



## WHAT YOU SHOULD KNOW

- ▶ This guide will help direct you to the correct applications and provide lots of helpful information to make your event a success. If you aren't sure which application to submit, use this guide to help you.
- ▶ There are many types of events that may require permits through the City of Elgin. All applications must be complete before submission.
- ▶ The permit application fees vary. Once staff reviews your application, we will contact you with your approximate event fee.
- ▶ Application submission deadlines vary based on the application type, but the earlier you get your application in, the better.
- ▶ A site plan, drawn to scale, should be submitted with your application. Final event layouts are due no less than 30 days before the event.
- ▶ All applications are reviewed by the Community Engagement Committee, an interdepartmental committee that ensures all necessary general requirements and safety measures are met.
- ▶ If your event is to be held on private property, you will need to complete the Temporary Use Permit Application through the Community Development Department.
- ▶ Submit all complete special event permit applications to City Hall, Attn: Special Events, 150 Dexter Court, Elgin, IL, 60120.

## DEPARTMENT/DIVISION CONTACT INFORMATION

DEPARTMENT	EMAIL	PHONE	
City Clerk's Office	<a href="mailto:cityclerk@cityofelgin.org">cityclerk@cityofelgin.org</a>	847-931-5660	Liquor licenses
Community Development	<a href="mailto:permits@cityofelgin.org">permits@cityofelgin.org</a>	847-931-5920	Signs, Temporary Use applications
Elgin Fire Department		847-931-6190	Fireworks and pyrotechnics, large tents, carnivals, and bonfires
Health Division	<a href="mailto:health@cityofelgin.org">health@cityofelgin.org</a>	847-931-5934	Food and drink vending/service
Kane County Clerk	<a href="mailto:countyclerk@co.kane.il.us">countyclerk@co.kane.il.us</a>	630-232-5950	Raffle licenses
Special Events	<a href="mailto:speialevents@cityofelgin.org">speialevents@cityofelgin.org</a>	847-931-6770	General event information and guidance.



## HEALTH DIVISION

1. **Food Service:**
  - a) All food regulations are determined by the City of Elgin, County Health Department, and Food and Drug Administration. A helpful guide specifically regarding food vending can be found on the website. Please review the additional Temporary Food Manual before submitting additional food handling permit applications.
  - b) The Temporary Food Establishment Permit Application is best used for individual one-time food services provided by a vendor. Fees are associated with this permit.
  - c) If the vendor already holds a Kane County Health Department License, there is no need to apply for the the Temporary Food Establishment Permit Application.
  - d) Inspections on the day of the event are required.
2. **Food Safety:**
  - a) All food and drink must come from an approved food source, be clean, wholesome and free from tampering. Ice must be from an approved source.
  - b) All food, food containers and single service food wares must be properly stored off the ground.
  - c) All toxic chemicals must be stored in a separate area away from food and food related items.
  - d) The menu must be approved by the Elgin Health Division and be planned in such a way as to avoid leftover food.
  - e) Home prepared foods will not be permitted with the exception of non-potentially hazardous baked goods such as breads, cakes and cookies.
3. **Temporary Food Vendor Manual:**
  - a) The Temporary Food Manual is the best resource for additional information about vending food temporarily at events. Contact the Health Division for questions or concerns.

## LAND MANAGEMENT

1. **Refuse/Recycling/Charcoal/Grease:**
  - a) Separate receptacles for trash and recycling will be provided by the city for public events on outdoor public property, once permitted.
  - b) Special containers are required for the disposal of charcoal and grease. These must be obtained by the event sponsor.
  - c) Dumpsters may be recommended or required based on the size of the event. Dumpsters, if required, must be reserved and paid for by the sponsor. Event sponsors should provide a 10-12 yard dumpster for every 400 people per day.
2. **Portable Restrooms, Sinks and Dumpsters:**
  - a) Event sponsors are required to provide portable restrooms, hand washing sinks, and dumpsters if food is served at an event. These items are not provided by the City of Elgin and must be obtained by the event sponsor.
  - b) Event sponsors should provide 4 port-o-lets and 1 hand washing station for every 200 people, and one additional of each item for every 200 additional people attending the event at any time.



## LAND MANAGEMENT

### 3. **Water Hook-ups:**

- a) Water hook-ups may be requested on the Special Event Master Permit Application for an event. This must be requested no less than 30 days before an event.
- b) Water hook-ups do not come with hoses, these must be provided by the event sponsor and should be potable hoses.
- c) Water meters can be rented from the Water Department if needed.

### 4. **Electrical Needs:**

- a) If electricity is needed for an outdoor public event on public property, staff will determine if electricity is available. If it is not, the event sponsor is responsible for the rental of a generator.

## FIRE DEPARTMENT

### 1. **Tents:**

- a) Tents that are 10'x10' do not require a Tent Permit Application. Any tent larger than 10x10 requires a Tent Permit Application.
- b) If your event will have multiple 10'x10' pop up tents, there must be a fire break (open space) of 12' after every six tents.
- c) No food cooking can occur under a tent.
- d) Every tent must have a fire extinguisher.

### 2. **Bonfires:**

- a) Bonfire proposals must be submitted as a Special Event Master Permit Application with a detailed site map drawn to scale and a proposal for the following: plans for extinguishment, clean-up, and general safety no less than 30 days before the event.
- b) A bonfire permit is required through the Fire Department.
- c) The bonfire will be inspected by the Fire Prevention Bureau on the day of the event.

### 3. **Fireworks/Pyrotechnics Displays:**

- a) Proposals for fireworks or pyrotechnic displays must be submitted as a Special Events Master Permit Application and a proposal that includes the following: detailed site map drawn to scale, description of the event, name of the pyrotechnic company, number of people on site, types and sizes of the pyrotechnics to be used, and plans for clean-up and general safety. This must be submitted no less than 60 days before the event.

### 4. **Carnivals:**

- a) All carnival set up activities must be inspected by the Elgin Fire Department. Contact the Elgin Fire Prevention Bureau to schedule your inspection at 847-931-6190.



## POLICE DEPARTMENT

### 1. **General Safety:**

- a) The security needs for each event are determined based on the event type, size, location, activities and description.
- b) If police presence is requested, the event sponsor will be responsible for that cost. If it is determined that a police presence is necessary, the event sponsor will be responsible for that cost. The cost for security can be substantial; we will work with you to ensure your event is safe while working to keep the costs to a minimum.

### 2. **Carnivals:**

#### a) General Operations:

1. A Carnival Permit Application must be submitted no later than 60 days before the event.
2. Lighting must be provided for all restrooms/port-o-lets.
3. All music must end by 8pm Sunday-Thursday and by 11pm Friday and Saturday.
4. Carnivals must end by 10pm on Sundays.
5. All clean-up of the event site and neighborhood is the responsibility of the event sponsor and must be completed no later than 1 day after the event concludes.

#### b) Set-up/tear down:

1. Set-up and tear down is permitted 3-4 days prior to and 1 day following the dates of the carnival operation.
2. If the carnival requires electrical or water, please note that on the application. A water meter can be rented through the Water Department. Providing electric is the responsibility of the event sponsor.

#### c) Parking:

1. Approved signage and/or traffic personnel is required to direct traffic to off-street parking locations.
2. Event sponsors must supply volunteers/staff for the parking lot for the entire duration of the event on all dates.

#### d) Safety:

1. All carnival activities must be inspected by the Community Development Department and/or Fire Department. To schedule this inspection, contact the Elgin Fire Prevention Bureau at 847-931-6190.
2. A security plan must be submitted along with the Carnival Permit Application. This plan should include a detailed site map, drawn to scale.
3. Fencing is required and should be steel interlocking perimeter fence no less than 6 feet tall with at least one point for entry/exit and one point for emergency exits. Fencing needs are determined based on traffic patterns, site location, past history, and general safety.
4. If policing is determined to be necessary, the event sponsor is responsible for that cost.



## POLICE DEPARTMENT

### 3. **Parades/Public Processions:**

- a) To host a parade or public procession, complete the Special Event Master Permit Application. You will need to also submit a detailed map of the route and all notices, press releases, and signs.
- b) Parades or public processions can take place on any State or County owned street or highway within the City of Elgin.
- c) All routes must be approved by the Elgin Police Department and Elgin Fire Department to ensure that safety routes remain clear.
- d) All applicants are responsible for any and all acts and/or omissions on their part, or on the part of their agents and/or employees, which may result in injury or damage to themselves or third parties.
- e) The Elgin Police Department and City staff reserve the right to remove any entrant from the parade or public procession, either prior to assembly or at any time during the event.
- f) All parade or public procession attendees must abide by the following as applies:
  1. All rules and regulations of the City of Elgin and the laws of the State of Illinois.
  2. Vehicles must drive at no more than 10 miles per hour.
  3. No parade unit may be driven by anyone younger than 21 years old.
  4. No revving engines or squealing tires.
  5. No skateboarding, rollerblading or scooter riding as a parade entry.
  6. No one may get on or off of a float once it has started down the parade route.
  7. No shooting of silly string, water guns, or any other projectile are allowed.
  8. Only forward moving maneuvers are permitted along the parade route.
  9. A fire extinguisher is required to be on each float for safety precautions.
  10. There must be an adult on the float where children (16 and under) may be riding.
  11. Helmets are required for all riders/passengers of bicycles and motorcycles, regardless of age.
  12. All parade participants must maintain a safe distance from other parade units. A minimum spacing of twenty feet between each unit will be enforced.
  13. No throwing of candy or any objects from parade units. Handing out candy or objects is permitted by walkers only.
  14. Carrying alcoholic beverages and/or smoking is prohibited on any parade entry at any time before or during the parade.

### 4. **Sound Amplification:**

- a) Sound Amplification may only occur as follows:
  1. Sunday-Thursday between the hours of 8:00 a.m. - 8:00 p.m.
  2. Friday and Saturday between the hours of 8:00 a.m. - 11:00 p.m.
- b) Sound amplification guidelines for Festival Park are separate. Contact the Special Events office to discuss sound amplification at Festival Park at 847-931-6770.
- c) Although no permit is issued for sound amplification, if complaints of any type are received, the Elgin Police Department is obligated to respond and enforce all City ordinances.



## POLICE DEPARTMENT

### 4. **Sound Amplification (cont'd):**

- c) The following sound amplification regulations and rules must also be observed:
  - 1. No sound amplification may occur from any property line within the city which can be heard from a distance of 75 feet or more from any property line of a residential property during nighttime hours, or 150 feet or more from any property line of a residential property during daytime hours.
    - 1. Daytime hours: 7:00 a.m. - 10:00 p.m.
    - 2. Nighttime hours: 10:00 p.m. - 7:00 a.m.
  - 2. No sound amplifying equipment may be operated within 200 feet of churches, schools or hospitals.
  - 3. Operation of sound equipment shall be restricted to one event per 300 feet of simultaneous use.

## LIQUOR LICENSE

### 1. **Liquor Licenses:**

- a) To serve or sell alcohol at an outdoor special event, a liquor license is required.
- b) Fencing and a police presence will also be required. The security needs and fence type for each event are determined based on the event type, size, location, activities and description.
- c) A licensed vendor must apply for a special events or off-site liquor license no less than 60 days before the event.
- d) To get guidance on the correct application, associated fees and process, contact the City Clerk's office at 847-931-5660.

## PUBLIC WORKS DEPARTMENT

### 1. **Street and Parking Lot Closures:**

- a) Any city street or city parking lot closure requires the Street or Parking Lot Closure Permit Application to be submitted along with the Special Event Master Permit Application. There is a \$10 fee associated with this permit application.
- b) A minimum of 2/3 of the impacted addresses must sign the permit application before submission. An application that does not have the minimum of 2/3 will not be approved.
- c) Notices to residents and businesses are posted at least 96 hours/4 days in advance.
- d) If your event requires street barricades, these may be provided for you by the Public Works Department for a fee. In this instance, the event sponsor will be responsible for all equipment and labor costs.



## MISCELLANEOUS INFORMATION

### 1. Raffles:

- a) To host a raffle as part of your event you must obtain a State of Illinois license through the Kane County Clerk's Office. You can find more information about the fees, guidelines, and fees by calling the Kane County Clerk at 630-232-5950

### 2. Signage:

- a) To have signage at your event, you must obtain a sign permit through the Community Development Department. You can do this using the Sign Permit Application. Once the permit is approved, the sign may be displayed for up to 15 days. Only one sign is allowed per zoning lot. Yard signs are not allowed in any form and may be subject to fines. You can find more information including the Sign Permit Application online. Contact the Community Development Department for questions or concerns at 847-931-5920.

## FEES

### 1. Application Fees:

- |   |   |
|---|---|
| a) Block Party \$10.00                          | d) Filming \$10.00  |
| b) Carnival \$75.00                             | e) Farmers Market \$25.00                                 |
| c) Festival (less than 1,000 attendees) \$50.00 | f) Seasonal Farmers Market \$75                           |
|   | g) Neighborhood Event (less than 1,000 attendees) \$25.00 |

### 2. Additional Fee Information:

- a) Equipment fees can be online at [cityofelgin.org/specialeventspermit](http://cityofelgin.org/specialeventspermit)
- b) Relevant fees and labor charges will be assessed and the event sponsor will be notified of the expected charges.



## RELEVANT CONTACT INFORMATION

Community Development		847-931-5920	Signs, Temporary Use applications
Elgin Fire Department		847-931-6190	Fireworks and pyrotechnics, large tents, carnivals, and bonfires
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Special Events	<a href="mailto:specialevents@cityofelgin.org">specialevents@cityofelgin.org</a>	847-931-6770	General information about events.
Health Division	<a href="mailto:health@cityofelgin.org">health@cityofelgin.org</a>	847-931-5934	Food and drink vending