

Chapter 9 **SPECIAL EVENTS PERMITS**

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3-9-1: PERMIT REQUIRED:

Any special events on public ways or public property controlled by the Village shall be allowed by permit only.

3-9-2: SPECIAL EVENTS DEFINED:

"Special events" as used in this chapter shall mean group events or events to which the general public is invited as either a participant or a spectator and shall include, but not be limited to parades, **special occasion** **photography on village property**, picnics of more than 20 persons on public property, block parties which involve use of sidewalks or street rights of way, festivals, Orland Days, open air meetings, athletic competitions or events and other similar events or activities which involve a gathering of more than 20 people.

3-9-3: APPLICATION FOR PERMIT:

Permits for special events shall be obtained from the **Development Services Department** **Village Manager**, or his/her media/special events **co-ordinator** coordinator. Application for said permit shall be made on a form provided by the **Development Services Department** **Village Manager's office** for the purpose and shall include, at a minimum, the following information:

- (A) The name, address, and telephone number of the person seeking to conduct the parade or special event.
- (B) If the special event is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization.
- (C) The name, address, and telephone number of the person who will be the chairperson of the special event.
- (D) The date when the special event is to be conducted, as well as the beginning and ending times.
- (E) If a special event other than a parade, the type of event, location of the event and the approximate number of persons expected to attend or participate.
- (F) If a parade or other event which will follow a fixed route:
 - 1. The route to be traveled, the starting point, the termination point, and the location of speakers' platforms, if any.
 - 2. The approximate number of persons who, and animals and vehicles which, will constitute the **parade** **event**, type of animals, and description of the vehicles.
 - 3. The hours when the **parade** **event** will start and terminate.
 - 4. A statement as to whether the **parade** **event** will occupy all or only a portion of the width of the streets proposed to be traversed.
 - 5. The location by streets of any assembly areas for the **parade** **event**.
 - 6. The time at which units of the **parade** **event** will begin to assemble at any such assembly area or areas.

3-9-4: TIME OF APPLICATION:

An application to conduct a special event shall be made in writing to the **Development Services Department** **Village Manager's office** at least **two weeks** 30 days prior to the event, by a representative of the group seeking the permit. Additional fees will be charged for special event applications received within 29 days of the event.

3-9-5: ISSUANCE OF PERMITS:

Following receipt of an application or reapplication the **Development Services Department Village Manager's office** shall either **within one week** issue a permit for the holding of the special event or reject the application. Permits may be rejected on the basis of improper or incomplete application and, reasons for rejection shall be made known to applicant, in writing, at the time of rejection. The applicant shall be allowed to correct or complete the improper application and resubmit it to the **Development Services Department Village Manager's office**, the required advance notification time being still valid if a corrected application is resubmitted at least **one week** **30 days** prior to the time of the event.

3-9-6: RECEIVING MORE THAN ONE APPLICATION AT SAME TIME:

If the **Development Services Department Village Manager's office** shall receive more than one application for a special event to take place at the same time and the same place, the application filed first in time shall take precedence. An application shall be considered to be "at the same time" if the event is scheduled to commence within two hours before or after the holding of another event. An application shall be considered to be "at the same place" if the requested parade route comes at any point within six blocks or any equivalent distance from the route of another parade or if the special event is to be conducted within 1/2 mile of another special event. If the **Development Services Department Village Manager's office** receives an application for more than one parade or special event in a single day, he may set a time for the duration of each parade or special event which time shall not, without the consent of the group seeking the permit, be less than three hours.

3-9-7: MULTIPLE PERMITS:

The **Development Services Department Village Manager's office** may issue permits for more than a single special event during one day in accordance with the requirements above, provided, however, that he may not issue multiple permits beyond the point at which the issuance of an additional permit would require the continuing diversion of so great a number of police officers or other municipal personnel so as to prevent normal police protection or other services to the municipality.

3-9-8: TIMES PARADES, OTHER SPECIAL EVENTS MAY BE HELD:

All parades shall be held during daylight hours at times other than peak traffic periods (7:30 a.m. to 9:00 a.m.) and (4:30 p.m. to 6:00 p.m.) Monday through Saturday, and not before noon on Sundays. All other special events shall conclude by midnight and shall not be held before noon on Sunday.

3-9-9: NUMBERS LIMITED IN PARADES, OTHER SPECIAL EVENTS:

Parades and special events shall be limited to such numbers as will not obstruct traffic, either vehicular or pedestrian, in a manner determined by the Village Manager to be unreasonable. (Ord. 3244, 4-19-99)

3-9-10: FEES:

ALL EVENT APPLICATIONS ARE DUE 30 DAYS PRIOR TO THE EVENT. SEE BELOW FOR ADDITIONAL FEES WHEN TURNING IN APPLICATION WITHIN 29 DAYS OF EVENT.

<u>Special Event Categories:</u>	<u>Base</u>	<u>Base Fee</u>	<u>Examples of this type of event</u>
		<u>Notes</u>	
WALK/RUN	\$300		5K
Outdoor Pictures/Filming (without road closures or causing any obstructions)	\$60	\$30 for Resident	Wedding, Graduation
Small Event - Events not using, or using a pre-built/existing accessory structure such as a stage or platform. Can have a tent.	\$100		Mall Events (pictures), Vehicle exhibit
Small Event not requiring an Inspection (no structures)	\$60		Corporate picnics, Church events, Fishing derbies, Car washes

Recurring Small Event not requiring an Inspection (no structures)	\$100	Up to 4	Car Shows, Movies
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Food Event	\$100		Food sampling, Demonstrations
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Large Event - Events erecting a stage or platform or accessory structure. Usually requires tent and food served. May need a road closure.	\$290		Concerts, Public events, Televised events
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Carnivals/Circuses	\$150	Fee is per day	
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Outside Store Sales:			Temporary outside sales
Tent/Sidewalk Sale	\$100		
Garden Center	\$90	Fee is per month	

<u>ADDITIONAL FEES:</u>			
Electric	\$90		
Temporary Sign	\$40		
Food Service 1 to 5 vendors	\$90	Do not count VOP Businesses	
Food Service more than 5 vendors	\$180	Do not count VOP Businesses	
Inspections outside of business hours	\$300		
Permit application submitted 29-15 days prior to event	\$200	In addition to normal fees	
Permit application submitted 14-7 days prior to event	\$500	In addition to normal fees	