

**ORDINANCE NO. 2022-12**

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**AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION,"  
CHAPTER 12, "SPECIAL EVENTS," OF THE MAPLE PARK  
VILLAGE CODE**

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**ADOPTED BY  
THE PRESIDENT AND  
THE BOARD OF TRUSTEES  
OF THE  
VILLAGE OF MAPLE PARK, ILLINOIS**

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Published in pamphlet form by authority of the President and Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois, this 6<sup>th</sup> day of July, 2022.

## **ORDINANCE NO. 2022-12**

### **AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION," CHAPTER 12, "SPECIAL EVENTS"**

**WHEREAS**, 65 ILCS 5/1-1-1 et seq. provides that the corporate authorities may pass and enforce all necessary police power ordinances to ensure the welfare of the residents of the Village of Maple Park; and,

**WHEREAS**, the Village hereby desires to regulate special events through the permitting process and rules and regulations set forth herein.

**THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Maple Park, Illinois, as follows:

**SECTION 1.** That 1-12-2," be deleted in its entirety and replaced with the following:

#### **1-12-2: PERMIT; PROCEDURES, FEES:**

It shall be unlawful to conduct or operate any special event without having first secured a permit therefore; provided that the provisions of this section shall not be held to apply to those events which are specifically permitted by any other provision of this code. Permits issued for the operation of a special event shall apply to premises located on Village property as well as special events that may be subject to road closure permit requirements when the flow of traffic on Village or State roadways may be affected by the event or when the event is otherwise unduly burdensome on the Village.

Completed applications for special event permits not involving the exercise of first amendment rights must be received by the Village at least two (2) weeks in advance for block parties and six (6) weeks prior to the special event for which the permit is sought application for such permits shall be made to the village clerk or their designee and shall comply with all of the general provisions of this code relating to such application. Failure to submit within the two (2) weeks or eight (6) weeks prior to the event may result in denial of the application and event. Applications for the exercise of six amendment rights must be received by the Village at least three (3) working days prior to the event requested.

- A. The nonrefundable special event permit fee shall be twenty-five (\$25.00) for each application processed. The application fee is separate from other fees or costs which may be incurred as a result of specific services provided by the Village. There shall be no fee for any village sponsored special event or block party.
- B. For uses involving the exercise of first amendment rights, the village may waive any application or permit fees or requirements for insurance if the applicant demonstrates that the cost of such fee is prohibitive. An applicant must request such a waiver in writing.

- C. Applicants must be eighteen (18) years of age or older and the applicant shall be the individual who is directly responsible for organizing and/or conducting the event.
- D. Private special event permit applications to be completed for events not open to the general public and shall include, but limited to, the following information:
1. Description, nature, purpose, date, hours and location of the event for which the permit is applied, an estimate of anticipated attendings and/or participants, and 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, stages, utility lines, lighting and area restriction devices (including barricades or screening);
  2. Name, address, phone number and e-mail address of the contact person for the event;
  3. Whether there will be street closures or the need for barricades, including the details of the accessibility (emergency and Americans with Disabilities Act compliance) plans for the event;
  4. In addition to the special event permit, other permits and/or licenses may be necessary including, but not limited to, sign permits, banner permits, temporary structure permits and flame certificates;
  5. Where there will be entertainment performances or music at the event;
  6. No alcoholic beverages shall be sold at any private party or gathering other than as may be allowed under Title 4, Chapter 2, Liquor Control of this code.
  7. The contact person shall be responsible for the removal of litter, refuse, or property deposited in the public right-of-way and compliance with village policies, code provisions and state law;
  8. The contact personal shall be responsible for any costs incurred by the village for establishing detours, assigning of police officers, cleanup or repair of public right-of-way, or damage by the party or gathering;
  9. A signed hold harmless agreement may be required naming the Village of Maple Park and any other organization as may be specified.
- E. Public special event permit applications to be completed for events open to the public and shall include, but not limited to, the following information:
1. Description, nature, purpose, date, hours and location of the event for which the permit is applied and an estimate of anticipated attendees and/or participants;
  2. Name, address and phone number of the sponsoring organization for the event and/or the name, address, phone number and e-mail address of the person responsible for conducting the event;

3. Whether there will be street closures of the need for barricades; including details of the accessibility (emergency access and Americans with Disabilities Act compliance) plans for the event;
4. Information regarding whether admission fees or charges are to be assess to attendings or participants;
5. Whether vehicle parking will be restricted and identify the parking areas for attendings, participants, sponsors, employees and volunteers;
6. Other permits and/or licenses may be necessary in addition to the special event permit, including, but not limited to, a temporary liquor license, raffle license, sign permit, banner permit, temporary structure permits;
7. Description of the type and nature of any entertainment, including, but not limited to, music acts, performances or carnival rides at the event;
8. Information regarding the consumption of alcohol is planned, and if so, the hours, location and type of alcohol to be served.
  - a) A temporary liquor license approved by the Village and State of Illinois shall be required.
  - b) The provisions of Title 4, Chapter 2, Liquor Control of the Maple Park Village Code shall be strictly followed concerning the number of permitted temporary licenses;
  - c) Retail sale and consumption of alcohol shall be limited to the premises specified in the permit;
  - d) In the event of outdoor sales, such premises shall be entirely enclosed by Village approved fencing and entrances and exits shall be monitored as required by the provisions of the Maple Park Village Code; and
  - e) Any approval of a temporary liquor license for a special event shall be issued at the discretion of the Liquor Commissioner as governed by Title 4, Chapter 2, Liquor Control of the Maple Park Village Code.
9. Description of the provision for refuse needs for the event which shall be in compliance with village policies, codes provisions and state law;
10. A list of all vendors participating at the event;
11. Description and number of restrooms, portable facilities and sinks available for the event. An adequate number of restrooms shall be provided and an appropriate number of handicapped facilities must be available;

12. A certificate of Insurance (COI), and endorsement Form CG 2026 0413, naming the Village of Maple Park and its officials, employees, and agents as an additional insured, must be received before the events can be permitted. The COI must have one million dollars (\$1,000,000.00) in general liability coverage and two million dollars (\$2,000,000.00) in aggregate liability coverage. The COI Acord Form in the Description of Operations/Locations Section must list the name and the date(s) of the event. If a block party applicant is unable to obtain a COI, then Applicant must complete and submit the supplemental forms supplied by the Village with the application.
  13. Food may be sold, if approved, and a temporary food permit must be obtained from the Kane or DeKalb County Departments of Health.
  14. Public Safety;
    - A. Sufficient security shall be provided by the sponsoring organization, or person responsible for the special event. The village police department shall determine the appropriateness of any security and may require the sponsoring organization, or person responsible for the special event to hire police officers for the special event, if deemed necessary.
    - B. Sufficient fire and medical staff shall be provided by the sponsoring organization, or person responsible for the special event. The Maple Park and Countryside Fire Protection district shall determine the appropriateness of any fire or medical staff and may require the sponsoring organization, or person responsible for the special event to hire such staff for the special event, if deemed necessary.
  15. A signed hold harmless agreement may be required naming the Village of Maple Park and any other organization as may be specified.
- F. All Village ordinances and safety rules pertaining to noise, parking restrictions, fireworks, recreational fires, and outdoor electrical and weather conditions shall be followed.
- i. **SPECIAL EVENT SPECIFIC RESTRICTIONS REGARDING NOISE:** The provisions of Section 5-7-3 of the Maple Park Village Code shall apply in full force and effect except as may be otherwise modified for a particular special event in the sole discretion of the Village. Such conditions, which may include more stringent limitations on hours and applicable decibel standards for particular events than the general regulations as found in Section 5-7-3, shall be depicted on the face of the permit if applicable.
  - ii. **PARKING:** There shall be no special exceptions for on-street parking. All vehicles must be legally parked in accordance with Village ordinances and Illinois State Statutes.

G. Permission for use of village public works services and/or equipment, including the use of fire hydrants shall be obtained from the village public works department.

H. Additional information and documentation may be required as outlined in the special event permit application.

**SECTION 2:** That all ordinances and parts of ordinances in conflict with or inconsistent with the provisions of this ordinance are hereby repealed to the extent of any conflict or inconsistency.

**SECTION 3:** That if any part or portion of this ordinance shall be declared invalid by a court of competent jurisdiction, such partial invalidity shall not affect the remainder of this ordinance.

**SECTION 4:** That this ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as is hereby authorized to be done by the Village President and Board of Trustees.

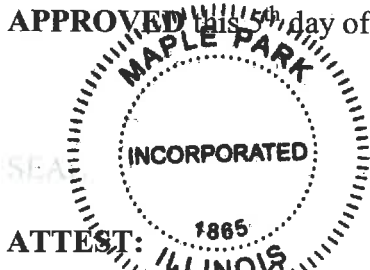
**PASSED** this 5<sup>th</sup> day of July, 2022, pursuant to a roll call vote as follows:

AYES: Groezinger, Peloso, Joy, Speare, Ward

NAYS: None

ABSENT: Simon

**APPROVED** this 5<sup>th</sup> day of July, 2022.



ATTEST:

*Elizabeth Peerboom*

Elizabeth Peerboom, Acting Village Clerk

*Suzanne Fahnestock*  
Suzanne Fahnestock, Village President

STATE OF ILLINOIS )  
 ) SS  
COUNTIES OF KANE AND DEKALB )

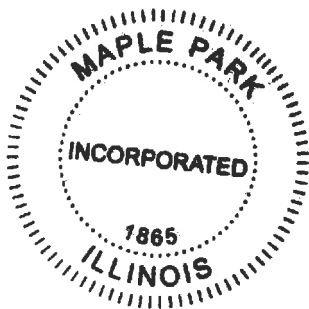
**PUBLICATION IN PAMPHLET FORM**

I, Elizabeth Peerboom, certify that I am the Acting Village Clerk of the Village of Maple Park, Kane and DeKalb Counties, Illinois, and as such officer I am the keeper of the records, files and proceedings of the corporate authorities of said municipality.

I further certify that, as of the date hereof, Ordinance No. 2022-12 adopted by the corporate authorities on July 5, 2022 entitled **AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION," BY ADDING CHAPTER 12, "SPECIAL EVENTS"** has been duly published in pamphlet form in accordance with Section 1-2-4 of the Illinois Municipal Code.

IN WITNESS WHEREOF, I have hereunto affixed my official hand and the seal of the municipality this 5<sup>th</sup> day of July, 2022.

(SEAL)



*Elizabeth Peerboom*  
Elizabeth Peerboom, Acting Village Clerk  
Village of Maple Park  
Kane and DeKalb Counties, IL