

Special Events Policy City of Plano, Illinois

Purpose: The City of Plano Illinois recognizes that Special Events are important to enhancing the quality of life for the citizens and can provide benefits to the community and its residents. This policy shall serve to ensure adequate planning for Special Events, a level of city support and oversight of special events planning, and to ensure that the citizenry can safely enjoy public spaces during planned special events.

The City will review Event Request applications to assist organizers with complying with various public safety requirements, addressing traffic and parking issues, health and safety of participants and the public at large, effects on neighboring properties and businesses, fire potential, preservation of the peace and order in the city, sanitation and safeguarding the public health. The city will also consider any necessary diversion of costs of public health, safety, and emergency services from the regular duties of these offices as associated with each particular special event.

Definitions:

A **Special Event** is a temporary gathering of people on public or private property including but not limited to: parades, public assemblies, run/walks, rides, festivals, carnivals, art/antique fairs, religious services, and expos, which require:

- The use of City owned facilities such as buildings, parks, open spaces, streets, parking lots, athletic fields etc.
- Closing a public street, alley or right of way.
- Temporary installation of structures including, but not limited to, tents.
- Public safety support and city staff support.
- Extraordinary services by any city department.
- Hours beyond those otherwise adopted in city ordinances
- The regulation of Alcohol, beverages, food and/or merchandise to be offered.

Interested persons must obtain and submit a Special Events permit and comply with this policy. Events that do not need to obtain a Special Events Permit must comply with all city ordinances and laws.

Extraordinary Services mean reasonable and necessary services provided by the city, which specifically result from the Special Event. Extraordinary services result in measurable financial costs, which are above and beyond the normal levels of public health and safety services on a non-event day. These may include police protection, traffic control, fire monitoring, and dedicated paramedic service. The city will make reasonable efforts to adjust schedules of employees to minimize the requirement for overtime pay or other costs for Extraordinary Services where sufficient advanced notice of the event is provided.

Not a Special Event:

The following are not considered Special Events:

- Funeral Processions
- Marches
- Public Assemblies
- Events wholly contained on private property
- Events contained in a larger Special Event

- Events that result in no greater use of public facilities and services than on non-event days.
- Recurring events approved by the City Council, such as Farmers Markets
- Events outside of city limits on State or County property

Required documentation for Special Events:

- Events Request, City of Plano Illinois, completed with necessary signatures of Police, Fire and Public Works authority
- Events Map
- Insurance Certification
- Food Safety permit, as applicable to event plan
- Liquor License from City of Plano, as applicable to event plan
- State of Illinois Liquor License, as applicable to event plan

The Event Request Application for a proposed Special Event must be submitted for approval at least 30 days prior to the date of the Special Event.

All Special Events Requests must address the duration and hours of operation of the event. No Special Event may be open beyond established curfew, unless specifically approved by the City Council.

*Maximum Daily Attendance at the Special Event must be specified, that is the reasonable amount of people, animals, and vehicles expected to attend.

Parking areas must be specified in the plan, with requests of those businesses which will be affected, other local organizations addressed, including public parking lots, street parking, church and school parking.

Sanitary facilities and potable water shall be provided as required for the amount of persons reasonably expected at the event.

Event organizers must work with the City Police to ensure plans for adequate safety and security, including the costs of extraordinary services deemed necessary.

All activities, plans, and structures must be reviewed by the Police Chief, Fire Chief, Director of Building, Planning and Zoning, Street Superintendent, Director of Public Works, and Mayor, and comply with the fire code.

Groups in need of special consideration or extraordinary services should consider presenting to the Special Events Committee 60 days in advance of the special event.

No Special Event may be held unless all necessary approvals are given.

The Special Event Request Applicant is responsible for removal of litter and refuses left after the event within 24 hours after the conclusion of the event. This includes any refuse or litter attributed to the event, which lands in the surrounding neighborhoods or properties.

All Applications must identify a designated individual who can be contacted at any time by any person regarding the event, who will provide information or answer questions or whom City representatives may refer questions and comments from the public.

All Special Events are conditioned on the approval of all other necessary permits, license, and inspections by city departments.

Upon approval, copies of the Event Request will be supplied to City Hall, the Police Chief, Fire Chief, and Public Works. A copy of the Event Request will also be submitted to affected businesses if the event will result in street closures or other situations that could compromise their ability to conduct business before, during the duration of, and after the event.

*Not Withstanding the foregoing, all documentation for Special Events involving liquor, parking, electricity, water, and/or garbage or sanitary services through the City of Plano must be submitted to a regularly scheduled meeting of the Committee of the Whole and then to a regularly scheduled meeting of the Plano City Council with all appropriate signatures prior to the 30-day Event Request deadline. The Plano City Council meets regularly on the second and fourth Mondays of the month as posted online at the website: <http://www.cityofplanoil.com/>.

NOTE: Special Event and festival organizers need to be aware that electrical power is available at some but not all outdoor venues. The City of Plano cannot guarantee adequate power for your needs. Vendors and attractions are responsible for supplying any electrical power that the City of Plano cannot provide. Any changes to the Approved Event Request must be presented to the Special Events Committee, which will then bring the proposed changes to the Plano City Council for consideration prior to the event.

In the event of extreme weather, or other circumstances beyond the event organizer's control, any proposed changes to the approved event plans must be communicated to the Mayor, Chief of Police, and Special Event Committee Chairman.

Marches and Public Assemblies:

Marches and Public Assemblies are protected under the constitution of the United States and the City of Plano does not discriminate against any particular group or type of speech expected to be present at any March or Public Assembly. The City requests organizers of a March or Public Assembly complete a written application for permit a minimum of five days prior to the proposed March or Assembly. Special consideration may be granted by the Mayor or by the Chief of Police for Marches and/or Public Assembly.

The Chief of Police may request consultation with all persons reasonably necessary to ensure order and the health, safety and welfare of the participants as well as the citizenry as a whole. The March and Public Assembly will also be reviewed for its impact on traffic control and effect on other entities including schools, churches, and other organizations in the city.

Before denial of any March or Public assembly permit, the city and/or Chief of Police shall make an effort to discuss reasonable alternative plans with organizers, such as dates, times, locations, or other terms or parameters to protect the public health, welfare and safety. Applicants may appeal the decision to deny a March or Public Assembly. Appeals shall appear on the agenda for the next regularly scheduled City Council meeting with the required legal notice provided to the public. After all interested persons have had an opportunity to be heard at public hearing, the City Council may affirm, reverse, or modify the determination.

Application Review:

Upon receiving an Event Request, the City Staff and/or Chief of Police will start review to discuss the Special Event/ Public Assembly/March and review its potential impacts, and city services requested and possibly required. The application shall be either:

- Approved
- Denied
- Approved subject to certain conditions
- Moved to the agenda of the next appropriately publicized City Council Committee of the Whole meeting for discussion
- Moved to the agenda of the next appropriately publicized City Council meeting for discussion

The applicant can cancel the Special Event at any time prior to the event due to unforeseen obstacles to the success of the event or the health, safety, and well-being of organizers and the public.

Denials:

Special Events Requests may be denied if it is deemed that the event organizers

- Will fail to comply with noise, health or safety regulations in the city, or otherwise violate city ordinances or state statutes.
- Will interfere with or restrict the city's emergency services agencies, or business or residential activity within or around the proposed event area.
- Will unreasonably conflict with other permitted activities in the proposed event area or proposed event time.
- Will cause damage to city property or natural areas.

Organizers of Special Events, Marches and Public Assemblies shall be required to sign an agreement to indemnify the City of Plano and its departments, employees and agents harmless from any liability to any persons resulting from any damage or injury to property or any person which occurs in connection with the permitted event caused by any actions or inactions of the event's organizer, or any person under their control.

HOLD HARMLESS CLAUSE:

The special events organizer hereby agrees to indemnify and hold harmless the City of Plano, Illinois, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the organizer's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Plano acting within the scope of their employment. Further, the event organizer agrees to indemnify the City of Plano and any of its agents, public officers, officials or employees and authorized volunteers for any attorney's fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the organizer's use of public property or operation of the event as set forth in the application for special permit.

INSURANCE REQUIREMENTS:

Proof of insurance is required of all Special Event organizers prior to the event. The attached list of insurance requirements should be reviewed immediately with your insurance agent to comply. Please provide document along with your completed application one month prior to event to Special Events,

City of Plano, 17 E Main Street, Plano IL 60545 or email to kmiller@cityofplanoil.org. Coverage shall be from reputable insurance companies in amounts acceptable to the City of Plano. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

LIABILITY WAIVER:

The event organizer agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Plano, its agents, public officers, officials or employees and authorized volunteers from said organized event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Plano acting within the scope of their employment.

All Special Events organizers must procure at their expense, a policy of insurance subject to the City's minimum requirements for Special Events. The certificate of insurance shall be filed at the office of the City Clerk one month to not less than five days prior to the event. The event may not be held without submission of documentation of insurance.

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Plano requires submission of a Certificate of Insurance along with the Special Events Application prior to review.
2. The Certificate of Insurance must include the following minimum limits of insurance coverage required for special events on City property:
 - \$1,000,000 coverage per occurrence
 - \$2,000,000 aggregate coverage for general liability
3. The City of Plano must be named on the Certificate of Insurance as primary, non- contributory additional insured under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Plano reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.

The Chief of Police or his designee may cancel a Special Event, March, or Public Assembly regardless of whether a permit has been issued without prior warning due to any significant change in conditions which would or may adversely affect the public health, or safety of the community, or would place the grounds or natural resources at risk of damage or destruction if the event were permitted to take place.

Special Event Request, City of Plano, Illinois

(Check all that apply)

- Parade
- Fair/Festival
- Run/Walk
- Ride

- March/Public Assembly
- Expo
- Other _____

Name of sponsoring organization(s) _____

Not-for-profit Organization ID # _____

Date of event _____ Start time _____ End time _____

Set Up Date and/or Times _____

Name of person(s) responsible for organizing and conducting event:

Name	Address	Phone	Email	Title

Number of people (_____) animals (_____) Vehicles (_____) expected to participate. See * Page 2.

Describe the event in detail:

Are you requesting streets to be closed? If so, list specifics and provide notation on any event route.

Does this event require blockage of Route 34? Yes _____ No _____

(If yes, this will require approval from the Illinois Department of Transportation).

Are you requesting assistance from the City of Plano and/or Plano Police?

- **Barricades?**
- **Emergency services**
- **Police presence for traffic or crowd control?**
- **Water**
- **Electricity**
- **Waste services**

Please Describe:

Proof of insurance submitted Yes ____No ____

Signature of person making application

/Printed Name/Title

Address

Telephone

Email address

Signatures needed:

Police Chief: _____

Fire Chief: _____

Director of Building ,Planning, & Zoning _____

Street Superintendent: _____

City Administrator: _____

Mayor: _____

Necessary Attachments to this application:

- **Event Map**
- **Insurance Certificate**

If City roads are going to be blocked off for your Special Event you must inform the businesses/neighbors that will be affected 2 weeks prior to the event and they need to sign this form. You need to return this signed form to the City for our records.

Thanks
Special Events Committee

Date _____	Business Name _____	Owner/Manager _____
Date _____	Business Name _____	Owner/Manager _____
Date _____	Business Name _____	Owner/Manager _____
Date _____	Business Name _____	Owner/Manager _____
Date _____	Business Name _____	Owner/Manager _____
Date _____	Business Name _____	Owner/Manager _____
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