

**ORDINANCE NO. 2022-04**

---

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

---

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

---

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 1st day of February, 2022.

## **ORDINANCE NO. 2022-04**

### **AN ORDINANCE AMENDING TITLE 1, "ADMINISTRATION," BY ADDING 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 the following chapter, "Chapter 12, "Special Events," shall be added to Title 1, "Administration," in the Maple Park Village Code as follows:

#### **TITLE 1, ADMINISTRATION**

#### **CHAPTER 12 SPECIAL EVENTS**

##### **SECTIONS:**

**1-12-1: PERMIT REQUIRED**

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

**1-12-3: PERMIT ISSUANCE**

**1-12-4: EMERGENCY REVOCATION**

**1-12-5: PERMIT DENIAL**

**1-12-6: REVOCATION OF EVENT PERMIT**

**1-12-7: PENALTY**

##### **1-12-1: PERMIT REQUIRED:**

- A. **Application:** The provisions of this chapter shall apply to all special events including, but not limited to, festivals, block parties, concerts, beer gardens, races, 1K/5K/10K races, bicycle time trials, bikeathons, fireworks, biathlons, parades, marches, fundraisers, circuses, carnivals, concerts, car shows, sidewalk sale, farmers' markets, food trucks, sales or promotional events, Christmas tree lots, ice screen/snow cone stands, and other special events in the Village, whether specifically permitted in another chapter of this code or not. For uses involving the exercise of first amendment rights, the Village may waive application or permit fees if the applicant demonstrates that the cost of such fees is prohibitive. An applicant must request such a waiver in writing.

B. Special Event: A "special event" is defined, for the purposes of this chapter, as an event whether indoors or outdoors that is held on public property or streets, nonprofit organization property, or private property that can reasonably be expected to cause a gathering that is not part of the normal intended use at the location or current zoning as may be determined by the village administrator, chief of police, building inspector, or their designees. An event that requests the use of public sidewalks, that requests a temporary street closure, closure of parking, use of Village-owned property and events that require the posting of "No Parking" signs are considered special events. Special events also may include an event sponsored by any person, entity, business or group including, but not limited to, a park district, school district, library district, fire protection district, event complex and at any event venue within the Village and open to the public:

1. Which is held in any public park and/or facility, nonprofit organization property, or any property end/or facility which is open to the public;
2. Which is held on private property that can reasonably be expected to cause a gathering that is not part of the normal intended use at the location as defined in B. above;
3. Which entertainment provided by or for any persona, and/or made available to any person:
4. For profit entertainment activities of persons, entities and businesses who are currently licensed to regularly provide specified entertainment at fixed locations in the Village which will foreseeably result in extraordinary impacts on public safety, health, welfare, and police resources;
5. Requires street closures, closure of parking, use of Village-owned property, use of police to control traffic, and events that require the posting of "No Parking" signs.

C. First Amendment: "First Amendment" or "exercise of first amendment rights" for purposes of this chapter, shall include, without limitations, parades, marches, demonstrations, rallies, religious services, speeches, solicitation of votes, petition signatures or contributions, picketing and leafleting.

1. It shall be unlawful to collect, gather, or be a member of any disorderly crowd, or any crowd gathered together for any lawful purpose, or for any person to join in and stay with or near any such gathering.

D. Exclusions: "Special event," as defined in this section shall not include:

1. An event held in a members only or religious facility at which the only participants are the members and their invited nonpaying guests and no extraordinary police services are required.

## 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 eight (8) 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 eight (8) weeks may result in denial of the application and event. Applications for the exercise of first 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.
- 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.
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.

### **1-12-3: PERMIT ISSUANCE:**

The village clerk, or their designee, shall issue the special event permit. The applicant shall be notified if any conditions or approval, or reasons for denial, at the time action the permit is taken.

Any permit granted by the Village shall contain lawful requirements to the issuing of the permit and restrictions on the permitted use including, but not limited to:

- A. Payment of a reasonable fee;
- B. Obtaining general liability coverage;
- C. Agreement to full indemnity and hold the village harmless from any liability or costs resulting from the use;
- D. Requirements that the person involved in the use observe all federal, state, local, and village laws, ordinances, rules, and regulations;

- E. Observing time, duration, and location restrictions;
- F. Any reasonable restriction necessary for the efficient and orderly administration of the use.
- G. A requirement that any temporary structures associated with the event shall be removed within a specific time frame as determined by the Village and reflected on the issued permit.

#### **1-12-4 EMERGENCY REVOCATION:**

Notwithstanding any other provision in this code, if in the judgement of the village administrator, the chief of police or the Maple Park and Countryside Fire Protection District fire chief, or their designees, any emergency situation has been created such that the continues use of public or private property by a permittee will immediately threaten life, health or property, the village administrator, chief of police or the fire chief, or their designees, upon the issuance of an order stating the reason for such conclusion and without notice or hearing may immediately revoke or suspend the permit and require the use of the property to immediately cease. They may also require an immediate evacuation of the area. No person shall continue to use the property contrary to such order.

#### **1-12-5 PERMIT DENIAL:**

Permits for special events will be granted at the discretion of the village administrator after a review of the application and comments from reviewing departments. A special event permit application may be denied upon evidence that:

- A. The information contained in the application, or supplementary information requested from the applicant, is false in any material detail or the applicant has failed to provide a complete application after reasonable efforts to obtain the information, or the application is in any way untimely or incomplete;
- B. The proposed activity violates any federal, state, local, or village ordinance, rule, or regulation;
- C. A prior application for a permit for the same date, time, and location has been or will be granted and the use authorized by that permit does not allow multiple occupancy of that particular location by more than one permittee;
- D. The proposed use is of such a nature that it cannot reasonably be accommodated in the particular location applied for, considering, without limitation, the likelihood of such things as damage to village resources or facilities; damage to environmentally sensitive or protected area's ecosystem, unreasonable interference with village functions, buildings, facilities, operations, programs, or activities, or unreasonable interference with the use or purpose of the village property applied for;



- E. The proposed use would substantially impair the operation or use of facilities or services of village contractors;
- F. The proposed use would dominate the use of village property as to prevent other persons from using and enjoying the property;
- G. The granting of the permit will result in substantial adverse impacts including, but not limited to, noise, litter, traffic and congestion upon the surrounding neighborhood or the community in general;
- H. The time or size of the event will substantially interrupt the safe and orderly movement of pedestrian or vehicular traffic in the immediate vicinity of the vent, or disrupt the use of a street at a time when it is usually subject to great traffic congestions;
- I. The size or duration of the event will require a great amount of village police services jeopardizing the level of police services to other areas of the village;
- J. The size or duration of the event will requirement a great amount of fire district services jeopardizing the level of fire or emergency medical services to other areas of the village;
- K. The event will interfere with construction or maintenance work scheduled to take place upon or along the village streets or a previously granted encroachment permit;
- L. The granting of the permit is likely to result in substantial negative impacts upon the delivery of village-wide services and therefore pose a threat to the public health, safety, and order due to the likelihood of the special event resulting in a call for police emergency response.

#### **1-12-6 REVOCATION OF EVENT PERMIT:**

Violation of the terms, restrictions, and conditions contained in the permit may result in the suspension or revocation of the permit. Permits may be revoked, including during the event, by the chief of police or their designees for:

- A. Violation of any of the imposed permit conditions;
- B. Failure to obtain and post any permit required by the liquor control commissioner;
- C. The occurrence of any unlawful or criminal activity during the event;
- D. Any grounds listed in this chapter for denying a special event permit application

**1-12-7 PENALTY:**

Any person found violating the provisions of this chapter shall be subjected to the General Penalty provisions of Section 1-4-1 of the Maple Park Village Code, plus any administrative or judicial hearing costs as may be applicable. The Village police department may shut down any events deemed to be in violation of this code. Enforcement action specifically authorized by this section may be utilized in conjunction with, or in addition to, any other statutory, code, administrative, or regulatory procedure applicable to this chapter or under state or federal law. In addition, nothing in this section shall be interpreted to preclude or limit the village from seeking injunctive or other judicial relief as permitted by law.

**SECTION 3:** 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 4:** 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 5:** 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 1st day of February 2022, pursuant to a roll call vote as follows:

AYES: Groezinger, Peloso, Rebone, Simon, Speare, and Ward

NAYS: N/A

ABSENT: N/A

**APPROVED** this 1st day of February 2022.



*Cheryl Aldridge*  
Cheryl Aldridge, Deputy Village Clerk

*Suzanne Fahnestock*  
Suzanne Fahnestock, Village President

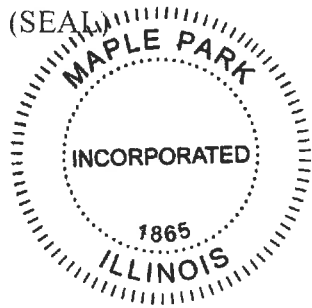
STATE OF ILLINOIS )  
 ) SS  
COUNTIES OF KANE AND DEKALB )

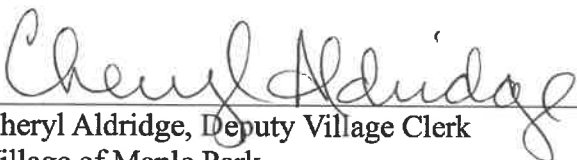
**PUBLICATION IN PAMPHLET FORM**

I, Cheryl Aldridge, certify that I am the Deputy 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. 2022-04 adopted by the corporate authorities on February 1, 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 1st day of February, 2022.



  
Cheryl Aldridge, Deputy Village Clerk  
Village of Maple Park  
Kane and DeKalb Counties, IL