

847-931-6770 specialevents@cityofelgin.org cityofelgin.org/specialeventspermit 150 Dexter Court, Elgin, IL, 60120 

CARNIVAL PERMIT APPLICATION

If you are planning a carnival, please complete this form. Please reference the special events planning guide for more information on completing this permit.

WHAT YOU SHOULD KNOW

- ▶ All carnival set-up activities must be inspected by the City of Elgin Community Development Department and/or Fire Department. Please contact the Elgin Fire Prevention Bureau to schedule an inspection, (847) 931-6190.
- ▶ An approved security plan by the City Police Department must be provided in advance to the City Manager's Office. This may include a 6ft tall, interlocking steel perimeter fence with at least one point entry/exit and one point for emergency exits. Fencing is required at the cost of the sponsor for security purposes based on traffic patterns, site location, past history and general safety unless authorized by the Chief of Police. If additional police officers are required for crowd control, the applicant will be billed as applicable.
- ▶ Set-up and tear down is permitted 3-4 days prior to and 1 day following the dates of the carnival operation.
- ▶ If the carnival requires electrical or water, please state that in the application. A water meter can be rented through the City of Elgin Water Department.
- ▶ Approved signage and/or proper traffic personnel is required to direct traffic to off-street parking locations.
- ▶ Additional applications may be required.
- ▶ Your permit fee of \$75 and any additional charges will be determined after submission of all documentation.
- ▶ Additional documents that you will need to submit with your application:
 - ▶ Certificate of Insurance
 - ▶ Medical, security, and parking plans
 - ▶ Layout of your event that includes fencing, port-o-lets, dumpsters, etc.
 - ▶ A sample press release and notice to residents/businesses.
- ▶ Completed application must be submitted to the Special Event Coordinator no less than 60 days before your event. Submission of an applications does not guarantee approval.
- ▶ Applications are reviewed and approved by the Community Engagement Committee.
- ▶ This application can be emailed to specialevents@cityofelgin.org or sent to: City Hall Attn: Special Events, 150 Dexter Court Elgin, IL 60120.

- ▶ Event organizers must supply volunteers/staff for the parking lot for the entire duration of the event on all dates.
- ▶ Lighting must be provided for the bathrooms/port-o-lets.
- ▶ Any music must be shut off by 8pm Sunday – Thursday and 11pm Friday and Saturday.
- ▶ Carnivals on Sunday must end no later than 10pm.
- ▶ Clean-up of the site and neighborhood will be done by the applicant following the event.
- ▶ The event sponsor is responsible for all costs associated to the above policies.

PRIMARY EVENT CONTACT INFORMATION

This will be our city staff's contact person during the application process, and where all correspondence will be sent during this permit process.

 APPLICANT'S FULL NAME

 APPLICANT'S PHONE NUMBER

 APPLICANT'S ADDRESS (STREET, CITY, STATE, ZIP)

 APPLICANT'S EMAIL ADDRESS

CARNIVAL INFORMATION

 CARNIVAL TITLE

 CARNIVAL SPONSOR

 LOCATION OF CARNIVAL

Please be as specific as possible and attach a scaled layout of the carnival. This will be reviewed by the Code, Fire, and Police Department to ensure all state laws and ordinances are followed.

 CARNIVAL STAGING LOCATION

 OTHER CARNIVAL SPONSORS

 ONSITE PHONE DURING EVENT

 VENDOR/MEDIA CONTACT

 VENDOR/MEDIA PHONE NUMBER

 CARNIVAL COMPANY NAME

 CARNIVAL COMPANY PHONE NUMBER

 CARNIVAL COMPANY ADDRESS

 VENDOR/MEDIA CONTACT

 VENDOR/MEDIA PHONE NUMBER

 EVENT WEBSITE LINK

DATE / TIME

SET-UP START

SET-UP FINISH

EVENT START

EVENT FINISH

DISMANTLE START

DISMANTLE FINISH

COMMUNITY DEVELOPMENT

For any inquiries on this portion of the application, please refer back to the General Information portion of the Special Events Planning Guide.

DO YOU PLAN ON USING TENTS OVER 10'X10' AT THIS EVENT?

Yes

No

If so, If so please attach the Tent Permit application and answer the following:

DID YOU READ THE TENT REQUIREMENTS IN THE GENERAL INFORMATION SECTION?

Yes

No

DO YOU PLAN ON HAVING A FIRE EXTINGUISHER FOR EVERY TENT STRUCTURE OVER 700 SQ FEET?

Yes

No

If you plan on using tents over 10'x10', please initial that someone from the event sponsor's organization will be there when tents are dropped off, set up, and picked up.

DO YOU PLAN ON SERVING FOOD/DRINKS AT YOUR EVENT?

Yes

No

If so, please attach the Temporary Food Establishment application and answer the following:

DO YOU UNDERSTAND THAT THERE IS A PERMIT FEE FOR FOOD VENDORS?

Yes

No

BEVERAGES WILL BE SERVED IN (CHECK ALL THAT APPLY):

plastic cups

plastic bottles

aluminum cans

glass bottles

other_____

DO YOU PLAN ON CONDUCTING A RAFFLE?

Yes

No

If so, please attach your raffle license to the application.

DO YOU PLAN ON HAVING SIGNAGE?

Yes

No

If so, please attach the Sign Permit application. To obtain this, please contact Community Development at (847) 931-5920. Please note, yard signs advertising events are not allowed and can be subject to fines.

F I R E D E P A R T M E N T

DO YOU PLAN ON HAVING FIREWORKS/PYROTECHNICS AT YOUR EVENT?

Yes

No

If so, additional paperwork is required. Please contact (847) 931-6190 for further information.

DO YOU PLAN ON HAVING A BONFIRE AT YOUR EVENT?

Yes

No

DESCRIBE YOUR MEDICAL PLAN

MEDICAL SERVICES PROVIDER FOR DAY OF EVENT

MEDICAL SERVICES PROVIDER EMAIL

MEDICAL SERVICES PROVIDER EMAIL PHONE NUMBER

L A N D M A N A G E M E N T D E P A R T M E N T

DO YOU NEED A WATER HOOKUP AT YOUR EVENT?

Yes

No

Describe your water hook-up needs below. Note: This does not include a hose.

Any event sponsor who needs a water hook-up must arrange for one at least 30 days in advance of the event. Water meters must be rented from the water dept.

DO YOU PLAN ON USING ELECTRIC AT YOUR EVENT?

Yes

No

If so, please indicate what it will be used for, and your power needs:

DO YOU PLAN ON USING A GENERATOR AT YOUR EVENT?

Yes

No

If so, please indicate what kind and what supplier:

IF YOU ARE ON CITY PROPERTY (PARKS, CITY PARKING LOTS, ETC.), DO YOU PLAN ON HAVING TRASH AND RECYCLING RECEPTACLES AT YOUR EVENT?

Yes

No

Number of trash receptacles

Number of recycling receptacles

IF YOU ARE ON CITY PROPERTY, DO YOU PLAN ON HAVING A DUMPSTER ON SITE?

Yes

No

A D D I T I O N A L R E Q U I R E M E N T S

The applicant must provide the 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.

HAVE YOU MET WITH THE RESIDENTS, BUSINESSES, PLACES OF WORSHIP, SCHOOLS AND OTHER ENTITIES THAT MAY BE DIRECTLY IMPACTED BY YOUR EVENT? IF YES, PLEASE LIST THESE ENTITIES. IF NOT, PLEASE EXPLAIN:

DO YOU HAVE A SAMPLE OF THE NOTICE AND PRESS RELEASE THAT YOU PROPOSE TO DISTRIBUTE TWO WEEKS PRIOR TO YOUR EVENT? IF YES, PLEASE ATTACH. IF NOT, PLEASE EXPLAIN:

P O L I C E D E P A R T M E N T

DO YOU PLAN ON HAVING A CARNIVAL AT YOUR EVENT?

If so, please attach the Carnival application.

Yes

No

DO YOU PLAN ON HAVING A RUN, PARADE, OR WALK AT YOUR EVENT?

If so, please attach the Street/Parking Lot Closure application.

Yes

No

DO YOU PLAN ON HAVING MUSIC/AMPLIFICATION AT YOUR EVENT?

If so, check "yes" confirming you have read and will comply with the ordinance requirements below.

Yes

No

Yes

No

NUMBER OF STAGES

NUMBER OF BANDS

NUMBER OF PERFORMERS

PERFORMER/BAND AND MUSIC TYPE

DESCRIBE THE SOUND EQUIPMENT BEING USED

- ▶ If you plan on using amplification, 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/Ordinance.
- ▶ 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.
- ▶ It is unlawful to use, operate or employ any such amplifying equipment unless the City of Elgin Sound Ordinance/Guidelines are followed.
- ▶ 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.
- ▶ No sound amplifying equipment shall be operated within 200 feet of churches, schools or hospitals.
- ▶ 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.
- ▶ Operation of sound amplifying equipment shall be restricted to one event per 300 feet of simultaneous use.

DO YOU PLAN ON HIRING OUTSIDE SECURITY?

Yes

No

SECURITY COMPANY NAME

AMOUNT OF HIRED SECURITY

POSTED LOCATIONS FOR SECURITY

SECURITY COMPANY CONTACT INFORMATION

EXPLAIN YOUR EVENT SECURITY AND PARKING PLAN:

DO YOU PLAN ON SERVING ALCOHOL?

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.

DO YOU PLAN ON CITY STREET OR PARKING LOT CLOSURES?

Yes

No

If so, please attach the Street/Parking Lot Closure application.

Any City Street/City Parking lot Closure will only be approved if notices to the residents and businesses are sent, a press release is sent to the media, and signs to the public are posted. Please attach a sample of each to the Street/Parking Lot Closure application.

DO YOU PLAN ON REQUIRING A MINIMUM TICKET PURCHASE AT THE ENTRY POINTS IN ORDER TO ENTER THE EVENT GROUNDS?

Yes

No

If so, what is the amount and is it per person or per family? _____

DO YOU NEED POLICE ASSISTANCE WITH TRAFFIC DIRECTION/CROWD CONTROL?

Yes

No

PUBLIC WORKS DEPARTMENT

DO YOU PLAN ON HAVING PORTABLE RESTROOMS AND SINKS AT YOUR EVENT?

Yes

No

If so, please indicate number of each and provider information:

REGULAR PORT-O-LETS

ACCESSIBLE PORT-O-LETS

HAND WASHING SINKS

SERVICE PROVIDER

SERVICE PROVIDER PHONE NUMBER

DELIVERY DATE

PICK-UP DATE

DO YOU PLAN ON PROVIDING (A) DUMPSTER(S)?

Yes

No

NUMBER OF DUMPSTERS

SIZE OF DUMPSTERS

DELIVERY DATE

PICK-UP DATE

SERVICE PROVIDER

PHONE NUMBER

LOCATION(S) OF DUMPSTERS

If this is on city property, please initial that someone from the event sponsor's organization will be there when dumpster(s) are dropped off, set up, and picked up. _____

FENCING SUPPLIER COMPANY NAME

Fencing is required at the cost of the sponsor for security purposes based on traffic patterns, site location, past history and general safety unless authorized by the Chief of Police.

If this is on city property, please initial that someone from the event sponsor's organization will be there when fencing is dropped off, set up, and picked up. _____

APPLICANT SIGNATURE

Please sign below stating that all of the above referenced City ordinances and policies have been read, agreed to, and will be followed by the carnival sponsor in accordance with the proposed special event. Please sign below to confirm that you have included the non-refundable application fee with this application. Please note that additional fees may be incurred for City services.

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)