment will be used
 1. Sunday through Thursday - before 10:00 am and/or after 9:00 pm; or
 2. Friday and Saturday before 10:00 am; and/or after 10:00 pm.

All outdoor special events shall be conducted in a way that minimizes the direct impact of sound and the activity of the event on neighboring properties and the public as is practicable.

5.70.030 Permit Conditions

Outdoor special event permits shall meet the following conditions and requirements:

- A. Liquor may not be sold or given away in violation of Chapter 5.08 of the North Aurora Code;
- B. If the event is taking place on property not owned by the applicant, evidence of the owner's consent or approval in writing must be obtained;
- C. If the event will include blocking any public road, only subdivision roads may be blocked, and approval by the Police Department with a plan for barricading, allowing access to property owners and limiting the hours of blockage, with any conditions imposed by the Police Department, is required;
- D. The hours for which sound amplification equipment may be used shall be determined by the Board, taking into consideration the day or night of the week, the location of the event in respect to residential properties and other factors that Board determines are necessary and appropriate for the protection of the public, health, safety and welfare; and
- E. Reasonable efforts shall be made to minimize the direct impact of sound and the activity of the event on neighboring properties and the public as is practicable, and the applicant shall implement any requirements and observe any limitations and conditions that are specified with permit approval.

5.70.040 Permit Application

The property owner or person authorized by the property owner on which an outdoor special event is planned for which a permit is required, as provided in Section 5.70.020, shall submit an application to the Village Administrator or designee and provide the following information and documentation:

- A. An indication whether liquor will be sold;

- B. If the event property is not owned by applicant, a copy of the lease or other written evidence of consent or approval from the property owner;
- C. An indication whether streets will be blocked off, and a diagram and plan for handling the street blockage;
- D. A diagram of the location of the sound amplification equipment and its orientation to adjacent or nearby residential property; and
- E. A description of the efforts to be taken to minimize the direct impact of sound on residential properties in the area.
- F. Any other information reasonably required by the Village to insure that the impact of the event on neighboring properties and the public is minimized.

5.70.050 Timing

All outdoor special events that require a permit shall be submitted to the Village Administrator for approval at the next regularly scheduled Village Board meeting if submitted no later than the Monday before the next regularly scheduled Board Meeting. All special events must have final approval by the Village of North Aurora Board of Trustees.

The Special Events Permit application and all required and approved additional permit applications shall be submitted to the Village Administrator by contacting:

Steve Bosco, Village Administrator
Village of North Aurora
25 E. State St.
North Aurora, IL 60542
(630) 897-8228, ext. 233
sbosco@vil.north-aurora.il.us

Hold Harmless Agreement: The event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the Village of North Aurora against any and all actions arising from, during, or as a result of the event. The Village of North Aurora is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, codes and requirements.

Compensation for Village Staffing:

Depending on attendance and type of event, the Village may require personnel, including Police at the function. All Village personnel involved during the day(s) of the event may be charged back to the sponsoring agency if deemed appropriate by the Village Board of Trustees. The Village shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the sponsoring agency, as well as the Village. Village Administrator may waive fees for community, non-for-profit, civic groups, or government entities.

Documents that must be submitted (if Applicable):

- Special Event Registration Application and signed Hold Harmless Agreement
- Required additional permit applications (i.e. Liquor)
- Copy of the Certificate of Insurance listing the Village of North Aurora as an additional insured in the amount required
- Fireworks (approved permit required from North Aurora Fire District)