

## REQUEST FOR PERMISSION FOR STREET/PARKING LOT CLOSURES

*(This application must be filled out for all event street/parking lot closures which includes (but is not limited to) block parties, car shows, carnivals, films, food markets, parades, races and walks).*

All street closure applications are due no later than 3 weeks prior to the event date.

Event Title: \_\_\_\_\_

Event Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Do you plan on City street closure(s)?      Yes      No

If so please fill out the information below:

Name of Street: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Name of Street: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Name of Street: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

- All block parties are permitted until dusk.
- All street closures that require police personnel must be paid by the event sponsor.
- All walks must take place on the sidewalks unless the number of participants exceed allowable amount or directed by the Police department.

Do you plan to monitor and control vendor access to loading areas when streets are closed?      Yes      No

If so please indicate how: \_\_\_\_\_

Do you plan on City parking lot closure(s)?      Yes      No

If so please fill out the information below:

Name of Parking Lot: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Name of Parking Lot: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

If this is for a parade/race/walk, please indicate the following (and attach a route to the application):

Location of the Assembly area: \_\_\_\_\_

Time of the Assembly: \_\_\_\_\_

Location of Disbanding: \_\_\_\_\_

Time of Disbanding: \_\_\_\_\_

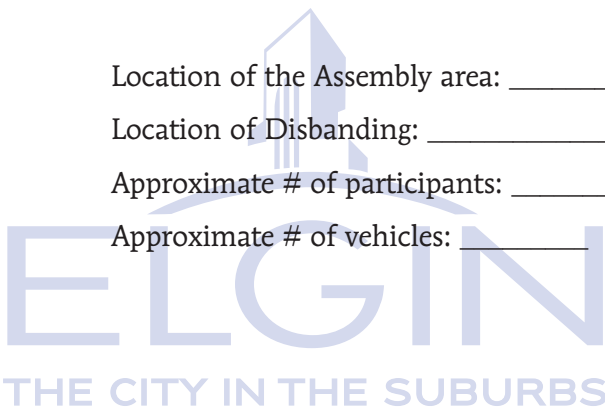
Approximate # of participants: \_\_\_\_\_

Approximate # spectators: \_\_\_\_\_

Approximate # of vehicles: \_\_\_\_\_

Approximate # of street monitors: \_\_\_\_\_

(please include their locations on the map)



For all closures, please indicate who is providing barricades: \_\_\_\_\_

- Please note, if it is the city, you may be charged labor and equipment fees. If this is for a block party, please rent barricades and attach the rental form to the application. You may rent barricades from A to Z Rental. A receipt to verify your rental will be required to receive your final permit. Application must be submitted three weeks prior to the event date.
- Any resident/business in the area by the street closure must be given advance notice. All street closures for block parties must have the attached approval form signed. All other closures require a press release to be sent to the media, notification letters to the affected parties, and signs posted in the area at least 96 hours (4 days) prior to the event. Please attach these documents to the application.
- The sponsor must provide the Parks and Recreation Department with a certificate of general liability insurance naming the city as additional insured with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and with a general aggregate limit of not less than two million dollars (\$2,000,000). Such insurance shall be primary and noncontributory to any insurance carried by the city and the insurance shall not be terminated or cancelled for any reason without thirty (30) days advance written notice to the city. This insurance shall not be required for residential block events, parades and noncommercial expressive activities protected under the first amendment of the constitution of the United States.

Is your street closure on a bus route?      Yes      No

If so, please attach the notification to Pace.

Will alcohol be available?      Yes      No

- If so, please note that serving or consumption of alcoholic beverages in the public right-of-way is prohibited unless a liquor license has been issued. To obtain a liquor license please contact the City Clerk's Office at least 60 days prior to the event at 847-931-5660.

Will you have music/deejay?      Yes      No

- If so, please be advised that although there is no permit which can be issued that addresses music, if complaints of any type are received, our Police Department is obligated to respond and enforce the City Code. Sound cannot be amplified more than 75 feet from the sound amplification device.
- If this is for a car show, please request the sound amplification ordinance through the special events office.

A copy will be submitted to the Police, Public Works and Fire Department for their approval.

As stated prior, all applications must be submitted three weeks in advance of event date.



Please sign below to confirm that you have included a non-refundable application fee of \$10 with this application

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

(please note that additional fees may be incurred for City services)

**When completed, please return to:  
Parks and Recreation Department  
Attn: Special Events  
100 Symphony Way  
Elgin, IL 60120**

**APPLICATION FEES**

Sponsors must pay an application fee at the time of submitting their completed permit application. The 2019 fee schedule is as follows:

- Block Party - \$10
- Carnival - \$75
- Festival with an attendance of 1,000 people or greater - \$50
- Neighborhood Event with an attendance of fewer than 1,000 people - \$25
- Races/Walks - \$25
- Filming - \$10
- Harvest Market (per market) - \$25
- Seasonal Harvest Market (per season) - \$75

This application fee is non-refundable. Please note that additional charges may be incurred with the City if the Sponsor requires City services.

For any questions or concerns regarding special events, please contact the Special Events Office at (847) 531-7005.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Special Events Office



## STREET CLOSURE APPROVAL FOR SPECIAL EVENTS

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Date of Street Closure: \_\_\_\_\_ Time \_\_\_\_\_

Blocks to be closed off: \_\_\_\_\_

**Homeowner signatures are required of all properties within blocked off streets. All addresses must be included.**

Tenants/property owner signatures are required if residing within the proposed street closure area.

*Address:*

*Approval of Resident:*

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**STREET CLOSURE APPROVAL FOR SPECIAL EVENTS** (cont.)

*Address:*

*Approval of Resident:*

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## SOUND AMPLIFICATION ORDINANCE/GUIDELINES:

It is unlawful to use, operate or employ any such amplifying equipment unless the City of Elgin Sound Ordinance/Guidelines are followed.

### RESTRICTIONS:

- A) The operation of sound amplifying equipment shall only occur Sundays through Thursdays between the hours of 8:00 a.m.-8:00 p.m., prevailing time, and Fridays and Saturdays 8:00 a.m.-11 :00 p.m., prevailing time. Some events may be extended if approved by the Mayor, Chief of Police and City Council.
- B) No sound amplifying equipment shall be operated within 200 feet of churches, schools or hospitals.
- C) SOUND AMPLIFICATION DEVICES NOISE LIMITATION FROM RESIDENTIAL PROPERTIES:  
No person shall operate or permit operation of any sound amplification device or system from any residential property within the city which can be heard from a distance of seventy-five feet (75') or more from any property line of such residential property during nighttime hours or which can be heard from one hundred fifty feet (150') or more from the property line of any such residential property during daytime hours.
- D) Operation of sound amplifying equipment shall be restricted to one event per 300 feet of simultaneous use.

***Although no permit is issued for music, if complaints of any type are received, our Police Department is obligated to respond and enforce City Ordinance.***

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