

Food contact surfaces must be corrosion resistant, non-absorbent, non-toxic, and free of breaks, open seams, chips, pits, and similar imperfections. Galvanized containers must not be used for the preparation, display, or storage of acidic drinks.

Appropriate scoops, tongs, spoons and forks must be used provided to minimize manual contact with food.

Scoops, tongs and other serving utensils must be stored in the food with the handle extended out of the food and be washed and sanitized between use. Utensils must be protected from bacterial contamination potentials at all times.

LIQUID AND SOLID WASTE DISPOSAL

An adequate number of tightly covered, watertight and washable garbage containers with tight-fitting lids must be provided at each stand by the food stand operators. The use of plastic bag liners is required. Cardboard boxes, paper and plastic bags are not acceptable garbage containers.

Special containers will be necessary for the disposal of used (hot) charcoal and/or grease.

It is the responsibility of each food stand operator to keep the grounds surrounding their stand free of food scraps, paper, and other debris.

For more information regarding Food Regulations, please contact the Health Department at (847) 931-5934.

TOILET FACILITIES

An adequate number of regular and handicap toilet facilities must be provided. These shall be conveniently located and accessible for use by food handlers. Toilet facilities must be kept in a clean and sanitary condition, and supplied with dispensed toilet tissue, hand soap, paper towels or electric hand dryers, and warm water for hand washing.

RAFFLE LICENSE

The State of Illinois requires a license for any form of raffle. Please call the Kane County Clerks Office at (630)232-5950 for guidelines, fees, and forms.

SIGNAGE

- A sign permit is required for any exterior graphic. Permit application will be reviewed for location, size, etc. An application can be picked up and submitted to the Community Development Group office, located on the 1st floor of the City Hall building at 150 Dexter Ct. (Mon.-Fri. 8am-5pm).
Sign permit application must include the following:
 - site plan (for pole graphic; indicating proposed location)
 - building elevation (for wall graphic; photo or illustration with linear footage of tenant/occupant)
 - sign illustration (with overall height and width dimensions)
 - graphic material
- An approved temporary graphic can be displayed for up to 15 (fifteen) days. Such graphic must not exceed 32 (thirty-two) square feet surface area with a maximum pole height of 10'. Upon approval and payment of application fee, a sticker will be provided and must be attached to the temporary graphic. The approval sticker must be placed in such a manner to allow visibility of the sticker from the street.
 - * Only one (1) temporary graphic is permitted to be displayed at a time, per zoning lot.
- Prohibited graphics: Off premise graphics and attention getting devices, including searchlights, festoon lighting, pennants, banners, spinners, streamers, balloons, inflatable graphics and other similar devices.
- Yard signs advertising events are not allowed and can be subject to fines.

For more information, please contact the "Planner of the Day" at (847) 931-5920.

FIRE DEPARTMENT

Safety is a major concern during an event and the Elgin Fire Department has the resources available to make sure your event is safe for everyone involved. We can help you make sure that the event venue meets all fire codes; this includes obtaining approval for fireworks, pyrotechnics, a bonfire, cooking, or any other fire related effects.

FIREWORKS/PYROTECHNICS DISPLAY

When writing a proposal for Fireworks/Pyrotechnics Display, the proposal should include a description of the event, date, time along with a detailed site plan. It should also include the name of the pyrotechnic company, along with the number of people on site and the types of fireworks to be used. Please contact the Fire Department Code Official on (847) 931-6190 to request an application for a firework display at least 60 days prior to your event.

BONFIRE

Bonfire proposals will require the submitted site map and plans for extinguishment, clean-up, and general safety at least 30 days in advance. A bonfire permit is required from the Fire Department Code Official. The event will be inspected by the Fire Prevention Bureau.

LAND MANAGEMENT DEPARTMENT

Proper management of waste generated at special events is essential in maintaining the health, safety and overall beauty of our community. The following guidelines have been established to ensure that all special events meet these objectives:

WATER HOOK-UPS

Any event sponsor who needs a water hook-up must arrange for one at least 30 days in advance prior to the event through the Special Events Manager. Water hook-ups can be used to provide water for food and tent vendors. Please note that the water hook-up does not come with a potable water hose. Providing a potable water hose is the responsibility of the event sponsor. Water Meters can be rented from the Water Department if needed.

ELECTRICAL NEEDS

Any event sponsor who needs electricity must arrange for it at least two weeks prior to the event. This is to ensure that it is turned on and that City has the amount of electrical outlets and power that is needed. If the City does not, the event sponsor is responsible for the rental of a generator.

REFUSE, RECYCLING, CHARCOAL & GREASE

As part of the City's overall waste reduction strategy, event sponsors are expected to recycle beverage containers (glass, plastic, & aluminum) generated during the course of the event. Separate receptacles (64 gallons each) and liners for trash and recyclables will be provided by the City for use at outdoor events on City property. However, each event organization will be responsible for emptying the liners into the proper dumpsters during the course of, and at the conclusion of the event. Arranging special containers will be necessary by the event organizer for the disposal of used (hot) charcoal and/or grease.

CITY MANAGER'S OFFICE

The City of Elgin requires a Special Events permit for all special events throughout the City. All applications must be turned into this department for approval. Any questions regarding the process or the application please call Barb Keselica, Special Events Manager, at (847) 531-7056.

APPLICATION FEES

Sponsors must pay an application fee at the time of submitting their completed permit application.

The 2018 fee schedule is as follows:

Block Party - \$10

Carnival - \$75

Festival with an attendance of 1000 people or greater - \$50

Neighborhood Event with an attendance of fewer than 1000 people - \$25

Races/Walks - \$25

Filming - \$10

Harvest Market (per market) - \$25

Seasonal Harvest Market (per season) - \$75

This application fee is non-refundable. Please note that additional charges may be incurred with the City if the Sponsor requires City services.

CERTIFICATE OF INSURANCE

Sponsors shall comply with the insurance requirements under Municipal Code 13.25 Special Events in Public Places:

The sponsor must provide the City Manager's Office 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.

POLICE DEPARTMENT

The Elgin Police Department often assists with special events. All events that require street closures or serve alcohol will require Police approval. Security is important at special events. Events must be held in an environment that is safe for the participants and general public. The Special Events Committee and the Police Department will work with you in determining the security needs of your event.

If the need for security exists, there may be a substantial cost associated with holding your event. A diagram (site plan) for the event must be included with this application.

CARNIVAL

- 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's Water Department.
- Approved signage and/or proper traffic personnel is required to direct traffic to off-street parking locations.
- 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.

PARADE/PUBLIC PROCESSION RULES AND REGULATIONS:

- The Special Events Committee has designated pre-approved parade routes for the Center City Area.
- Information on these routes can be obtained through the Special Events Manager. Routes planned in areas outside of the Center City must be approved separately by the Special Events Committee.
- No parade or public procession shall occupy, march, or proceed along or across any State or County owned street or highway within the City.
- Copies of notices, press releases, and signs to affected residents and businesses must be included.
- All applicants are required to abide by the rules and regulations of the City of Elgin and by the laws of the State of Illinois.
- **No revving engines or squealing tires.**
- All parade units must maintain a safe distance from other parade units. A minimum spacing of 20 (twenty) feet between each unit will be enforced. All units are required to open or close gaps between units when asked to do so by parade officials or Elgin Police Department.
- No parade unit may be driven by anyone younger than 21 years old.
- All applicants are responsible for any and all acts and/or omissions on their part, or on the part of their agents and/or employees, which may result in injury or damage to themselves or third parties.
- Vehicles will drive at no more than 10 miles per hour.
- There must be an adult on the float where children (16 and under) may be riding.
- **Throwing of candy or any object from parade units will not be allowed. Handing out candy or objects to the crowd is permitted by walkers only.**

- A fire extinguisher is required to be on every float for safety precautions.
- **No one will get off or on a float or enter once it has started down the parade route.**
- Carrying alcoholic beverages and/or smoking is prohibited on any parade entry at any time before or during the parade – safety comes first!
- No skateboarding, rollerblading or scooter riding as a parade entry.
- Entrants must observe all applicable rules and regulations and follow all instructions from police or parade officials. **The Elgin Police Department reserves the right to remove any entrant from the parade, either prior to assembly or at any time during the parade.**
- Only forward movement maneuvers are permitted along the parade route.
- No shooting spectators with silly string or water (super soakers, etc.). Violators are subject to disqualification and ejection from the parade.
- Helmets are required for all riders/passengers of bicycles and motorcycles regardless of age.

SOUND AMPLIFICATION ORDINANCE/GUIDELINES:

- The operation of sound amplifying equipment shall occur:
 - Sundays - Thursdays between the hours of 8:00 a.m. – 8:00 p.m.
 - Fridays & Saturdays between the hours of 8:00 a.m. – 11:00 p.m.
 - Hours may be extended if approved by the City Manager or his designee.
- No person shall operate or permit operation of any sound amplification device or system from any property line within the city which can be heard from a distance of 75' (seventy five) feet or more from any property line of such residential property during nighttime hours or which can be heard from 150' (one hundred fifty) feet or more from the property line of any such residential property during daytime hours.
- Daytime hours: 7:00 a.m. – 10:00 p.m.
Nighttime hours: 10:00 p.m. – 7:00 a.m.
- No sound amplifying equipment shall be operated within 200 (two hundred) feet of churches, schools, or hospitals.
- Operation of sound amplifying equipment shall be restricted to 1 (one) event per 300 (three hundred) feet of simultaneous use.
- Although no permit is issued for music, if complaints of any type are received, the Police Department is obligated to respond and enforce City Ordinances.
- For events at Festival Park please contact City staff to discuss the sound ordinance guidelines on (847) 531-7056.

LIQUOR LICENSE:

Liquor License Applications must be submitted **60 days prior to an event**. Please contact the City Clerk's Office at (847)931-5660 for permit information, fees, and regulations.

STREET/PUBLIC PARKING LOT CLOSURE

Any City Street/City Parking lot closure will only be approved if **notices to the residents and businesses are posted at least 96 hours (4 days) in advance**. The Public Works Department may provide barricades, including installation and removal, for event street closures. In this situation the event sponsor may be responsible for all rental and labor costs.



PUBLIC WORKS DEPARTMENT

PORTABLE RESTROOMS, SINKS, AND DUMPSTERS

For sanitary purposes, event sponsors are required to provide portable restrooms, hand washing sinks, and dumpsters if food is served at the event. Event sponsors should use 4 (four) port-o-lets for every 200 people and 1 (one) for every 200 extra people at any given time.

Example = an event may have 400 people participate but only have 200 people there total at any given time. They would need 4 port-o-lets. Of those port-o-lets, 10% should be Handicapped. Event sponsors should use 1 (one) hand washing sink for every 8 (eight) port-o-lets ordered.

Event sponsors should use a 10-12 yard dumpster for 400 people per day.

Example = an event may have 1200 people participate throughout the entire event. They should have a 30 yard dumpster. It is also encouraged to supply a recycling dumpster as well that may alter trash requirements. Example = an event may have 1200 people and may use 20 yard recycling dumpster and a 10 yard trash.

SPECIAL EVENT USER FEES

Application Fees*

2018 Rate

Block Party	\$10.00
Carnival	\$75.00
Festival (> 1,000 attendance)	\$50.00
Filming	\$10.00
Harvest Market (per market)	\$25.00
Seasonal Harvest Markets	\$75.00
Neighborhood Event (> 1,000 attendance)	\$25.00
Races Walks	\$25.00

*Fees will double for applications less than 60 days prior to the event.

Equipment

2018 Rate

Barricades**	
Tier 1 (up to 10 barricades and delivery/removal)	\$175.00
Tier 2 (up to 20 barricades and delivery/removal)	\$240.00
Tier 3 (up to 50 barricades and delivery/removal)	\$450.00
Tier 4 (up to 75 barricades and delivery/removal)	\$625.00
Tier 5 (up to 75 barricades and delivery/removal)	\$800.00
Fencing (per 7 foot sections)**	\$15.00
Picnic Tables**	
Tier 1 (up to 5 tables and delivery/removal)	\$180.00
Tier 2 (up to 10 tables and delivery/removal)	\$240.00
No Parking Signs (per hour for installation/removal)	\$35.00
Street Light Banners (per banner)***	\$50.00
Street Banners (Highland Ave. and Chicago St.)***	
First Banner	\$270.00
Each Additional Banner	\$135.00

**Additional labor charges can be applied if responsible for set-up/take-down

*** Includes installation and removal; banner not included

