

CITY OF LOCKPORT

OUTDOOR SPECIAL EVENT PERMIT APPLICATION

**\$25.00 Non-Refundable Processing Fee
(No fee for a Block Party)**



Office of the City Clerk
222 E. 9th Street/3rd Floor
Lockport, Illinois 60441
Office: 815-838-0549 Fax: 815-838-9498
Website: www.cityoflockport.net

***This application pertains to a one time or infrequently occurring event that takes place outside normal operations, programs or activities of the private sponsoring/organizing individual, group or business. An Outdoor Special Event Permit may be permitted in any Zoning District upon application to the City Clerk's Office for review and approval.
(Per Chapter 95 of the Lockport Code of Ordinances)***

A permit is required for any of the following outdoor activities, including but not limited to:

- a) Any organized athletic, fundraising, or public awareness types of events, including those that may use any public streets or sidewalks as their route;
- b) Special business promotions, excluding temporary outdoor sales.
- c) Carnivals, parades, petting zoos, and fireworks displays;
- d) Church socials, festivals, and weddings* (*except for those held at the Lincoln Landing/governed by the Lincoln Landing Site Council); and
- e) *Block parties or gatherings.

***BLOCK PARTY:** For Block Party's the City will reimburse up to \$500.00 for bouncy houses, face painting, disc jockeys, magicians, etc. There will be no reimbursement for food or alcohol. Please provide the City Clerk's Office with an estimate of the costs before the event to get a "pre-approval". If pre-approved, please submit your receipts along with a W-9 form after your event, to the City Clerk's Office for reimbursement.

**\$25.00 Non-Refundable processing fee
(No fee for a Block Party)**

**APPLICATION FOR AN OUTDOOR SPECIAL EVENTS PERMIT
OFFICE OF THE CITY CLERK
LOCKPORT, ILLINOIS 60441**

PLEASE COMPLETE THE ENTIRE FORM AND PRINT LEGIBLY. Incomplete forms will be returned. Complete application packets must be submitted no less than thirty (30) days prior to the event. Please submit application to the City Clerk's Office, 3rd Floor.

CONTACT INFORMATION

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

Cell Phone Number: _____

Organization or Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

SPECIFIC REQUEST INFORMATION

Description/Type of Event: _____

Location of Event: _____

Event Date: _____ Rain Date: _____

Starting and Ending Time: _____

If Applicable: Name of Street to be Closed Off (specify hundred block and cross streets):

If Applicable: What is the route of your parade, running event, etc. _____

Estimated Number of People Attending: _____

If having a Block Party, estimated number of children attending: _____

Date of Last Event at Same Location: _____

Type of Outdoor Music: Yes No Type: Radio Stereo DJ Band

Location of Sound Amplification on the Property: _____

Is the Property within 300 feet of the Property Line of any residence/s, hospital, church, or school?

Yes No (If yes, then identify: Residence's Hospital Church School)

Use of Alcohol: Yes No Type: BYOB Keg other, describe: _____

(Sales and underage drinking is prohibited)

ATTENTION: If you are a Not-for-Profit (NFP) organization and will be selling alcoholic beverages at the event, a State of Illinois Special Event Retailer's Liquor License (Not-for-Profit) must be applied for. This license shall permit the licensee to purchase alcoholic liquors from an Illinois licensed distributor (unless the licensee purchases less than \$500 of alcoholic liquors for the special event, in which case the licensee may purchase the alcoholic liquors from a licensed retailer), and shall allow the licensee to sell and offer for sale, at retail, alcoholic liquors for use or consumption, but not for resale in any form, and only at the location and on the specific date(s) designated for the special event on the license. The Special Event Retailer's Liquor License (Not-for-Profit) application form can be found by clicking on the link [Special Event Retailer's Liquor License \(NFP\)](#) and is only for events conducted by an educational, fraternal, political, civic, religious, or not-for-profit organization. You can also find more information on their website <https://www2.illinois.gov/ilcc/Pages/Forms-and-Applications.aspx>. The State of Illinois Liquor Control Commission Special Event liquor license fee is \$25.00. In addition, the NFP organization will need to apply for a City of Lockport NFP Special Event Liquor License that the Mayor signs off on and approves. The City fee is \$31.25 per day. (Per Chapter 111 of the City Code and the State of Illinois Liquor Control Act). Please return your completed Special Event Retailer's Liquor License (Not-for-Profit) application, and your completed Outdoor Special Event application to the City Clerk's Office.

*If you are an Illinois licensed liquor retailer and will be selling alcohol and transferring a portion of your alcoholic liquor inventory from its licensed retail premises to a designated site for a special event, you must apply for a State of Illinois Special Use Permit Liquor License. The Special Use Permit application form can be found by clicking on the link [Special Use Permit Liquor License](#). You can also find more information on their website <https://www2.illinois.gov/ilcc/Pages/Forms-and-Applications.aspx>. In addition, the Illinois licensed liquor retailer will need to apply for a City Special Event Liquor License that the Mayor signs off on and approves. The City fee is \$31.25 per day. (Per Chapter 111 of the City Code and the State of Illinois Liquor Control Act). Please return your completed Special Use Permit Liquor License application, and your completed Outdoor Special Event application to the Clerk's Office.

Use of a Canopy, Tent, or Other Temporary Structure: Yes No (Building Permit may be required; no stakes are to be driven into any public street or public sidewalk). The Building Department can be reached at (815) 838-0549 press 5.

Use of a Stage: Yes No (Building Permit may be required)

Use of Food Vendors or Caterers: Yes No / Name of Business: _____
(Food Dispensing Vehicles, Carts, Pop-Up tents, or otherwise need to apply for a license with the City Clerk's Office – per Chapter 110 of the City Code). If you have more than one Food Vendor, please use an extra sheet of paper and attach to application.

Telephone Number: _____

Use of Inflatable Children's Toys (Jumpies): Yes No (Must be located on private property).

Use of portable restroom facilities (port-a-johns): Yes No (Must be located on private property and the number shall be determined by the Building Official). The Building Department can be contacted at (815) 838-0549 press 5.

Note: If there is an active Homeowner's Association (HOA), an approval from a HOA Board Member of the Special Event will be required: Yes No (If yes, please provide approval letter from HOA Board Member)

Applicant's Statement of Agreement:

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations included in this application. The permit, if granted is not transferrable and is revocable at any time at the absolute discretion of the City of Lockport. I hereby affirm the above information is true and correct in describing the intent of this application. I understand that the issuance of the special event permit is contingent upon compliance with all conditions and requirements. I further affirm that if a permit is granted, that it will not be used or represented in any way or form as an endorsement of or by the City of Lockport or any department or officer thereof.

I, _____ the undersigned agree to abide by the provisions in this Application.

(Print Name of Applicant)

(Signature of Applicant)

Name of Organization

Date: _____

RETURN COMPLETED APPLICATION AND FEE TO: Donna Tadey, City Clerk's Office, 3rd Floor or dtadey@lockport.org

For Office Use Only:

Received and Recorded in the City Clerk's Office on _____

Mailed to applicant on _____

Administrative Deputy City Clerk
and/or Designee

Approval _____ **Chief of Police**
List any conditions: _____
Reason for Denial: _____

Approval _____ **Director of Public Works**
List any conditions: _____
Reason for Denial: _____

Approval _____ **City Planner**
List any Conditions: _____
Reason for Denial: _____

Approval _____ **Building Official**
List any Conditions: _____
Reason for denial: _____

Approval _____ **Fire District**
List any conditions: _____
Reason for Denial: _____

Approval _____ **City Administrator**
List any conditions: _____
Reason for Denial: _____

CHAPTER 95: OUTDOOR SPECIAL EVENT PERMITS

Section

- 95.01 Definition
- 95.02 Permit required
- 95.03 General rules and regulations
- 95.04 Application requirements and procedures
- 95.05 Additional conditions
- 95.06 Hold harmless
- 95.07 Failure to comply

§ 95.01 DEFINITION.

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

OUTDOOR SPECIAL EVENT. A onetime or infrequently occurring event that takes place outside normal operations, programs or activities of the private sponsoring/organizing individual, group or business. An outdoor special event permit may be permitted in any zoning district upon application to the City Clerk's office for review and approval.

(Ord. 14-015, passed 5-7-14)

§ 95.02 PERMIT REQUIRED.

A permit is required for any of the following outdoor activities, including but not limited to:

- (A) Any organized athletic, fundraising, or public awareness types of events, including those that may use any public streets or sidewalks as their route;
- (B) Special business promotions, excluding temporary outdoor sales;
- (C) Carnivals, parades, petting zoos, and fireworks displays;
- (D) Church socials, festivals, and weddings* (*except for those held at the Lincoln Landing/governed by the Lincoln Landing Site Council); and
- (E) Block parties or gatherings.

(Ord. 14-015, passed 5-7-14)

§ 95.03 GENERAL RULES AND REGULATIONS.

A special event shall be subject to the following restrictions, as applicable.

- (A) No more than four special events shall be permitted per calendar year at any one location.
- (B) An individual special event shall be limited to a maximum of four consecutive days with no less than 30 days between each special event.

(C) The use of a tent or canopy in conjunction with a special event is allowed. However if a tent or canopy is erected, used or maintained, then it shall meet all yard setback requirements of the zoning district where it is located, as well as comply with all applicable building codes.

(D) Hours for a special event are limited to 9:00 a.m. to 10:00 p.m., except on properties zoned C4 Downtown Commercial, where event hours can be extended to 12:00 midnight or hour extended by the City Administrator in other zoning districts as deemed appropriate.

(E) Sound amplification/playing of music shall be so controlled so as not to be unreasonably loud, raucous, jarring, disturbing or become a nuisance to adjacent uses. The same is subject to the city's noise ordinances §§ 130.04 and 156.072. In the event that the applicant does not comply with the noise ordinance of the city, the police shall submit a written notice to the applicant providing requirements to comply with the noise ordinance. In the event that the applicant does not comply with the City of Lockport Police Department's recommendations then the Lockport Police Department has the authority to close the event or a portion of the event in order for the event to conform the noise ordinances of the city.

(F) Protective barriers, such as barricades or temporary fencing shall be installed to ensure that the area designated for the special event is protected from encroachment by vehicle/s. However the protective barrier must be easily removed in case of an emergency.

(G) Fire lanes, fire connections, and fire hydrants shall remain free and clear for adequate accessibility and use in an emergency.

(H) The person listed on the application as having the authority to control the event must remain at the event until its completion, and shall be available to accept any complaints.

(I) The person listed on the application or sponsoring the event shall be responsible for the removal of all litter and refuse on the property, or deposited in the public right-of-way or onto adjacent properties. All operating areas designated for the special event shall be kept free of trash and loose debris as a result of the event.

(J) No alcoholic beverage shall be sold at any event unless the proper State of Illinois and City of Lockport liquor license has been issued. Underage drinking is prohibited. Alcoholic beverages are to remain within the area designated for the special event and not allowed on the public right-of-way or adjacent properties. All beverages shall be served in a non-glass container.

(K) No stakes are to be driven into the pavement of any public street or public sidewalk.

(L) Special event shall be operated from only the area/s specifically designated on the site plan attached to the application.

(M) Security for the special event shall be provided as determined by the city's Chief of Police.

(N) Portable restroom facilities shall be provided as determined by City's Building Official based upon by the estimated size of the event and the availability of permanent washroom facilities.

(O) Specific to a block party or gathering, in addition to the above, the following shall also apply:

(1) No public right-of-way shall be completely blocked by any block party or gathering, but rather, access must be available for any person wishing to use the public right-of-way for either pedestrian or vehicular purposes; and

(2) That portion of the public right-of-way to be used by the block party or gathering shall be designated with two signs and two barricades to be provided by the city. Public works will deliver the signs and barricades to the address of the applicant leaving them by the garage or against the house, and will pick up the signs and barricades at the same location the following working day.

(P) If there is an active homeowner's association (HOA), an approval from an HOA board member of the special event will be required.

(Ord. 14-015, passed 5-7-14; Am. Ord. 19-034, passed 9-18-19)

§ 95.04 APPLICATION REQUIREMENTS AND PROCEDURES.

All persons desiring to conduct a special event shall first submit an application to the City Clerk's office no less than 30 days prior to the event. The City Clerk will forward all application materials for a special event permit to appropriate personnel in other departments, as necessary, for review and approval. Application fee and documentation to be provided at time of submittal shall include:

(A) A non-refundable processing fee of \$25 per event.

(B) A valid copy of a state issued licensed or identification card for the contact person.

(C) A site plan illustrating the location of the proposed event and all equipment to be used (including portable restroom facilities), the type of protective barrier and/or pedestrian and traffic control safety measures, any existing building/s, streets, drive aisles, parking, circulation paths, and access locations. It is also recommended that a map showing existing conditions be included with the submittal such as can be found on Google, Map Quest or Bing.

(D) Details on the type of protective barrier or pedestrian and traffic control safety measures to be used.

(E) Details on the type of equipment (i.e. grills, lighting, and the like) to be used, including temporary structures such as canopies, tents or fencing, and any power source (charcoal, propane, electricity).

(F) If applicant is not owner of property, then written permission from the property owner shall be provided at time of application.

(G) Other details or information as may be requested.

(Ord. 14-015, passed 5-7-14)

§ 95.05 ADDITIONAL CONDITIONS.

The city may impose additional conditions upon the issuance of a special event permit to insure the protection of the health, safety and welfare of residents and participants including but not limited to insurance for such events as carnivals, animal petting zoos and requiring the City of Lockport being named additional insured if public property is used for the special event activity.

(Ord. 14-015, passed 5-7-14)

§ 95.06 HOLD HARMLESS.

The applicant agrees to hold the City of Lockport and its officials, agents, and employees harmless for any claim or injury arising out of the use of any public street, sidewalk, or other facility in conjunction with the terms and conditions of this permit.

(Ord. 14-015, passed 5-7-14)

§ 95.07 FAILURE TO COMPLY.

Failure to comply with the rules and regulations may result in the following:

(A) Termination/cancellation of the event.

(B) Eviction from the public property portion of the premises.

(C) Loss of future special event privileges.

(Ord. 14-015, passed 5-7-14)