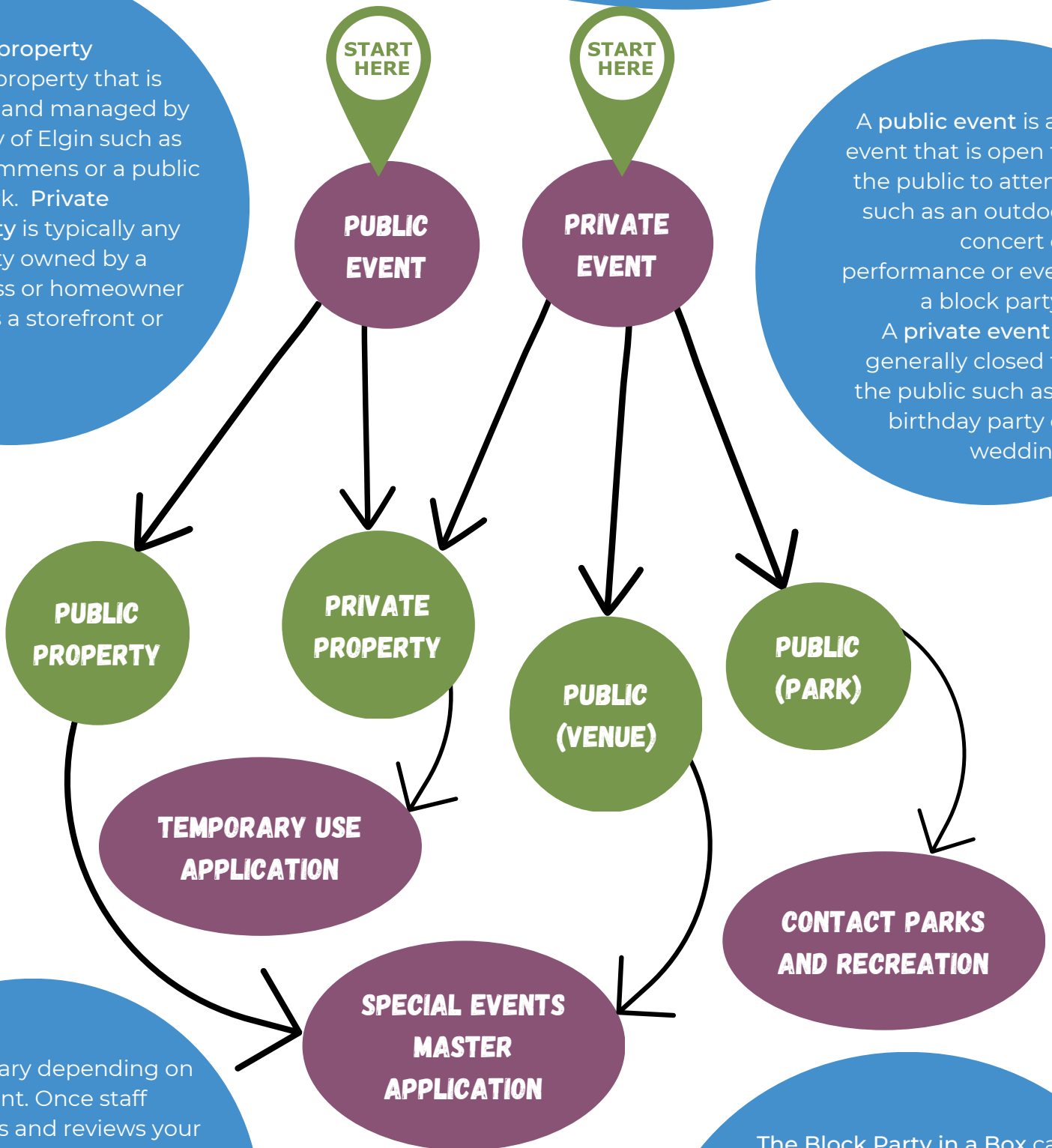


CITY OF ELGIN SPECIAL EVENT PERMIT APPLICATION PROCESS

Public property is any property that is owned and managed by the City of Elgin such as the Hemmens or a public city park. Private property is typically any property owned by a business or homeowner such as a storefront or home.

A public event is an event that is open to the public to attend such as an outdoor concert or performance or even a block party. A private event is generally closed to the public such as a birthday party or wedding.



Costs vary depending on the event. Once staff receives and reviews your completed application(s), you will receive an estimate for all costs associated with the city's services rental fees

The Block Party in a Box can be reserved as part of the block party permit application. Reservations are taken on a first-come-first-serve basis with a refundable \$50 deposit.

FREQUENTLY ASKED QUESTIONS

What safety concerns should I be aware of?

If you are serving or selling alcohol or having pyrotechnics or fireworks, these automatically require Elgin Police and Fire review. Large public gatherings also require safety tents with first aid services on hand.

What about serving food?

If your event is private and no licensed food vendor (such as a food truck or tent) will be on site, no food handling permits are required. If your event is public and food is being sold or served, a temporary food handling permit application is required unless your food vendor already has a Kane County Health Department food license. The City's public health division will still need to do an inspection of all food vendors on the day of the event.

What about serving or selling alcohol?

A special event liquor license is required for any public event where alcohol is being served or sold; alcohol must be served or sold by a vendor that already holds a City of Elgin and State of Illinois liquor license. All applications must be submitted no less than 60 days before the event. Only certain license holders may be applicable to serve and sell alcohol. For more information contact the City Clerk at 847-931-5660.

What about outdoor music?

Sound application through the use of amplifying equipment is allowed during the following times: Sunday-Thursday between 8am-8pm, Friday and Saturday between 8am-11pm with a special event permit.

What about street/public parking closures?

In general, street closures are only allowed for public events. A notice and written approval of at least 75% of the homes and/or business in the street closure area must be included on your application for it to be considered.

What about port-o-lets, dumpsters, and trash/recycle containers?

The event sponsor is required to provide the appropriate amount of each of the above for the event. In general 4 port-o-lets for every 200 people, 1 hand washing station for every 8 port-o-lets, and one 10-12 yard dumpster for every 400 people per day are the minimums.

What's next?

Once we receive your completed application, staff will respond with any additional requirements, a cost estimate, and next steps within 10 business days.

Questions?
Please contact
specialevents@cityofelgin.org
or call 847-931-6770
cityofelgin.org/events

