

WELCOME!

Thank you for your interest in hosting your special event in the City of Elgin. We are committed to making the special event application process as efficient and smooth as possible. Our staff will work with you along the way, advising you on available resources, and assisting you in any way possible to assure a successful event. Once again, thank you for hosting your event in the City of Elgin.

Mayor David Kaptain
The City of Elgin

KEY POINTS

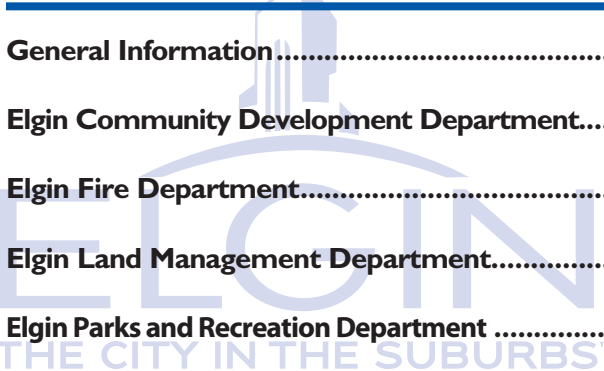
Throughout this packet we have compiled the necessary information for hosting an event within the City of Elgin. Some key points to keep in mind:

- Applications must be fully completed and returned along with the appropriate application fee at least **60 days (2 full months)** before the event date.
- **Applications that do not follow these guidelines will be denied.**
- Applications are reviewed on a first come first served basis, therefore, if your event date or location was approved to another organization you will have to choose an alternative. To avoid this, please send in your completed application as soon as possible.
- **Final layouts need to be submitted 30 days prior to the event.**
- **Liquor License Applications must be submitted 60 days prior to an event.**
- Multiple large events may not be approved on the same day due to resources and safety issues.
- Prior to an approval, a rental agreement will be provided for Festival Park. There will be fees associated with the rental.
- Applications can be sent to:
 - Parks and Recreation Department**
 - Attn: Special Events**
 - 100 Symphony Way, Elgin, IL 60120**
- Applications will be accepted starting February 1, 2021
- Applications will be reviewed by the Community Engagement Committee, an interdepartmental committee. All contact regarding an event will be handled by the Special Events Office or the appointed designee.
- Other applications or agreements may need to be completed during the permit review process.
- If your event is on private property a Temporary Use Application will need to be completed from the Community Development Department in addition to or in place of a special events application.
- The Community Engagement Committee reserves the right to deny a permit based on lack of parking, conflicting events, outstanding balances, failure to meet deadlines, and past event history.
- If the application has been approved, a permit will be sent to the organization’s contact on the permit application.
- At anytime throughout the permit process, if there are any questions or concerns please contact the Special Events Office at (847)931-6770.



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GENERAL INFORMATION

Below you will find requirements, codes, or ordinances by each city department regarding special events. If there are any questions or concerns regarding any of these please note them on your application or call (847)931-6770.

COMMUNITY DEVELOPMENT DEPARTMENT

TENT REQUIREMENTS

Along with the approval from the Elgin Fire Department, the City of Elgin requires a permit for temporary tent installations. Approval will only be given if the following occurs:

- The tent permit application is filled out completely at least two weeks prior to the event.
- A map (that is to scale) of the site plan with the tent placement and dimension is attached.
- A copy of the tent's fire resistance certificate is attached.
- All Fire Code Regulations are followed.
 - Pop up 10'x10' tents are exempt from this requirement. However, sponsors must ensure a fire break of 12' after every six 10 x10' pop up tents.

On the day of the event:

- For safety reasons, vendors are not allowed to cook underneath the tent.
- Every tent must have a fire extinguisher.
- The fire resistance certificate must match the certificate that was pre-approved, unless permission by the Fire Department is given.
- The Fire Department or designee will coordinate an inspection of all tents on site during event set-up. If these guidelines are not followed, the Fire Department will not permit the tent to remain up.

TEMPORARY FOOD SERVICE ESTABLISHMENT REGULATIONS

The following items are required for compliance with the Elgin Municipal Code pertaining to operation of a temporary food service facility at festivals, carnivals, and other public gatherings or events. Please note that temporary food service fees are involved. Please complete the food application or call the Health Department at (847) 931-5934.

FOOD SUPPLIES

All food supplies including meat, milk, vegetables, etc. must be obtained from sources complying with applicable State Laws and Regulations. All food must be clean, wholesome, and free from adulteration and misbranding.

MENU RESTRICTIONS AND FOOD PREPARATION

The menu must be approved by the Elgin Health Division and planned to avoid leftover food. The time between preparation and serving of the foods must be kept as short as possible. Only food that involves minimal handling or processing before service will be approved.

Home prepared foods, including canned foods, will not be permitted, with the exception of non-potentially hazardous baked goods such as breads, cakes, and cookies.

Potentially hazardous food such as cream filled pastries, custards, cream pies, potato or pasta salads using dairy products and meat, poultry, and fish in the form of salads or casseroles are prohibited.

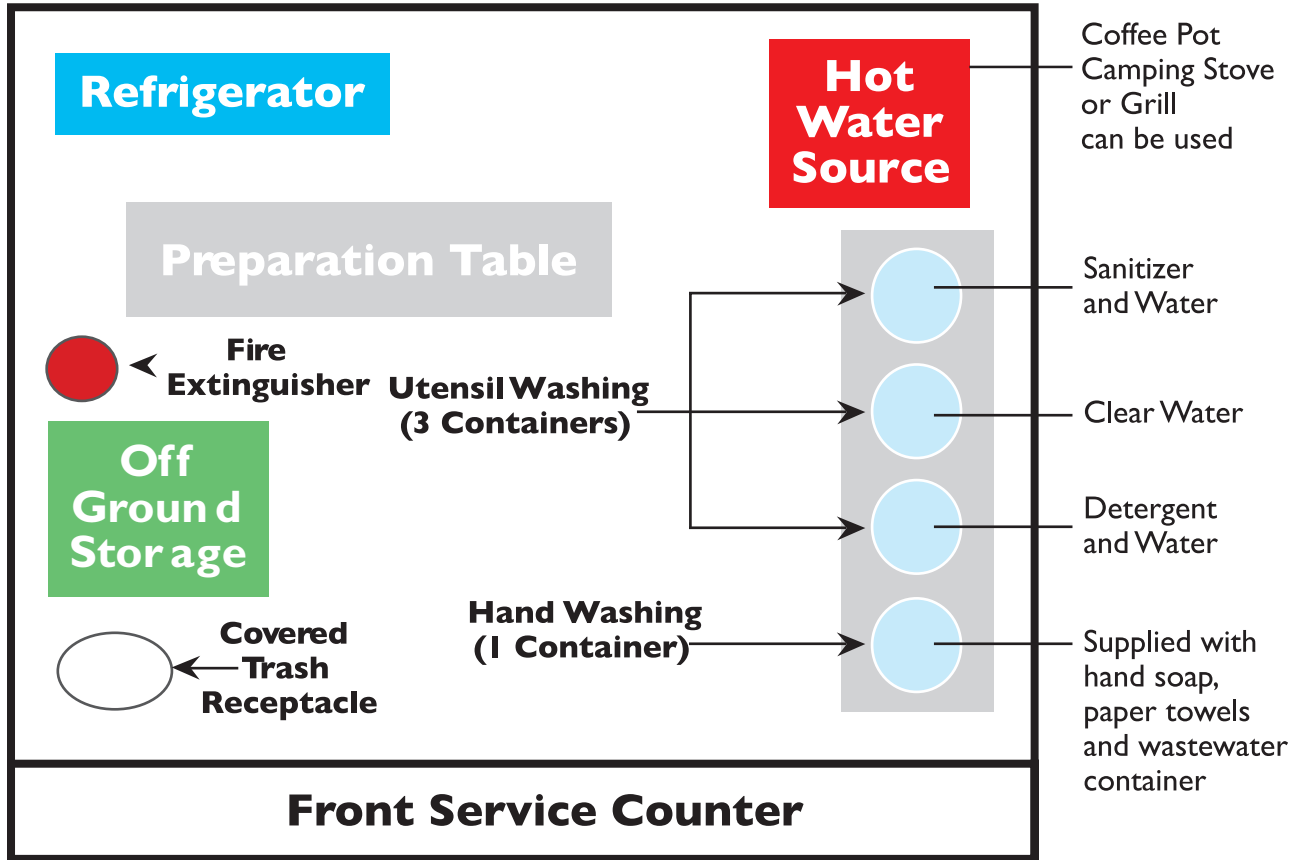
Facilities such as church kitchens and commercial restaurants which are utilized for off-site preparation of food served at the event must be inspected prior to the event and meet I.D.P.H. Food Sanitation Regulations. Proper temperatures must be maintained during transportation to the event.

Each stand serving potentially hazardous foods must have and use a metal stem probe thermometer scaled in 2 (two) degree increments from at least 0°F to 165°F to monitor food temperatures.
 Leftover potentially hazardous food including sandwiches shall be discarded at the end of the day.
 No potentially hazardous food can be saved to use the next day.

BOOTH CONSTRUCTION AND EQUIPMENT LAYOUT

Effective shielding must be provided consisting of glass or other durable materials where necessary to prevent contamination of food and food preparation equipment from dust, rain, flies, insects, consumer handling and other elements.

Outside Grill in a Protected Area



**NOTE: Front counter for food service only.
 NO exposed food without protection.**

HAND-WASHING FACILITIES

Convenient and adequate hand-washing facilities must be provided. For outdoor events, this shall consist of running water (from camp sink or large water container with spigot and bucket underneath to catch waste), dispensed soap, and paper towels. Common linen towels are prohibited.

For indoor events, a separate sink with soap and paper towels in the food area is preferred.

UTENSIL WASHING AND SANITIZING

A three-step system to wash, rinse, and sanitize all utensils and cookware must be provided. At indoor events, this can be accomplished by a three compartment sink only. For outdoor events, this system can include 3 (three) adequately sized containers, water, detergent, and a sanitizer.

The first container is used for washing and must contain clear water with a suitable dish-washing detergent. The second container is clear rinse water.

The third container is used for sanitizing and must contain clean water with 100-ppm bleach solution. [1/2(one half)ounce of bleach to 2(two) gallons of water]

After sanitizing, all utensils, etc. must be air-dried. Towel drying is not allowed due to the possibility of re-contaminating sanitized surfaces.

All utensils and cookware must be washed, rinsed, and sanitized before use and periodically during use.

Cooking surfaces must be cleaned before use, and at least once a day or more often if needed.

WATER SUPPLY AND STORAGE

An adequate supply of safe sanitary water for drinking, food preparation, hand washing and equipment “must be provided in the food stand by the food vendor. Wherever possible, a pressure supply system is recommended.

Devices must be protected against back flow and back siphonage to protect the water supply and shall be constructed in accordance with the Illinois Plumbing Code.

REFRIGERATION AND FOOD TEMPERATURES

Potentially hazardous food, including, but not limited to those which consist in whole or in part of milk or milk products, eggs, meat, poultry or fish, must be maintained at temperatures of 41° F or below.

A sufficient number of mechanically refrigerated units must be used for maintaining potentially hazardous foods at 41° F or below. Each refrigeration unit must have a thermometer accurate to plus or minus 2° F.

Commercial grade refrigeration units are strongly suggested. “Home-type” refrigerators may not be used if they are unable to maintain potentially hazardous foods at an internal temperature of 41° F or below.

Non-mechanical, chest type coolers will not be allowed as a substitute for refrigerators or freezers for the storage of potentially hazardous food.

During transportation to the booth, potentially hazardous foods must be maintained at 41° F or below.

COOKING, HOT HOLDING, AND FOOD TEMPERATURES

Potentially hazardous food must be cooked to an internal temperature of 135° F or above, except:

- Hamburger patties must be cooked to a minimum of 155° F for at least 15 (fifteen) seconds until juices run clear and the meat is not red or pink in color.
- Pork and hams, must be cooked to a minimum internal temperature of 155° F, and poultry must be cooked to a minimum of 165° F for at least 15 (fifteen) seconds.
- Shell eggs broken or prepared for immediate serving must be thoroughly cooked to 145° F or above for at least 15 (fifteen) seconds.

A sufficient number of grills, stoves, fryers, etc. must be provided for the heating of potentially hazardous food to the proper temperature. A sufficient number of warmers, steam tables, hot-holding cabinets, etc. must be provided to maintain potentially hazardous food at 135° F or above after cooking.

A metal stem probe thermometer with 2° increments shall be used to make sure these temperatures are reached.

PERSONAL HYGIENE

Hands must be kept CLEAN. Hands and arms must be washed with soap and warm water before starting work and touching food; after handling raw meat or dirty dishes; after coughing, sneezing, smoking, handling cash, visiting the toilet. It is recommended to designate different workers to handle food and money.

Ready-to-eat foods such as hamburger and hot dog buns, lettuce, tomatoes, and other foods which will not receive any further cooking before eating, cannot be touched with bare hands. Workers must wear disposable gloves, use deli-tissue, or a utensil such as a spatula or tongs. If disposable gloves are worn and they become ripped and/or contaminated after coughing or sneezing, they must be replaced with new gloves. Hands must be washed with soap and water before and after wearing or changing gloves.

Smoking and Eating are Not Allowed in the Food Area

Employees shall wear clean outer clothing. Hair shall be effectively restrained by tying hair back, or wearing a hair net, or baseball cap where the hair is covered and contained. Hairspray and visors are not effective hair restraints.

People with boils, cuts, respiratory infections, diarrhea, or communicable diseases shall not be permitted to work in food stand. Children under the age of 12 (twelve) shall not be involved in the preparation and handling of potentially hazardous food.

FOOD AND DRINK STORAGE AND DISPLAY

All food supplies shall be stored off the ground on pallets or shelves. All food shall be properly covered to prevent contamination from dust, insects, human contamination, etc.

All food on display such as cotton candy, taffy apples, egg rolls, etc. shall be covered, protected by a sneeze guard, or individually prepackaged to prevent contamination by humans, dust, or other elements.

CONDIMENTS

Sugar, mustard, catsup and other condiments shall be individually packaged or dispensed with a utensil from an approved covered container.

ICE SUPPLY

Ice that is consumed must be obtained from an approved commercial source in chipped, crushed or cubed form and shall be transported and stored in a single service, closed container bags. Bagged ice must be stored in a mechanically refrigerated unit or off the ground in a covered, easily cleanable container equipped with a drain.

Dippers or scoops shall be used in dispensing ice. Ice shall not be dispensed with hands, cups, or glasses.

Packaged food and beverage must not be stored in ice. Ice used for cooling may not be used for human consumption.

CUSTOMER UTENSILS

Only single service cups, plates, and eating utensils can be used for outdoor events.

All single service articles must be properly stored to prevent contamination and dispensed through approved tube dispensers or directly from the plastic packaging to avoid contamination of surfaces in contact with the mouth of a customer. Straws must be dispensed individually wrapped or from an approved dispenser.

FOOD EQUIPMENT CONSTRUCTION AND CLEANLINESS

Only food equipment which is in good repair and cleanable must be used. All equipment must be kept clean and in a sanitary condition. Equipment must be washed and sanitized before use, and at the start of each day.

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 Office. 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.

Elgin Parks and Recreation Department

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. For any questions regarding the process or the application please call the Special Events Office at (847) 931-6770.

APPLICATION FEES

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

The 2021 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 Parks and Recreation Department 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) 931-6770.

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*	2021 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	2021 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

