

**ORDINANCE AMENDING THE CODE OF THE
VILLAGE OF OAK PARK ADDING CHAPTER 30
ENTITLED USE OF PUBLIC PROPERTY
FOR “SPECIAL EVENTS”**

WHEREAS, the Village of Oak Park hosts and is the location of many Special Events which are held throughout the year; and

WHEREAS, an Ordinance regulating Special Events would provide a great service to the Village as well as the citizens and organizations seeking to conduct Special Events in the Village; and

WHEREAS, in order to effectively provide public safety to residents of the Village, judiciously manage resources and honor the public trust, the Village Board establishes this ordinance to amend the Code of the Village of Oak Park by adding Chapter 30 entitled “Regulation of Special Events.”

1. DEFINITIONS

The following definitions shall apply:

1.1 “Special Event” A “Special Event” will be defined as an organized, non-permanent, public gathering or assembly on Public Property that is not Village sponsored or cosponsored and includes, except as set forth in Section 1.1.3, the following:

1.1.1. Gatherings or assemblies that are conducted entirely or partially on Public Property at a specified location for activities such as, but not limited to, markets, ceremonies, celebrations, shows, festivals, exhibitions, pageants, circuses, entertainment, theatrical productions, sidewalk sales, sporting events, games or similar activity.

1.1.1.A A public gathering or assembly shall be considered to be partially conducted on public property only if some portion of the core activity of the gathering or assembly occurs on or is planned to occur on public property or a structure or structures are temporarily placed, or planned to be placed, on public property to be part of or to serve the gathering or assembly. Temporary signage identifying the gathering or assembly which does not damage public property or create a public nuisance or hazard shall be permitted on the day of the event and shall not be considered a structure for purposes of enforcing this subsection.

1.1.2. Parades, or processions of any kind, which move from place to place upon Public Property along a specified route and include marches, races, walks,

walk-a-thons, runs, marathons, bicycle runs, bike-a-thons, demonstrations or similar activities that do not comply with the normal or usual traffic regulations or controls or are likely to impede, obstruct, impair or interfere with the free flow of vehicular traffic and/or other normal activities.

1.1.3. Notwithstanding the foregoing, the following public gatherings or assemblies shall not be considered a Special Event for purposes of this section.

1.1.3.A Residential Block Events or Residential Parades

1.1.3.B Organized, non-permanent, public gatherings or assemblies which are regulated by other Village ordinances such as, but not limited to, the Oak Park Farmers' Market, the GALA Fourth of July fireworks display and the Special Use Permit authorizing Oak Park and River Forest High School's Friday night football games.

1.1.3.C Organized, non-permanent, public gatherings or assemblies which only involve normal vehicular or pedestrian use of the public way to travel from one point to another without impeding other pedestrian or vehicular traffic or other normal activities;

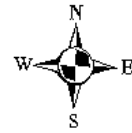
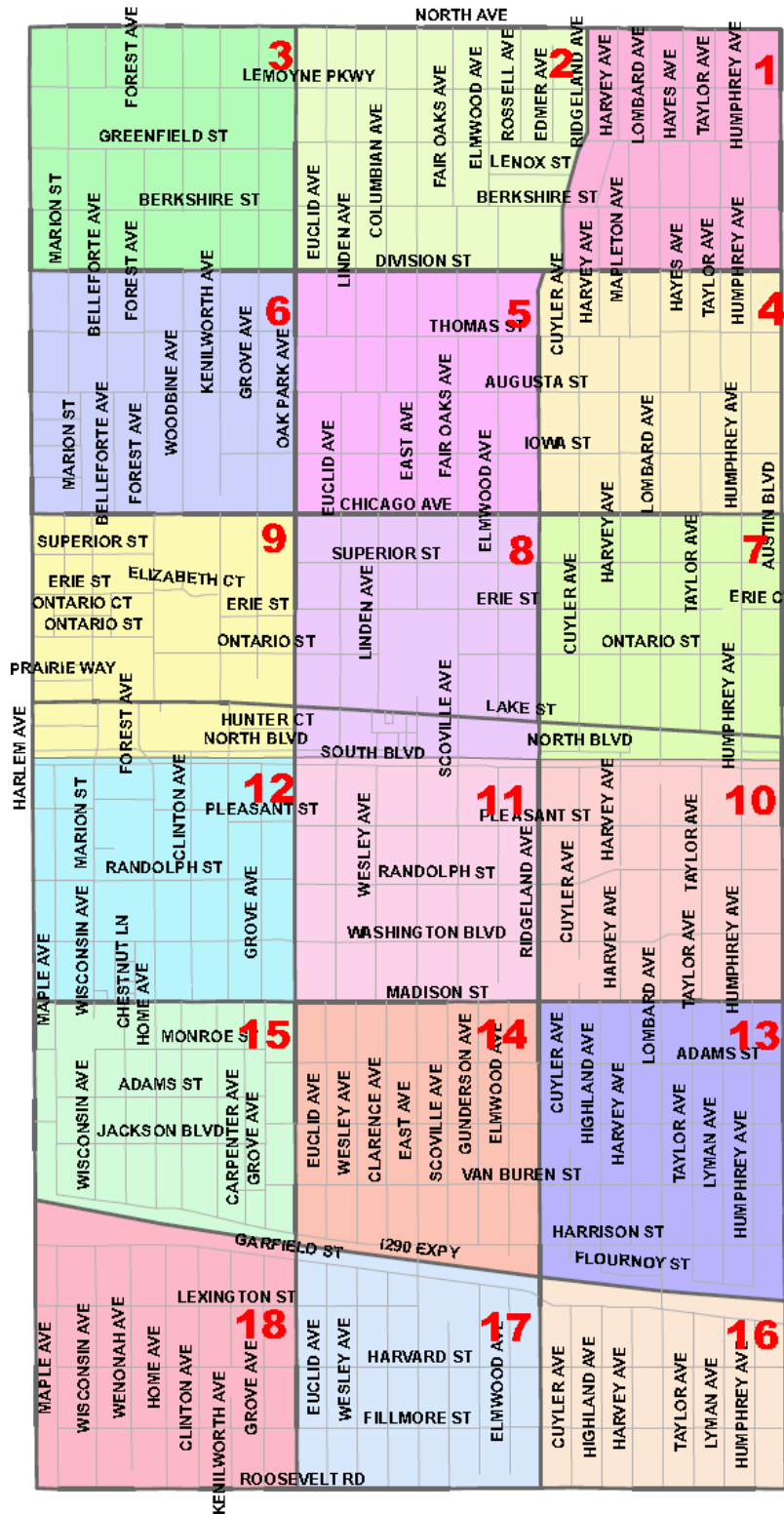
1.1.3.D Organized, nonpermanent public gatherings or assemblies which take place only on private property or properties and only use the public way for normal vehicular or pedestrian travel from one location to another without impeding other vehicular or pedestrian traffic or other normal activity. The use of volunteers to gather pedestrians at intersections to cross streets in groups when natural breaks in traffic occur or the use of vehicles to transport persons from one location to another, shall be considered as assisting and not impeding, the normal flow of traffic for the purposes of this Section.

1.2 "Applicant" The "Applicant" shall be defined as an individual, resident, or organization that both sponsors the Special Event and applies for the Permit to hold the Special Event in the Village.

1.3 "Application" The "Application" shall be defined as a form or booklet prepared by the Village containing this Ordinance, a questionnaire gathering necessary details on the nature, size, location and requirements of the proposed Special Event which must be returned to the Village Clerk, as well as imparting information about requisite evidence of appropriate insurance.

1.4 "Geographic Area of the Village" A "Geographic Area of the Village" shall be defined as roughly the equivalent of one Police Post. The entire Village is evenly divided into 18 police posts of relatively equal size as set forth in the Police Post Map which follows as Map 1.4A:

MAP 1.4A



Oak Park Police Posts

Created by: CAS Yong x555
 Printed on: 012810
 Filename: 18 Post Chief T. ChiefAssign

- 1.5 “Permit”** The Special Event “Permit” shall be defined as an official Village document, signed and dated by the Village Clerk issued to and carried by the Applicant, which will indicate to any person seeking verification that this Applicant has achieved the necessary approvals and paid the necessary fees to stage a Special Event in the Village.
- 1.6 “Public Property”** shall mean any street, alley, sidewalk, parkway or parking lot owned, controlled or managed by the Village.
- 1.7 “Residential Block Event” or “Residential Parade,”** which are not considered Special Events, shall mean any event designed, promoted and/or conducted in order to encourage a gathering or assembly of residents of a block or a geographic area of the Village upon a local street or the sidewalks or parkways abutting a local street at a specified location within an area zoned R-1, R-2, R-3, R-4 or R-5 where the sponsors of such event reside in the block or geographic area of the Village where such gathering takes place. A “Residential Block Event” may also include activity in a Village park or on school grounds abutting the local street.
- 1.8 “Special Events Committee”** The “Special Events Committee” will be defined as a standing, internal committee appointed by the Village Manager and formed for the purpose of reviewing, approving or denying Special Events Applications. The Village Clerk shall serve as chairperson of the Committee. The composition of the Committee shall otherwise be at the discretion of the Village Manager, and may include Village staff representatives from the Police, Fire, Building & Property Standards, Public Works, Public Health, and Business Services Departments.
- 1.9 “Sponsor”** shall mean the person who applies for the Special Event Permit and the person to whom a Special Event Permit is issued following successful Application.

2. REQUIREMENTS

The following requirements shall be observed by Special Events Applicants:

- (a) No person shall knowingly or publicly promote or advertise, sponsor, engage in, conduct or participate in, any Special Event unless a Permit therefor has first been obtained consistent with this section, except that the sponsor of any annual Special Event which has taken place during at least the two previous consecutive years, shall be permitted at their own risk, to publicly promote or advertise the Special Event for the third and subsequent years prior to obtaining the Special Event Permit for such third or subsequent years;
- (b) For recurring Special Events that take place on a daily, weekly or monthly basis during a specified period of time, only one Permit shall be required per calendar year. This shall not apply to private parties.

2.1 Application

The Applicant shall submit the written Application to the Special Events Committee via the Village Clerk within the time frames specified in this section. The Village may accept late Applications, if time permits, with payment of a late fee. The Committee may require reasonable supplementation of the information in the Application, if necessary, to determine those additional terms and conditions to impose, if any, and whether to grant or deny the Application.

2.1.1 Time frames for submission of Applications:

- 2.1.1.A.** If alcohol will be made available at the Special Event or more than 500 people are anticipated to attend or participate in the event, the Application must be submitted at least ninety (90) days in advance of the event date.
- 2.1.1.B.** If no alcohol will be made available at the Special Event, the Application must be submitted at least sixty (60) days in advance of the event date.
- 2.1.1.C.** The foregoing time periods shall be counted so as to exclude the day the Application is submitted and the day the Special Event will begin.

2.1.2 The Application shall include, but not be limited to, the following information:

- (1) The name, address and telephone number of the Applicant and the name, address and telephone number of the Applicant's representatives who will manage or direct the Special Event or party and who will be present during the event;
- (2) The date or dates of the event or party and the hours during which the Applicant proposes to conduct the event;
- (3) The proposed location of the event or party and, if it is a parade, the route to be followed;
- (4) A reproducible diagram showing the proposed layout of the event or party including proposed, and if provided, restrooms, first aid facilities, emergency vehicle access, tents or temporary structures, utility lines, lighting and area restriction devices (including barricades or screening);
- (5) A narrative description of the event or party;
- (6) The number of persons expected to attend;
- (7) The number of vendors, merchants, exhibitors and units expected to participate and the facilities expected to accommodate them;

- (8) Whether or not fireworks will be used and a copy of the Application for the State fireworks permit and request for Village Board authorization;
- (9) Whether tents or other temporary structures will be used;
- (10) Whether or not electricity and water will be needed and the manner in which they are to be provided;
- (11) A statement as to other types of licenses and permits, including liquor licenses, that have been or will be applied for;
- (12) The number and type of sound amplification devices proposed to be used as part of the event activities or party;
- (13) A general statement as to the number and type of musicians or musical presentations proposed to be a part of the event or party.

2.2 Application Review

Upon receipt of a completed Application for the Permit required by this section, the Special Events Committee shall immediately forward copies thereof to the proper Village departments or divisions to determine compliance with applicable Village ordinances, the effect of the event on Village resources and the anticipated effect of the event on public health or safety. Within fourteen (14) days after receipt by the Special Events Committee, the respective departments or divisions shall report to the Special Events Committee as to their findings. The respective departments or divisions shall also recommend specific stipulations including, but not limited to, one or more of the following:

- 2.2.A.** Hiring a stated number of Village Police Department employees as determined by the Village Police Department or, if none are available, provide security service acceptable to the Chief of Police or his designee.
- 2.2.B.** Erecting security fencing or approved security borders.
- 2.2.C.** Providing sanitary facilities.
- 2.2.D.** Providing refuse removal through Village service or outside contractor.
- 2.2.E.** Agreeing to pay for any additional or unforeseen costs associated with the Special Event, including posting a cash deposit or performance bond if required by the Village.
- 2.2.F.** Applying for and receiving all other necessary Village permits and approvals.

2.2.G. Taking all measures to provide for Fire Protection and the health, safety and welfare of the public, consistent with this Code.

2.2.H. Hiring a stated number of Village Fire Department employees who are Emergency Medical Personnel having required certification levels and a stated number of Fire Protection equipment as determined by the Village Fire Department.

2.2.I. Any other requirements necessary to insure that the temporary Special Event or activity is conducted in a safe and appropriate manner.

Within twenty-one (21) days after receipt of a completed Application, the Special Events Committee shall issue a Committee decision regarding the Application.

2.3 Application Fee

There will be a non-refundable fee of \$50.00 per Application for all Special Events.

2.4 Late Fee

There will be an additional fee of \$75 for any late Application.

3. POLICIES AND PROCEDURES

3.1 Priority of Applications

In reviewing the Applications for a given time and location, the Special Events Committee shall give priority to annual, semiannual or other regularly scheduled or recurring Special Events. Resident and Village entity applications shall have a priority over non-resident and non-Village entity applications. If competing Applications cannot be resolved on this basis, the Committee shall grant Permits to the earliest completed Application received for the time and place requested.

3.2 Non-Discrimination

The Special Events Committee shall consider each Event Permit Application upon its merits and shall not discriminate based upon race, creed, color, ethnicity, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender-related identity, political party affiliation (or lack thereof), familial status, or marital status.

3.3 Committee Decision

After deliberations, and due consideration of recommendations from Village departments or divisions, the Special Events Committee shall:

- 3.3.A.** Approve the Special Event Permit Application contingent upon the facts or the conditions set forth in Section 3.4;
- 3.3.B.** Approve the Special Event Permit Application with stipulations contingent upon the facts or the conditions set forth in Section 3.4;
- 3.3.C.** Deny the Special Event Permit Application upon finding that the event:
- (1) Will fail to comply with noise, health or safety regulations of the Village or otherwise violate applicable ordinances or State statutes;
 - (2) Will unreasonably interfere with or restrict the delivery of Village or emergency services or business or residential activity within the proposed event area, on the proposed event area, on the proposed event route, or other areas of the Village;
 - (3) Will unreasonably conflict in time or location with other permitted activities in the proposed event area or proposed event route; or
 - (4) Will damage or destroy Village property.
- 3.3.D.** Require a conference with the Applicant to seek clarification and offer suggestions or alternatives with the Special Events Committee, ultimately making a decision following said conference in accordance with subsections 3.3.A, B or C.
- 3.3.E.** Deny the Special Event Permit Application if the Applicant fails to attend the conference required by subsection 3.3.D of this section or has repeatedly violated the ordinances of the Village with respect to Special Events within the past twelve-month period.

3.4 Permit issuance

If the Special Events Committee approves the Special Event Permit Application pursuant to Section 3.3, the Permit document shall not be issued until all of the following conditions are met:

- 3.4.A.** The Applicant meets all applicable Village Code and Federal and State statutory requirements and obtains all applicable Village, State and Federal permits.
- 3.4.B.** The Applicant directly responsible for the Special Event has provided satisfactory evidence of suitable personal injury and property damage insurance or such other insurance as deemed necessary by the Village.
- 3.4.C.** The Applicant has repaid the Village all amounts owed pursuant to the terms and conditions of any Special Event Permits previously issued to the Applicant.

3.4.D. The Applicant meets any other applicable requirements detailed in the Application plus any applicable stipulations contained in the Committee's decision, that are required to be met as preconditions before Permit issuance.

3.4.E. The Applicant has paid the Village the twenty-five (25) percent deposit required in subsection 3.9(c). Failure to pay to the Village the twenty-five (25) percent deposit required in subsection 3.9(c) shall render the Permit void.

3.5 Revocation

3.5.A. In addition to the grounds for denial set forth above, the Special Events Committee may, after issuance, revoke a Special Event Permit in writing for failure to comply with the provisions of this section, conditions placed on the face of the Permit, applicable codes or ordinances of the Village, or State or Federal statutes. Revocation is a final decision.

3.5.B. Notwithstanding any other provision in this Code, if in the judgment of the Police Chief and/or Fire Chief, an emergency situation has been created such that the continued use of Public Property by a Sponsor will immediately threaten life, health or property, the Police Chief and/or Fire Chief, or their designees, upon the issuance of a written order stating the reason for such conclusion and without notice or hearing may immediately revoke the Permit and require the use of Public Property to immediately cease. No person shall continue to use Public Property contrary to such order.

3.6 Appeal

The decision to deny or revoke a Permit required by this section shall be appealable by the Sponsor to the Village Manager or his designee. Such appeal shall be initiated by written notice to the Village Manager before the close of the next regular Village business day after the date of service of such denial or revocation, or such appeal shall be deemed waived. The Sponsor shall be given an opportunity to be heard by the Village Manager or his/her designee upon any such denial or revocation within one (1) business day after receipt of any such notice of appeal. The Village Manager or his designee may sustain or reverse the decision based upon the criteria set forth in subsections 3.3, 3.4 or 3.5. Such decision of the Village Manager or his designee shall be made before the close of the next Village regular business day following the conclusion of any such hearing. The Sponsor shall receive written notice of the Village Manager's or his designee's decision, which decision shall be a final decision for the purposes of administrative review.

3.7 Conditions; Insurance; Permit Contents

(a) If a Special Event Permit Application required by this section is approved by the Special Events Committee, the Permit shall be issued to the Sponsor for activities and events as detailed in the Application contingent upon submission of required

insurance by the Applicant; provided, however, that the Special Events Committee may also attach reasonable conditions to the Permit in order to prevent the denial of a Permit and to provide for the use of Village personnel or equipment reasonably necessitated by the conduct of the event for crowd or traffic control. The use and deployment of Village personnel and equipment shall be as directed by the Special Events Committee.

- (b) Prior to the issuance of the Permit required by this section, the Applicant will provide the Special Events Committee with evidence of public liability insurance insuring the Sponsor and naming the Village as an additional insured with the following minimum coverages: bodily injury including death/occurrence/aggregate, one million dollars (\$1,000,000.00); property damage, one million dollars (\$1,000,000.00)/occurrence/aggregate and liquor liability insurance, if applicable, with limits of not less than one million dollars (\$1,000,000.00) combined single limit or one million dollars (\$1,000,000.00) per occurrence and per aggregate. Insurance required by this section shall be written by an admitted carrier licensed to do business in the State and having at least a "B+" First Division of Ratings and a "VI" Second Division of Ratings as listed in "Best Insurance Guide," latest edition.
- (c) Upon approval of the Application for a Permit required by this section, the Permit shall include the following:
 - (1) The approved Application;
 - (2) The conditions for the use of required Village personnel or equipment;
 - (3) Route or location, time, and date of event;
 - (4) Reasonable conditions for the operation of the event; and
 - (5) The signature of the Sponsor acknowledging all requirements and responsibilities, prior to the date of the event.
- (d) The Special Events Committee shall cause notice of Permit issuance to be sent to the Village Manager, the Police Department, the Public Works Department, and the Fire Department.

3.8 Requirements of Sponsor

In addition to applicable codes and ordinances, the Sponsor of a Special Event shall comply with the following requirements:

- (1) Allow access to the area of the event without payment, except that donations may be requested or fees charged for goods or services at individual stands or booths and for tours of private property. In the event that a Sponsor seeks to charge

admission to a Special Event, only the Village Board, by resolution, may authorize a fee to be charged for admission to a Special Event.

- (2) Remove debris, trash or garbage resulting from the conduct of the event from Public Property and private property within the vicinity of the event within twenty-four (24) hours after the end of the event; provided, however, that the Sponsor shall remove and lawfully dispose of any injurious substance or material immediately after the deposit thereof. Such cleanup shall also include the removal of trash, litter, garbage and debris from Village trash receptacles and proper disposition of such trash, litter, garbage and debris.
- (3) Keep fire lanes and one lane of the street accessible to emergency vehicles.
- (4) Comply with any and all conditions placed upon the face of the Permit.
- (5) Comply with all applicable laws and ordinances.
- (6) Obtain prior approval of the Special Events Committee before any changes are made in the operation or setup of the event as detailed in the approved Permit.
- (7) Conduct the event in such a manner that the Village is able to continue to provide normal services to other portions of the Village and not interrupt the orderly and safe movement of vehicle and pedestrian traffic contiguous to the location of the event.
- (8) Move expeditiously and without unreasonable delays from point of origin to point of termination if the event is a parade.
- (9) Be present at the scene of the event either personally or through employees, agents or representatives who have been designated upon the Permit during the entire course of the event. At least one Sponsor, employee, agent or representative present at the event shall have in his or her possession a copy of the approved Permit.
- (10) If requested by the Special Events Committee, after the event has taken place, attend a meeting relative to the conduct of the Special Event to work toward future improvements in the coordination of that event.

3.9 Payment of Village services

- (a) The Sponsor of a Special Event, who applies for and accepts a Permit, thereby consents to the formation of a contract between the Sponsor and the Village through which the Village agrees to provide services and equipment and the Sponsor agrees to pay for same in accordance with the schedule set forth hereinbelow.

- (b) The Sponsor of a Special Event shall deposit with the Village at least seven (7) days prior to the date of the Special Event twenty-five (25) percent of the cost estimated by the Special Events Committee to be the direct and reasonable cost which will be incurred by the Village to provide services and equipment for the Special Event.
- (c) The Sponsor shall pay to the Village, within fifteen (15) days after the conclusion of the permitted event, the direct and reasonable costs incurred by the Village to provide for cleanup of the public property if such service is not performed by the Sponsor as required herein. Additionally, the amount of the payment required shall include compensation for loss or damage to Village property.
- (d) The Village will send the Sponsor a bill for the actual amount of the additional police and public works services incurred (not related to cleanup and compensation for loss or damage to Village property) within twenty-one (21) days of the conclusion of the event. Within fourteen (14) days after the date of the bill, the Sponsor shall pay to the Village the direct and reasonable costs incurred by the Village to provide additional police and public works services for the Special Event, less the twenty-five (25) percent deposit paid by the Sponsor.
- (e) Special events sponsored by governmental entities shall be exempt from the requirements of subsection (c) of this section.
- (f) The schedule of fees for Village services and equipment shall be as follows:

SERVICE	RATE	NOTES
Building and Property Standards (BPS) Tent Permit	\$64.00	Per event for one or more tents with a floor area of 200 square feet or greater. Permits fee for large tents with a floor area in excess of 400 square feet shall be in accordance with the then current building permit fee schedule.
Fire Staff, services, equipment	Actual cost	Will primarily apply to athletic events. Always involves staff and equipment.
Environmental Health	\$96.00	Commercial/per event.

SERVICE	RATE	NOTES
Service Fee (Permit)	No Charge	Non-Commercial/ Governmental.
Public Works Labor - Straight Time - during normal workday – when possible		Hours limited to drop off and pickup of equipment and trash removal (Special Event Volunteers or Contract Services may be substituted for all Public Works labor).
Straight Time	\$34.50	
Time and one half	\$44.23	Overtime (when necessary)
Double Time	\$60.19	Sundays and holidays
Public Works Equipment and Vehicles:		
Standard Barricades	} No Charge	Public works labor will be charged at above hourly rates if Public Works is required to drop off and pickup equipment.
Cones		
Road Closed Barricades		
Directional Signage		
Cardboard Parking Signage	At Cost	Cost for each sign.
Vehicle	\$11.00	Cost per day, pickup truck or other vehicle.
Police/Fire Vehicle	\$25.00	Cost of each per day (when required to be assigned to event).
Police Patrol Officer	\$30.00	Cost per hour; off-duty, paid directly to officer (when required, will normally be for entire time of event).
	Hourly rate per Collective Bargaining	Cost per hour; on-duty Village pays officer and Sponsor pays Village

Agreement
Time and a half Overtime (when necessary)

4.0 Liability of Sponsor

Every act or omission whatsoever of the provisions of this section by any officer, director, manager or other agent or employee of any Sponsor, or any act or omission of such persons in relation to any other license or permit held by the Sponsor in connection with an event held pursuant to this section, shall be deemed to be the knowing act of such Sponsor. The Sponsor shall be punishable in the same manner as if the act or omission had been done or omitted by the Sponsor.

4.1 Public conduct

- (a) No person shall unreasonably hamper, obstruct, impede, or interfere with any Special Event for which a Permit is in effect or with any person, vehicle or animal participating or being used in such a Special Event.
- (b) No driver of a vehicle shall knowingly drive between the vehicles or persons comprising a parade when such vehicles or persons are in motion, unless directed by a police officer.
- (c) The Chief of Police shall have the authority, when reasonably necessary, to restrict street access or to prohibit or restrict the parking of vehicles along a Village street or part thereof constituting a part of the route or location of a permitted Special Event. The Chief of Police shall cause posting of signs to that effect. No person shall drive, park or leave unattended any vehicle in violation of such sign.

4.2 Disturbing assemblies prohibited

No person shall disturb any lawful assemblage of people in the Village.

4.3 Mob actions prohibited

No person shall engage in mob action. Mob action consists of any of the following:

- (1) The use of force or violence disturbing the public peace by two (2) or more persons acting together and without authority of law;
- (2) The assembly of two (2) or more persons to do an unlawful act; or
- (3) The assembly of two (2) or more persons, without authority of law, for the purpose of doing violence to the person or property of anyone alleged to have violated law or for the purpose of exercising correctional powers or regulatory powers over any person by violence.

4.4 Interpretation

It is the expressly declared legislative intention that this section shall be interpreted and administered so as to allow the fullest expression and guarantee of First Amendment rights consistent with the protection of the public health, safety and welfare of the citizens of the Village.

4.5 Severability

If any section, subsection, sentence or clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

4.6 Effectiveness

This ordinance shall be in full force and effect thirty days of its execution and publishing.

NOW THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, that this Special Events Ordinance be Adopted and codified into the Code of the Village of Oak Park, Illinois.

ADOPTED this 24th day of January 2011, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 24th day of January 2011.

David G. Pope, Village President

ATTEST:

Teresa Powell, Village Clerk