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AN ORDINANCE AMENDING TITLE 3, CHAPTER 9 OF THE ORLAND PARK VILLAGE CODE RELATING TO SPECIAL EVENTS PERMITS

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WHEREAS, the Village President and Board of Trustees of the Village of Orland Park (the "Village") have the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to 65 ILCS 5/1-2-1, the Village may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may deemed proper; and

WHEREAS, the Village has determined that the amendments set out below are in the best interests of the Village and its residents and will enhance the public safety and welfare.

NOW, THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1:

Title 3, "Public Ways and Properties," Chapter 9, "Special Events Permits," Section 3-9-2, "Special Events Defined," of the Orland Park Village Code is hereby amended to read in its entirety as follows:

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 twenty (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 twenty (20) people.

SECTION 2

Title 3, "Public Ways and Properties," Chapter 9, "Special Events Permits," Section 3-9-3, "Application for Permit," of the Orland Park Village Code is hereby amended to read in its entirety as follows:

3-9-3: APPLICATION FOR PERMIT:

Permits for special events shall be obtained from the Development Services Department, or his/her media/special events coordinator. Application for said permit shall be made on a form provided by the Development Services Department 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 event, type of animals, and description of the vehicles.
  - 3. The hours when the event will start and terminate.
  - 4. A statement as to whether the 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 event.
  - 6. The time at which units of the event will begin to assemble at any such assembly area or areas.

### SECTION 3:

Title 3, "Public Ways and Properties," Chapter 9, "Special Events Permits," Section 3-9-4, "Time of Application," of the Orland Park Village Code is hereby amended to read in its entirety as follows:

#### 3-9-4: TIME OF APPLICATION:

An application to conduct a special event shall be made in writing to the Development Services Department at least thirty (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 twenty-nine (29) days of the event.

### SECTION 4:

Title 3, "Public Ways and Properties," Chapter 9, "Special Events Permits," Section 3-9-5, "Issuance of Permits," of the Orland Park Village Code is hereby amended to read in its entirety as follows:

#### 3-9-5: ISSUANCE OF PERMITS:

Following receipt of an application or reapplication the Development Services Department shall either 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, the required advance notification time being still valid if a corrected application is resubmitted at least thirty (30) days prior to the time of the event.

#### SECTION 5:

Title 3, "Public Ways and Properties," Chapter 9, "Special Events Permits," Section 3-9-6, "Issuance of Permits," of the Orland Park Village Code is hereby amended to read in its entirety as follows:

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

If the Development Services Department 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 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.

#### SECTION 6:

Title 3, "Public Ways and Properties," Chapter 9, "Special Events Permits," Section 3-9-7, "Multiple Permits," of the Orland Park Village Code is hereby amended to read in its entirety as follows:

##### 3-9-7: MULTIPLE PERMITS:

The Development Services Department 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.

#### SECTION 7:

Title 3, "Public Ways and Properties," Chapter 9, "Special Events Permits," Section 3-9-10, "Fees," is hereby added to the Orland Park Village Code to read in its entirety as follows:

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##### 3-9-10: FEES:

*ALL EVENT APPLICATIONS ARE DUE 30 DAYS PRIOR TO THE EVENT. SEE BELOW FOR*

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***ADDITIONAL FEES WHEN TURNING IN APPLICATION WITHIN 29 DAYS OF EVENT.***

<b><i><u>Special Event Categories:</u></i></b>	<b><i><u>Base</u></i></b>	<b><i><u>Base Fee Notes</u></i></b>	<b><i><u>Examples of this type of event</u></i></b>
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
Food Event	\$100		Food sampling, Demonstrations
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
Carnivals/Circuses	\$150	Fee is per day	
Outside Store Sales:			Temporary outside sales
Tent/Sidewalk Sale	\$100		
Garden Center	\$90	Fee is per month	

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***ADDITIONAL FEES:***

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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

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#### SECTION 8:

This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.