



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

**BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
TUESDAY, OCTOBER 19, 2021  
7:00 p.m.  
MAPLE PARK CIVIC CENTER  
302 WILLOW STREET, MAPLE PARK**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL/QUORUM ESTABLISHED**
- 4. PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. You may also send an email to [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com) in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*
- 5. INFRASTRUCTURE ITEMS**
  - A. PE Capacity
- 6. PERSONNEL ITEMS**
  - A. Temporary to Hire Village Clerk – Peleton, Inc.
- 7. FINANCE ITEMS**
  - A. Water Tower Financing – Discussion and Request for Proposal (RFP)
- 8. VILLAGE ADMINISTRATOR REPORT**
- 9. VILLAGE PRESIDENT REPORT**
- 10. OTHER BUSINESS**
  - A. Facilities Rental Application Process
  - B. Special Events, Block Parties and Street Closures
- 11. ADJOURNMENT**



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## MEMORANDUM

**TO:** Village President and Board of Trustees

**FROM:** Village Administrator Dawn Wucki-Rossbach 

**DATE:** October 14, 2021

**SUBJECT:** PE – RESERVE CAPACITY

### **BACKGROUND**

Staff has worked with Village Engineer Linn and updated the reserved PE capacity for the Village. Attached is the updated PE calculation. PE reserve capacity went from 827.00 to 286.50, which is excellent and gives us room for business and/or residential growth.

Developers looking to construct residential subdivisions, such as what Grand Pointe Homes wanted at the corner of County Line Road and Maple Park Road and the property located west of The Maples Development, would need submit PE calculations for their projects and the Village could then consider capacity and most likely renegotiating annexation/development agreements to address treatment plant capacity.

### **RECOMMENDATION**

For informational purposes only, no action required.

Attachment  
Reserve PE Capacity Worksheet

<p style="text-align: center;"><b>VILLAGE OF MAPLE PARK</b>  <b>Reserved Capacity Comparison</b></p>
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	As of 03/31/10	As of 10/04/21
Heritage Hills Phase 1 & 2	38.0	-
Heritage Hills Phase 3	301.0	175.0
Heritage Hills Phase 4 & 5	156.0	-
Squire's Crossing	161.0	25.0
The Settlement	31.5	5.0
Water Treatment Plant	28.0	-
LaFox Museum (212 N. County Line Rd.)	3.5	3.5
Kozlowski (3N421 Root Lane)	3.5	3.5
Vacant Lots in Old Town	-	-
St. Mary's Catholic Church (3 Connections)	10.5	10.5
Ms. Eileen Bieneman & Sisters (2 Connections)	7.0	7.0
Vacant Homes & Businesses	87.0	50.0
Haug Property	-	7.0
Reserved Capacity	827.0	286.5
<b>Available Capacity</b>		<b>540.5</b>



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## MEMORANDUM

**TO:** Committee of the Whole and Village President and Board of Trustees

**FROM:** Deputy Clerk Cheryl Aldridge

**DATE:** October 14, 2021

**SUBJECT: RESOLUTION 2021-24 – A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO APPROVE AN AGREEMENT WITH PELOTON INC. FOR A TEMP-TO-PERM CONVERSION HIRE FOR A PART-TIME VILLAGE CLERK**

### **BACKGROUND**

The Village recently hired a new Village Clerk; however, the Clerk resigned her position to return to her former employer based on the salary that was offered. The Village reviewed the prior applicants it has for the position and offered the position to another candidate based on their resume and interview performance; however, the candidate had already accepted another position that offered health insurance benefits.

The Village did not wish to pursue any other previously reviewed candidates and reviewed any additional applications and resumes that had been received. Staff determined that it would be in the best interest of the Village to consult with a temporary agency and pursue a temporary-to-hire agreement. This would mean the agency would be responsible for seeking qualified candidates. The Village could then review the resumes and interview candidates. Once a suitable candidate is determined, the Village would enter into the Agreement with the firm for 60 days. Sixty days should allow enough time to determine if the candidate is a good fit for the organization and to test the candidate's skills.

The Village contacted four (4) firms: Staff Today, Inc., The Salem Group, Inc., Peloton Inc., and GovTempsUSA, LLC. The vendor percentage and conversion from temporary-to-hire and hourly rate were compared. While GovTempsUSA had the lowest vendor percentage and the lowest conversion rate at the end of the 240 hours of work, they have not been able to provide a candidate. Peloton Inc. believes that they have a candidate that would be a good fit for the position. The total cost with Peloton Inc. is \$13,357.50, see attached Village Clerk Vendor Comparison spreadsheet. Staff would like to have two (2) vendors looking for a qualified candidate.

Staff will work with Peloton Inc. to review resumes and conduct interviews. Once a candidate has been selected, the Village President should review and then execute the Agreement with Peloton Inc. for a temp-to-perm part-time Village Clerk.

Prior to the end of the 240 hours working through Peloton Inc., the candidate will be required to complete the Village's Job Application, complete the required fingerprinting, credit and background checks. If the candidate moves through this process without any issues, the candidate will be issued a conditional offer of employment, contingent upon passing a physical and drug and alcohol screen.

### **RECOMMENDATION**

That the Committee of the Whole discuss the proposed hiring of a temporary-to-hire part-time Village Clerk through Peloton Inc. If the Committee has no issues with arrangement, the matter will be approved at the Special Village Board Meeting immediately following the October 19, 2021 Committee of the Whole Meeting.

If the Village Board approves the Agreement, there will be no delay in starting the hiring process for a new Village Clerk.

### **Attachments**

Temporary-to-Hire Part-Time Village Clerk Vendor Comparison

Resolution 2021-24 Authorizing the Village President to Approve an Agreement with Peloton Inc.

Peloton Inc. Agreement for a Temp-to-Perm Conversion Hire for a Part-Time Village Clerk

# VILLAGE OF MAPLE PARK - TEMPORARY-TO-HIRE VILLAGE CLERK VENDOR COMPARISON

Vendor	Employee Hourly Rate	Vendor Percentage	Total Hourly Rate	Explanation of Conversion from Temp to Hire Cost	Annual Position Cost (30 Hr. X 52 Wks.)*	Conversion Cost	Estimated Cost of 240 Hours to Hire**	Total Cost^
The Salem Group, Inc.@	\$19.50	55.00%	\$30.63	20% of the annual base salary	\$30,420.00	\$6,084.00	\$7,350.00	\$13,434.00
Peloton Workforce	\$19.50	50.00%	\$29.25	25% of the annual base salary, prorated based on how long they have already worked (so approx 21%)	\$30,420.00	\$6,337.50	\$7,020.00	\$13,357.50
Staff Today, Inc.	\$19.50	33.00%	\$25.94	Depends on billable hours - Assume 240 hours (1 - 260 hours) = 20% of first year's earnings	\$30,420.00	\$6,084.00	\$6,224.40	\$12,308.40
GovTemps USA	\$19.50	40.00%	\$27.30	Two (2) weeks gross salary	\$30,420.00	\$1,170.00	\$6,552.00	\$7,722.00

Lowest total cost

Staff Recommendation

\* Originally budgeted at \$18.28 X 30 X 52

\*\*Assume we'll know in 60 days

^Total Cost = Estimated Cost + Conversion Cost

@Conversion is based on billable hours. 1 - 260 hours = 20% of total guaranteed first year's earnings.

Annual PT Village Clerk Hours	1,560	Clerk Hours YTD	146.50
Hourly Rate	\$18.28	Remaining Clerk Hrs. @ \$19.50	\$25,875.72
FY22 Budgeted Salary	\$28,516.80	TTH	(\$13,357.50)
FICA	\$2,181.54	VC available through 04/30/22	\$12,518.22
	\$30,698.34	Hours available	641.96

**RESOLUTION 2021-24**

**A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO APPROVE AN AGREEMENT WITH PELOTON INC. FOR A TEMP-TO-PERM CONVERSION HIRE FOR A PART-TIME VILLAGE CLERK**

**WHEREAS** the Village of Maple Park ("The Village") is a municipality in accordance with the Constitution of the State of Illinois of 1970; and,

**WHEREAS**, the Village has determined that the Part-Time Village Clerk position is of benefit to the Village; and,

**WHEREAS**, the Village Board has determined that it is to its advantage and best interest of the Village to continue to avail itself of the services in connection with its agreement with Peloton Inc. between a To-Be-Determined Date through 240 hours of work; and,

**WHEREAS**, Peloton Inc. is desirous of performing the service for the Village and the Agreement for a Temp-to-Perm Conversion Hire for a Part-Time Village Clerk, Attachment A is attached; and

**NOW, THEREFORE**, BE IT RESOLVED by the President and the Board of Trustees for the Village of Maple Park, DeKalb and Kane Counties, Illinois, as follows:

**Section 1.** The Village President or a designee is hereby directed to sign the attached Agreement with Peloton Inc. for a temporary-to-hire part-time Village Clerk.

**Section 2.** This Resolution shall be in full force and effect from and after its passage, approval.

**PASSED** by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at a Special Board Meeting held on October 19, 2021.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Suzanne Fahnestock, Village President

**ATTEST:**

\_\_\_\_\_  
Cheryl Aldridge, Deputy Village Clerk



Dawn Wucki-Rossbach  
 Village of Maple Park  
 302 Willow St  
 Maple Park IL 60151

### Letter Agreement for Temp, Temp-to-Perm Conversion and Direct Hire

#### Temp and Temp-to-Perm:

- The temporary employee hourly rate *plus 50% is the bill rate to Client for all positions filled.*
- The Temp-to-Perm fee is **25%** of the wages that the temporary employee would normally earn in his/her first year. This fee is prorated based on how long the temporary employee has already worked. For example, if the employee works Temp for 3 months the direct hire fee is 9/12's of 25% or 18.75%.
- If Client is to hire any candidate submitted from PELOTON INC., without PELOTON's knowledge within six months of submission, the Client is responsible for the full fee normally charged by PELOTON INC.
- Invoices are Due Upon Receipt.

#### For Direct Hire:

- The fee is 20% of the annual wage.
- Invoice is net 15 days.
- If you are unhappy with the candidate within 60 days, we will replace the candidate.
- If Client is to hire any candidate submitted from PELOTON INC., without PELOTON's knowledge, within six months of submission, the Client is responsible for the full fee normally charged by PELOTON INC.

If you agree to these terms, please sign below effective this DATE: 10/13/2021 , and we will send you a copy for your records.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 NAME

\_\_\_\_\_  
 NAME

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 PELOTON INC.,

\_\_\_\_\_  
 COMPANY





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## MEMORANDUM

**TO:** Village President and Board of Trustees

**FROM:** Village Administrator Dawn Wucki-Rossbach 

**DATE:** October 14, 2021

**SUBJECT: WATER TOWER FUNDING**

### **BACKGROUND**

The Board has discussed purchasing the land and constructing the second water tower near the southwest corner of Route 38 and County Line Road. The current owner of the property is willing to discuss options, via the Development Agreement, on the Village obtaining the property needed for the tower.

Discussing the financing options of the water tower with our Registered Municipal Advisor (RMA), The Economic Development Group, LTD. and our TIF Advisor Jacob and Klein, LTD., believe there are a couple of options available to us on how to obtaining the funds necessary to engineer and construct the tower. Further, their recommendation is to release a Request for Proposal (RFP) and solicit the RFP to at least three (3) banks and three (3) underwriters. We would also place a notice about the RFP in the local newspaper as required and post it on the Village's procurement platform, DemandStar. Please keep in mind that if the Board were not happy with the results of the RFP submittals, it has the ability to reject all RFPs.

As always, Staff will seek other funding sources, such as CDBG or U.S. Department of Agricultural grants that would require a percentage match by the Village, and would most likely decrease our overall use of TIF funds for this project. The funds not used for the water tower could be used for other capital projects.

Mr. Herb Klein will be present to answer questions regarding the RFP and possible outcomes.

### **RECOMMENDATION**

That the Committee of the Whole consider issuing an RFP. If the Committee of the Whole agrees, Staff can work with the RMA and TIF Advisor to begin the RFP process.

Attachments

Draft Request for Proposal for General Obligation Bonds

**DRAFT COPY**

**REQUEST FOR PROPOSALS (“RFP”) FOR  
NOT TO EXCEED \$2,250,000 GENERAL OBLIGATION  
BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022**

Required for use by:  
Village of Maple Park, Kane and DeKalb Counties, Illinois

All proposals and other communications must be addressed  
and returned on behalf of the Village to:

The Economic Development Group, Ltd.  
Registered Municipal Advisor (S.E.C., M.S.R.B.)  
% Gwen Crawford, Vice President Financial Analysis  
1701 Clearwater Avenue  
Bloomington, Illinois 61704

**PROPOSALS MUST BE RECEIVED NO LATER THAN  
5:00 P.M., CENTRAL TIME, ON **NOVEMBER 26, 2021.****

## Background of the Borrower and Timeline

The Village of Maple Park (the “Village”) is located within Kane and DeKalb Counties, Illinois. The estimated population of the Village was 1,433 at the time of the 2020 census and it consisted of a total area of approximately 2.35 square miles. Following the establishment of the Maple Park Tax Increment Financing (“TIF”) District in 2012 (the “TIF District”), the Village has undertaken efforts to encourage development of commercial and residential areas within the community. As of tax year 2020, equalized assessed value (“EAV”) of the TIF District Redevelopment Project Area (the “Area”) has increased by **\$3,002,942** over and above the Base EAV of \$11,336,610 that existed prior to the establishment of the TIF District. As of tax year 2020, the total EAV of the Village was **\$36,171,250**. For tax year 2020 payable 2021, the TIF District is anticipated to generate **\$290,222** of total TIF real estate tax increment. As of April 30, 2021, the total ending net balance of the Special Tax Allocation Fund (the “TIF Fund”) was **\$384,924**. The Maple Park TIF District was established as a 23-year redevelopment project, continuing through tax year 2035 payable in 2036.

## Proposed Use of Proceeds

The Village is planning to incur expenses for construction of a new water tower and other capital projects as further described in the Maple Park TIF District Redevelopment Plan at a total cost not to exceed **Two Million Two Hundred Fifty Thousand and 00/100 Dollars (\$2,250,000)**, including costs of issuance of the Bonds (defined herein). The Village intends to pay for the annual debt service on the proposed bonds (the “Bonds”) over a 15-year period by pledging the Village’s TIF Funds, backed by the full faith and credit and general obligation of the Village.

## Village Authorization

The Village is authorized by the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4 *et. seq.*) to spend or obligate TIF Funds for the above-described public capital improvements, which are required to meet an increase in the need for public safety purposes and are in furtherance of the goals and objectives of the Maple Park TIF District Redevelopment Plan and Projects.

Pursuant to the FY 2021 Audit, as of April 30, 2021, the estimated legal debt margin of the Village is as follows:

Total Village EAV for Tax Levy (Tax Year 2020).....	\$33,168,308
Total TIF EAV Increase (Tax Year 2020).....	<u>\$3,002,942</u>
<b>Total Village EAV with TIF EAV (Tax Year 2020).....</b>	<b>\$36,171,250</b>
Statutory Debt Limitation (8.625% of EAV).....	\$3,119,770
Total General Obligation Indebtedness as of April 30, 2021 .....	<u>\$14,949</u>
<b>Legal Debt Margin as of April 30, 2021 .....</b>	<b><u>\$3,104,821</u></b>

The Bonds, when issued as an alternate revenue bond, would not be subject to such debt limit pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended.

## Village Counsel, Bond Counsel and Municipal Advisor

The general corporate counsel for the Village is The Foster & Buick Law Group, LLC.

The Village also intends to engage Bond Counsel for the purpose of providing a legal opinion as to the federal tax-exempt status of the interest on and approval of the validity of the Bonds. Bond Counsel will also prepare the Village’s ordinances authorizing the issuance of the Bonds.

On August 4, 2020, The Economic Development Group, Ltd. (“EDG”) was engaged as the Village’s Independent Registered Municipal Advisor (see a copy posted online at: <https://villageofmaplepark.org/tif-info/>). The Village also intends to engage EDG as a Registered Municipal Advisor for the issuance of the Bonds as proposed herein. As a result of the Dodd-Frank Wall Street Reform and Consumer Protection Act, municipal entities are now protected by a set of rules established for registered municipal advisors by the Municipal Securities Rulemaking Board (the “MSRB”). The MSRB’s jurisdiction was expanded to include the regulation of registered municipal advisors who provide advice to municipal entities, so the Village chose to establish a municipal advisory relationship with EDG to obtain financing proposals on its behalf and to provide advice to the Village regarding the material risks, potential benefits, structure, and other information it may result from this RFP.

### Services Requested and Timeline

The Village is seeking proposals from pre-qualified Underwriters and Commercial Banking Institutions for acquiring new debt financing described as follows:

Total Estimated Cost of the Project.....	\$2,250,000-\$3,000,000
<b>Amount of Financing Needed .....</b>	<b>Not to Exceed \$2,250,000</b>
Anticipated Project Start Date & End Date .....	1/1/2022 to 12/31/2022
Term of Bonds .....	15 Years, Semi-Annual Interest & Annual Principal Payments
Prepayment/Call Provision .....	Optional Redemption after 10 years
Type of Bonds .....	General Obligation, Tax-Exempt, Alternate Revenue Source, Draw Bonds
Expected Revenue Source of Repayment.....	Tax Increment Financing Funds
Expected Annual Revenue Available for Annual Bond Debt Service .....	\$282,758

Proposals in response to this RFP should include the following:

1. **Proposal to Loan Funds:** The rate or rates of interest to be paid, upfront fee statement (if any) for providing such financing and include a private placement term letter acknowledging the risks associated with the securities being purchased.
2. **Firm Overview:** A description of the firm’s general background and experience in providing financing for similar municipal projects during the last five years, as well as a brief description of the institution, including ownership structure, affiliate and subsidiary banks and municipal and public funds departments.
3. **Loan Capabilities:** The proposed timeframe for obtaining credit approval for the transaction, as well as a credit rating and rating outlook from all rating agencies. A letter acknowledging the risks associated with the securities being purchased, including representations of total assets, net worth, sophistication, and access to information, is also requested.
4. **Primary Contact:** The name and contact information for personnel who will be assigned to the Village’s transaction including all relevant staff member(s) responsible for day-to-day relationship, pricing, financial analysis, or other relevant responsibilities. Please provide a brief resume for each team member.
5. **Disclosure:** Disclosure of any professional or personal conflict of interest in providing credit services for the Village. Additionally, please describe any past (within the past three years) or present civil or criminal legal investigations, pertinent litigation and/or regulatory action involving the firm or its employees that could impact your role or ability to serve the Village.

6. **Additional Information:** Any additional information that you feel will be helpful to the Village and EDG to evaluate the firm's qualifications with respect to the services requested.

#### **Deadline and Procedures for Submitting Proposals**

To be assured of consideration, Proposals must be received by The Economic Development Group, Ltd. no later than **5:00 p.m. Central Time on November 26, 2021.**

Proposals must be delivered to the following address:

The Economic Development Group, Ltd.  
Registered Municipal Advisor (S.E.C., M.S.R.B.)  
% Gwen Crawford, Vice President Financial Analysis  
1701 Clearwater Avenue  
Bloomington, Illinois 61704

Respondent must submit one (1) hardcopy original proposal at the address above and one (1) electronic copy in *PDF* format via email to EDG at [gcrawford@tifillinois.com](mailto:gcrawford@tifillinois.com) and a second electronic copy to Ms. Dawn Wucki-Rossbach, Village Administrator, at [dwrossbach@villageofmaplepark.com](mailto:dwrossbach@villageofmaplepark.com). The original documents must be clearly marked as "ORIGINAL" and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all original documents in sealed envelopes or boxes.

Additional information may be obtained by contacting Gwen Crawford at The Economic Development Group, Ltd., 1701 Clearwater Avenue, Bloomington, IL 61704 (ph: (309) 664-7777; fax: (309) 664-7878; or email at [gcrawford@tifillinois.com](mailto:gcrawford@tifillinois.com)).

#### **Village's Procedure and Right to Reject Proposals**

The Village Board of the Village of Maple Park will review any responses to this RFP at its regularly scheduled Board Meeting on Tuesday, **December 7, 2021**. A decision regarding the acceptance of a proposal, if any, is anticipated to occur on or before **December 21, 2021**. The Village reserves the right to reject any and all Proposals that do not conform to the requirements set forth in this RFP, or upon the Village withdrawing or subsequently re-issuing a new Request for Proposals. If no Respondent is selected through this RFP process, the Village may utilize any other procurement method available to obtain the services described herein.

**THE ECONOMIC DEVELOPMENT GROUP, LTD. WAS AUTHORIZED BY THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES, ILLINOIS TO PREPARE THIS REQUEST FOR FINANCING PROPOSALS ON OCTOBER 19, 2021.**



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## MEMORANDUM

**TO:** Village President and Board of Trustees

**FROM:** Village Administrator Dawn Wucki-Rossbach 

**DATE:** October 13, 2021

**SUBJECT: FACILITIES RENTAL APPLICATION PROCESS**

### **BACKGROUND**

The Village has had the Facilities Rental Application and Fees in place for a number of years. The rental application is for the following facilities:

1. Washington Park and Pavilion\*
2. McAdams Pavilion\*
3. Baseball Diamonds\*
4. Gym Rental\*
5. Civic Center Kitchen\*\*
6. Civic Center Classroom\*\*

\*Applicant must submit a Temporary Liquor License Application and receive approval from the Liquor Commissioner in order to consume alcohol in the parks, per 4-2-14: Drinking Liquor on Village property and 6-3-6-1: Open Liquor Containers

\*\*No alcohol is permitted per 6-3-6-1: Open Liquor Containers

Facility rental fees are broken down by resident and non-resident. Each rental requires a deposit of \$100.00. A temporary liquor permit, per event, is \$10.00. Rentals fees are used to defray operating costs associated with coordinating the permitting process, facility checks, cleaning and regular maintenance. The rental fee does not generate a profit for the Village. Prior to COVID-19, in FY 18, facility rental brought in \$8,091.00; adding in the library's rent of \$4,800.00, the total is \$12,891.00.

Listed below are different rental scenarios that explain what is required for each type of rental:

### **Civic Center Kitchen**

If a family wishes to rent the Civic Center Kitchen\* for a one-day event (assume the family lives in Maple Park), they must:

1. Complete the Facilities Rental Application
2. Pay the \$100.00 Deposit
3. Complete the Confirmation of Insurance Coverage Form\*\*
4. Must sign out key to the Civic Center Kitchen

5. Pay the rental fee of \$100.00
6. Deposit of \$100.00 is refunded to renter if the room is in good condition.
7. Return key to the Village in order to confirm room was clean, there was no damage and deposit should be returned

\*No alcohol may be brought in or consumed in the Civic Center per municipal code.

\*\*Prior to 2021, residents should have been providing a Certificate of Insurance; however, residents have informed the Village that their insurance carrier would not issue a Certificate for facility use and/or having alcohol at their event, so the Village modified our requirements and had the residents complete the Confirmation of Insurance Coverage Form. The form is acceptable to the Village's insurance carrier IMLRMA.

Key return is important for Village facility security.

### **Ballfields**

An adult softball league wishes to rent the ballfields for a season consisting of 15 game days and would like to permit alcohol while playing (assume the applicant is a Maple Park resident):

1. Complete the Facilities Rental Application
2. Pay the \$100.00 Deposit
3. Pay the fee of \$100.00 per game day X 15 game days = \$1,500.00
4. Complete the Temporary Liquor License Application
5. Pay the \$10.00 per day Temporary X 15 game days = \$150.00 (total cost \$1,650.00)
6. Each adult must complete sign the Gym/Kitchen, Baseball Fields Use Waiver – Adults Form (each team could sign the same form, can be done at time the teams are established). Waivers shall be submitted with the application, deposit and fee payment.
7. League must provide a Certificate of Insurance with the required Description of Operations language found on the sample Certificate in the Application packet.
8. Certificate of Insurance (COI) must be accompanied by the CG 2026 0413 Endorsement Form, without the endorsement form the COI is technically not valid.
9. Applicant can sign out a Civic Center key so that players may utilize the Civic Center restrooms.
10. At the end of the season, the applicant shall return the Civic Center Key to the Village Administrative Offices.

In the past, because the softball league has maintained the ballfields so the Village waived the deposit and fee requirements and not required that Item #4 – 8 be completed. No temporary liquor license was issued prior to 2021. In 2021, the league paid for Item #5 for the remainder of the games in the season. Their application did not include the Fun Fest Tournament. The Village did inform the league that the Adult Waiver must be completed for each team and that the key to the Civic Center could be picked up, matter of fact Village Staff even volunteered to drop off the key and obtain the signature for key sign out.

### **Washington Park Usage**

If a family wishes to rent the Washington Park for a one-day event (assume the family lives in Maple Park). They wish to have alcohol while they are in the park, they must:

1. Complete the Facilities Rental Application
2. Complete the Temporary Liquor License Application
3. Pay the \$100.00 Deposit
4. Pay the \$10.00 for the Temporary Liquor License
5. Must provide a Certificate of Insurance, with CG Endorsement Form for the alcohol. If homeowners' insurance will not provide one-day coverage, applicant must complete the Confirmation of Insurance Coverage Form.
6. Must sign out key to the Civic Center Kitchen

7. Pay the rental fee of \$100.00
8. Deposit of \$100.00 is refunded to renter if the park is in good condition.
9. Return key to the Village in order to confirm the park was clean, there was no damage and deposit should be returned.

### **Gym Usage**

For a basketball gym rental by a Maple Park family, for a total of five (5) two-hour sessions, here's what is required:

1. Complete the Facilities Rental Application
2. Pay the \$100.00 Deposit
3. Each adult must complete sign the Gym/Kitchen, Baseball Fields Use Waiver – Adults Form (each team could sign the same form, can be done at time the teams are established). Waivers to be submitted with the application, deposit and fee payment.
  - a. An Open Gym/Baseball Fields Waiver – Minor must be completed for each child participating. Waivers must be submitted with the application, deposit and fee payment. A family of children can be on one (1) form.
4. Applicant must complete a Confirmation of Insurance Coverage Form and must be submitted with the application, deposit and fee payment. If they cannot obtain a COI, they must complete the Confirmation of Insurance Coverage Form.
5. Pay fee of \$20.00 per hour. Five (5) sessions X two (2) hours X \$20/ hour = \$200.00
6. Applicant can sign out a Civic Center key so they may open and close the gym.
7. After each session, Village Staff will check to see if the facility is in good condition.
8. At the end of the sessions, the applicant shall return the Civic Center Key to the Village Administrative Offices.

### **Open Gym**

During the winter months, if the Village wanted to host Open Gym, Staff is recommending the following:

2. Obtain adult volunteers to check in/out youth participants. Volunteers must submit to a background check to ensure they're not on the sexual offender list, etc.\* Volunteers must be at least 18 years of age.
3. First-time child visit to open gym parents must:
  - a. Complete a Civic Center Gym/Baseball Fields Waiver – Minors Form, one (1) for each child, a family of children can be on one (1) form.
  - b. If parents also stay to participate in open gym, they must complete the Civic Center/Gym/Ballfields Use Waiver – Adults Form
  - c. Must sign child(ren) and adult(s) in and out of Open Gym (Village will modify COVID-19 gym use sign-in sheet for Open Gym.)
4. Additional times child visits Open Gym.
  - a. Parent must sign child in and out of Open Gym
5. As a behavior deterrent to parents not picking up their child on-time, here is the proposed procedure:
  - a. First time late is waived, volunteer marks box on sheet next to child's name
  - b. Second time the parent pays \$25.00, volunteer marks box on sheet next to the child's name
  - c. Third time the child is no longer allowed to return to Open Gym, volunteer marks box on the sheet next to the child's name
  - d. Village sends letter to parent reminding them that they may no longer participate in Open Gym
  - e. Parent my request that the ban on their child(ren) be lifted, but only after three (3) weeks have passed and the parents sign an agreement that states that if they again fail to pick up their child(ren) they are permanently banned from participating in Open Gym.



\*If enough volunteers cannot be obtained to operate Open Gym, the Village may choose to discontinue Open Gym. If the Village were to hire a person to man Open Gym, the fee charged per child should cover the cost of the hourly rate of the person hired to staff Open Gym.

### **Documentation Discussion**

Based on the scenarios listed above, is the Committee comfortable with the process remaining in place? If the answer is yes, this means that if a complete application is received, Staff will continue to process the application and the renter is allowed to use the facility no Village Board approval is needed. Staff would be happy to hold a meeting to walk all facility users through the application process.

### **Fee Waiver Discussion**

In 2021, the Village Board waived deposits and fees for the following reasons:

1. Required the deposit (which was returned), and waived the rental fee of the McAdams Pavilion because the pavilion was used to raise funds for a non-for-profit organization.
2. The fees for the adult softball league were waived because the league maintains the ballfields so the Village does not charge the rental fee or require the deposit. (The league did pay for a Temporary Liquor License.)
3. The fees were waived for a family to use the gym during COVID-19, this was a pilot program. The gym was used only twice, two (2) Village Trustees served as gym monitors and checked the family in and out of the facility.
4. The fees were waived for Fun Fest.

Does the Village Board wish to establish parameters in which Staff can formally waive deposit or fees? Or does the Board wish to have every Facility Rental Application that requests a fee waiver to appear before the Village Board for approval, assuming all required documentation and the deposit has been paid?

The rental facility process is separate from a special event and a Block Party Application that requires a street closure. The forms included in the Facility Rental Application are to protect the Village and the applicant. For the Village, especially when waivers are completed or a Certificate of Insurance is provided, transfers the risk to the applicant; should there be any damage or any injury, the Village would be able to point to the waiver or Certificate of Insurance and seek Summary Judgement releasing the Village from liability.

### **RECOMMENDATION**

That the Committee of the Whole consider and:

1. Agree with continuing to utilize the Facility Rental Application Forms
2. Agree to continue to require a deposit\*
3. Agree to continue to require adult and child waivers for gym and ballfield use
4. Agree to continue to require that leagues, non-for-profits, etc. provide a Certificate of Insurance and the endorsement forms
5. Agree to continue to require that the use fee be paid\*
6. Agree to continue to require that applicants, that are not covered by a league, non-for-profit or organization complete the Confirmation of Insurance Coverage in lieu of providing a Certificate of Insurance
7. Whether the Board wishes to review and consider every request for a deposit and fee waiver or if parameters are established, Staff may grant the request and inform the Board
8. Recommend amending 4-2-14.B.2) to read: 2) at family or group picnics or functions, provided a permit is first obtained from the village clerk Liquor Control Commissioner.

\*Unless a deposit and/or fee waiver request is received and reviewed and approved by the Village Board

Attachment

Facilities Rental Fees Packet

Municipal Code sections: 4-2-14 Drinking Liquor on Village Property and 6-3-6-1 Open Liquor Containers



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309  
Fax: 815-827-4040  
Website: <http://www.villageofmaplepark.com>

Updated: June 10, 2021

## FACILITY RENTAL FEES

The Parks and Grounds encompass Washington Park and Pavilion, McAdams Pavilion, the baseball diamonds located on the S.E. corner of Willow Street and County Line Road; Classrooms, Gym and Kitchen located in the Civic Center at 302 Willow Street and several small parks throughout the Village.

**\$100 DEPOSIT REQUIRED** (to be refunded when key returned and park is clean)

### Washington Park and Pavilion

Pavilion

Resident*	\$100.00
Non-resident	\$150.00

### McAdams Pavilion

Resident*	\$100.00
Non-resident	\$150.00

### Baseball Diamonds

Resident*	\$100.00
Non-resident	\$150.00

### Gym Rental

Open gym use

Resident*	\$20.00 per hour
Non-Resident	\$30.00 per hour

Birthday parties &  
group functions

Resident*	\$100.00 per event
Non-resident	\$150.00 per event

### Civic Center Kitchen/Classroom Rental (per event)

Resident*	\$100.00
Non-resident	\$150.00

### Gym/Kitchen Package (per event)

Resident*	\$150.00
Non-resident	\$200.00

### Liquor Permit (per event)

\$10.00

*Liability Insurance Certificate Required*

**BOUNCE HOUSES ARE NOT ALLOWED**

\*The renter must be an adult 18 years or older, signing as the responsible person for the rental. A resident resides in a residence located within the Village proper and that residence is taxed by the Village of Maple Park.

## RENTAL REQUIREMENTS

1. Security deposits for rentals will be required in the amount of \$100.00. This can be in the form of cash or check, but all funds will be deposited and returned once an inspection of the facility is made and deemed satisfactory.
2. Rental fee is not refundable.
3. Facility must be clean to have deposit refunded (empty all waste baskets, sweep floor, clean bathrooms, return key).
4. Liquor is not allowed on any village property without a permit, and never inside the Civic Center.
5. Absolutely no food or beverages are allowed in the Gym.
6. Absolutely no gum is to be chewed by anyone anywhere in the Civic Center building.
7. No hard balls (i.e., softballs, baseballs, bocce balls) in the gym.
8. No smoking allowed in buildings.
9. No “bounce houses” will be allowed on any village property.
10. Waiver Forms – must be filled out and turned in *prior* to the start of the first use of any of the facilities.
11. Rentals of the baseball diamonds require a schedule of practices, games, etc. to be submitted to the Village Clerk upon submission of the rental application.
12. Keys, if applicable, for any of the facilities to be rented will be issued to the Contact Person listed on the rental application, and will be the sole responsibility of that person named. Keys must be returned in order to receive security deposit back.
13. **Businesses, Leagues, Ball Teams, non-profit organizations and Liquor Applicants must provide a Certificate of Insurance, and Endorsement form CG 2026 0413. In the Description of Operations Section of naming the Village of Maple Park as an additional insured, with the following statement also included: The Village of Maple Park, its officials, employees, and agents as additional insured for the use of (state facility being used) for (state purpose of use) beginning on (state dates of operation for the event(s) and ending on (state ending date of event(s)).**
14. **For families renting facilities for gatherings, a Certificate of Insurance is not needed; however, the Facilities Rental Applicant must complete the Confirmation of Insurance Coverage form.**

In some instances, Police presence may be required. If so, an hourly rate at time and a half will be paid by the renter in addition to the above fees. This requirement will be at the discretion of the Village.

**Park, Gym, and Kitchen Rental** or questions can be addressed by calling the Village Clerk at (815) 827-3309 or by e-mail at [villageclerk@villageofmaplepark.com](mailto:villageclerk@villageofmaplepark.com). Forms can be obtained on our website at [www.villageofmaplepark.org](http://www.villageofmaplepark.org) or from the Village office at 302 Willow Street, Maple Park.

**NOTICE: SECURITY CAMERAS IN USE IN THE CIVIC CENTER**



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309  
Website: <http://www.villageofmaplepark.com>

## FACILITIES RENTAL APPLICATION

NAME OF GROUP/FAMILY RENTING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

(BE SURE AND PUT THE TIME YOU NEED ACCESS NOT THE START OF THE FUNCTION)

### WHICH LOCATION ARE YOU REQUESTING?

- ☐ Washington Park    ☐ McAdams Pavilion    ☐ Civic Center Kitchen    ☐ Gym    ☐ Gym/Kitchen  
☐ Baseball Diamonds    ☐ Civic Center Classroom

Rental Purpose: \_\_\_\_\_

Approximately how many are you expecting? \_\_\_\_\_

Will you be making arrangements for a Port-A-Potty?    ☐ Y    ☐ N (for placement purposes)

Will there be liquor served?    ☐ Y    ☐ N MUST APPLY FOR PERMIT

**EVENT DAY** Contact Person's Name: \_\_\_\_\_

Contact Person's Phone Number on **EVENT DAY**: \_\_\_\_\_

Person in charge of event arrangements: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Will you need police coverage?    ☐ Y    ☐ N (Liquor Permit applicants and Bike Groups only)

**This form needs to be completed and returned with deposit check, insurance form and rental payment to: P.O. Box 220, Maple Park, IL 60151 Please make checks payable to "Village of Maple Park." Questions? Call the Village Office at (815) 827-3309.**

Pay By Credit Card: \_\_\_\_\_  
Credit Card Number                      Expiration                      Security Code

Signature of Card Holder                      Billing Zip Code

### ↓ VILLAGE OFFICE USE ONLY DO NOT WRITE IN THIS AREA ↓

Deposit Amount Received: _____	Check #: _____	CC: <input type="checkbox"/> Cash: <input type="checkbox"/>
Rent Amount Received: _____	Check #: _____	CC: <input type="checkbox"/> Cash: <input type="checkbox"/>
Police Amount Received: _____	Check #: _____	CC: <input type="checkbox"/> Cash: <input type="checkbox"/>

Staff Initials: \_\_\_\_\_



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## APPLICATION FOR FACILITY RENTAL LIQUOR PERMIT

**\$10.00 Fee**

**NO ALCOHOL IN CIVIC CENTER**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Age of Applicant: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Function Hours: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Description of Function: \_\_\_\_\_

### Which Location are you renting?

☐ WASHINGTON PARK ☐ MCADAMS PAVILION ☐ BASEBALL DIAMONDS

**DON'T FORGET TO ATTACH YOUR INSURANCE FORM  
(CONTACT YOUR INSURANCE AGENT)**

By signing this application, the applicant confirms that no liquor will be served to anyone under the age of twenty-one (21), nor to anyone inebriated by the effects of alcohol or drugs; that liquor will not be sold in the park; that alcohol will only be served during daylight hours. Attendance shall not exceed safe capacity.

**X**

Signature of Applicant

Date

Pay By Credit Card: \_\_\_\_\_

Credit Card Number

Expiration

Security Code

Signature of Card Holder

Billing Zip Code

### VILLAGE OFFICE USE ONLY

DO NOT WRITE IN THIS AREA

Fee Paid:		Certificate of Insurance Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Attach Certificate of Insurance to this page)
Check #:		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> E-Pay	Staff Initials:	





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## **CIVIC CENTER GYM/KITCHEN BASEBALL FIELDS**

**GROUP NAME:** \_\_\_\_\_

**DATE OF GATHERING:** \_\_\_\_\_

**PERSON RESPONSIBLE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

### **GYM/KITCHEN, BASEBALL FIELDS USE WAIVER – ADULTS**

As participant in this event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including loss of life, damages or loss that I may sustain as a result of participating in any and all activities connected with or associated with such gathering.

I further agree to waive and relinquish all claims, fully release and discharge and agree to indemnify and hold harmless and defend the Village of Maple park and its officers, agents, servants, and employees from any and all claims resulting from injuries and including loss of life, damages and losses sustained by us and arising of our, connected with, or in any way associated with the activities of the gathering.

I confirm that I am of legal age to sign on behalf of myself.

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print

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Signature

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Please Print

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Signature

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Responsible Party

**THIS DOCUMENT MUST BE COMPLETED, SIGNED AND  
RETURNED PRIOR TO START OF ACTIVITIES**



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## CIVIC CENTER GYM/BASEBALL FIELDS

GROUP NAME: \_\_\_\_\_

REVENUE: \$ \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

### OPEN GYM/BASEBALL FIELDS WAIVER – MINOR

SCHEDULED START DATE: \_\_\_\_\_

SCHEDULED END DATE: \_\_\_\_\_

As participant in this program, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including loss of life, damages or loss that I may sustain as a result of participating in any and all activities connected with or associated with such program.

I further agree to waive and relinquish all claims, fully release and discharge and agree to indemnify and hold harmless and defend the Village of Maple park and its officers, agents, servants, and employees from any and all claims resulting from injuries and including loss of life, with or in any way associated with the activities of the program.

MINOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

**I confirm that I, as a parent, guardian, spouse, or head of household, am of legal age to sign on behalf of my family and/or dependents.**

PARENT OR GUARDIAN'S SIGNATURE: \_\_\_\_\_

PRINT PARENT OR GUARDIAN NAME: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

**THIS DOCUMENT MUST BE COMPLETED, SIGNED AND  
RETURNED PRIOR TO START OF ACTIVITIES**

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

**PRODUCER**

Your Insurance Company Name

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.****INSURED**

Your Name

**INSURERS AFFORDING COVERAGE**

NAIC #

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTD INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COM/OP AGG \$ 2,000,000.00
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> ANY AUTO				AUTO ONLY - EA ACCIDENT \$  OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

**MUST INCLUDE THE FOLLOWING STATEMENT:** The Village of Maple Park, its officials, employees, and agents as additional insured for the use of (state facility being used) for (state purpose of use) beginning on (state start date for the event(s) and ending on (state ending date of the event(s).)

**CERTIFICATE HOLDER**

Your Name

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE Authorized Signature/Insurance Company





# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

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Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

## CONFIRMATION OF INSURANCE COVERAGE

**This confirmation is only applicable to an individual/family Park Facility Rental Applicants. This is not applicable to non-profit organizations, businesses, leagues, ball teams and/or liquor license applicants.**

**CIVIC CENTER  
GYM/KITCHEN  
BASEBALL FIELDS**

**APPLICANT NAME:** \_\_\_\_\_

**DATE OF GATHERING:** \_\_\_\_\_

**FACILITY BEING USED:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

As participant in this event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including loss of life, damages or loss that I or other participants at this gathering may sustain as a result of participating in any and all activities connected with or associated with such gathering.

I further agree to waive and relinquish all claims, fully release and discharge and agree to indemnify and hold harmless and defend the Village of Maple Park and its officers, agents, servants, and employees from any and all claims resulting from injuries and including loss of life, damages and losses sustained by us and arising of our, connected with, or in any way associated with the activities of the gathering.

I, \_\_\_\_\_, confirm that I have health insurance and homeowner's insurance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4-2-14: DRINKING LIQUOR ON VILLAGE PROPERTY; PERMIT:**

A. Prohibition: No person, organization, association, partnership, corporation or other entity shall possess, consume, sell or transport liquor in any park or village owned property in the village.

B. Exceptions: Notwithstanding the foregoing, alcoholic beverages may be consumed and possessed in any park or village owned property (except the civic building and village streets): 1) during the village's annual festival and weekend street dance during Labor Day weekend of each year from eight o'clock (8:00) A.M. to ten o'clock (10:00) P.M. on Saturday, Sunday and Monday; from twelve o'clock (12:00) noon until eleven o'clock (11:00) P.M. Saturday, Sunday on Kennebec Street north of Main Street; and 2) at family or group picnics or functions, provided a permit is first obtained from the village clerk.

C. Application For Permit; Conditions: No such permit shall be issued until the applicant for such permit has first presented a signed application and affidavit in a form prescribed by the village clerk, which application and affidavit shall set forth the following information:

1. That the applicant is at least twenty one (21) years of age.
2. A description of the function at which alcohol will be served.
3. A statement that liquor will not be served to any person under the age of twenty one (21).
4. A statement that liquor will not be served to anyone inebriated by the effects of alcohol or drugs.
5. The date and hours of the function, together with a statement that alcohol will only be served during daylight hours.
6. The park and location within the park at which liquor will be served.
7. A statement that no liquor will be sold or purchased in the park.
8. The applicant's name, address and telephone number.
9. A statement that the number of people participating in the function shall not exceed safe capacity.
10. A statement that no fee is to be charged to attend said picnic or function, and that no ticket, chance, raffle ticket is required to be purchased in order to attend said picnic or function.
11. A statement that the applicant, if representing an organization, association, partnership, corporation or other entity that he is an officer of same and that the organization, association, partnership, corporation, or entity has given him express approval to prepare, sign and submit said application and affidavit.
12. A statement that the applicant and the organization, association, partnership, corporation or other entity agree to indemnify and hold the village, its officers and employees harmless from all liability for damage to property of the village and others, and for injury to persons arising from said picnic or function, including dram shop liability.

D. Permit Denial: No permit shall be issued if, in the opinion of the village clerk, village president or board of trustees, it would be inappropriate, improper or illegal for such applicant to have liquor in the park and/or village owned property.

E. Limitation On Number: No person, organization, association, partnership, corporation or other entity shall be entitled to more than one such permit per calendar year.

F. Permit Fee: A nonrefundable permit fee of ten dollars (\$10.00) shall be paid with each application.

G. Insurance: The applicant shall submit with his application a general liability insurance policy insuring the applicant, and showing the village as additional insured with limits of not less than one million dollars (\$1,000,000.00). Said insurance shall insure the applicant and village from all manner of liability for property damage and injury or death to persons arising from or incident to said event. (Ord. 2000-13, 8-1-2000)

**6-3-6-1: OPEN LIQUOR CONTAINERS:****A. Possession Of Open Container On Streets, Public Ways:**

1. Definitions: For the purposes of this section, the following terms shall have the meanings ascribed to them in this subsection:

CONTAINER OF ALCOHOLIC BEVERAGE: Any bottle, glass, cup, can or other container.

OPEN: Unsealed to the air, the same being a bottle with its cap off, a can with its lid open in any manner, a glass or cup not hermetically sealed.

2. Prohibition: It shall be unlawful for any person to carry on any street, alley, or other place publicly maintained, an open container of alcoholic beverage. (1982 Code § 9-28)

**B. Civic Center Park Grounds; Conditions For Allowing Liquor Consumption:** Notwithstanding the foregoing, liquor may be consumed upon the civic center park grounds located at the southeast corner of the intersection of County Line Road and Willow Street, and at Filmore Park, provided:

1. That liquor shall not be sold or offered for sale upon said grounds.

2. That liquor shall not be consumed inside the civic center building.

3. That clubs, associations or any organizations utilizing said grounds and desiring to serve alcoholic liquor to its members shall first submit an application to the Maple Park liquor control commissioner to indemnify and hold the village, its officers and employees, harmless from all liability. Further, said organization shall obtain any liquor license as may be required by village ordinances. Further, said organization shall reimburse the village, in advance, the cost of any dramshop insurance that may be necessary for the village to obtain. In the absence of the village obtaining said dramshop insurance, it shall be the applicant's obligation to secure its own dramshop insurance, naming the village as an additional insured, in an amount of not less than one million dollars (\$1,000,000.00).

4. That liquor shall be consumed only during the daylight hours between dawn and dusk. (Ord. 1993-07, 8-2-1993)



# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151


Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

## MEMORANDUM

**TO:** Village President and Board of Trustees

**FROM:** Village Administrator Dawn Wucki-Rossbach 

**DATE:** October 14, 2021

**SUBJECT: BLOCK PARTIES, SPECIAL EVENTS AND STREET CLOSURES**

### **BACKGROUND**

The Village utilizes the Neighborhood Block Party Form for neighborhood block parties. There is no form for a special event that may require a street closure. Whereas, other events such as Fall in the Stix have used the Neighborhood Block Party Form and completed a Temporary Liquor License Application and paid the liquor license fee. The Village Board approved the street closure for this event. In order to address a special event such as Fun Fest, in 2021, a Facilities Rental Application was used for the event and for the baggo tournament in Washington Park because a Special Event Application currently does not exist. The Board waived the deposit and rental application fee for event and Washington Park because the event was to raise funds to be donated to Special Olympics, etc.

The other concern with street closures for special events and block parties is because the code does not permit open containers of alcohol on public streets (6-6-3-1A.2). The municipal code does grant an exception to drinking alcoholic beverages on Village property (4-2-14.B. Exemptions) during the Labor Day weekend, which is when Fun Fest takes place, this section of the code reads as follows:

*B. Exceptions: Notwithstanding the foregoing, alcoholic beverages may be consumed and possessed in any park or village owned property (except the civic building and village streets): 1) during the village's annual festival and weekend street dance during Labor Day weekend of each year from eight o'clock (8:00) A.M. to ten o'clock (10:00) P.M. on Saturday, Sunday and Monday; from twelve o'clock (12:00) noon until eleven o'clock (11:00) P.M. Saturday, Sunday on Kennebec Street north of Main Street; and 2) at family or group picnics or functions, provided a permit is first obtained from the village clerk.*

The need to have a consistent process for block parties, special events and street closures and should be addressed. The contradictions between the code not permitting alcohol on the right-of-way even though a block party or special event not included in the exceptions identified above, are held on the street, should also be addressed.

Staff surveyed surrounding communities to see how they addressed block parties, special events, street closures and their requirements for temporary liquor licenses and deposits or fees to be paid. The Village received responses from Cortland, Elburn, Pingree Grove and South Elgin, see attached Block Party/Special Events/Street Closure Survey spreadsheet.

To resolve the open liquor on a public street, when a permit was obtained for the event. Cortland's ordinance grants permission to have alcohol on the street for the duration of the event. Elburn's liquor control ordinance requires a licensee agreement be completed if there is to alcohol on village property or right-of-way. These are examples of how the village could resolve the issue for special events and block parties and alcohol on public property and village right-of-way in the Village of Maple Park.

In order to create consistency and explain the expectations for special events and block parties that require street closures, Staff is recommending that the municipal code be amended to include a Special Events chapter. The text amendment would also include the language that states if a permit is obtained, permission is granted to allow alcohol on the street for the duration of the event. Staff is also recommending amending 4-2-8E Class C-1 Temporary License to specifically include special events. The language would be in compliance with the Illinois Liquor Control regulations. Staff believes that special events that require street closures should be approved by the Village Board.

Staff would develop a Special Events Application that would cover block parties, special events and inquire about street closure needs. The Application would also include the ability of the Village an emergency revocation due to an emergency situation, a Waiver and Hold Harmless Agreement, and a Certificate of Insurance with proper endorsements when applicable.

### **RECOMMENDATION**

That the Committee of the Whole review and consider:

1. The creation of a Special Events chapter to the municipal Code
2. The creation of an application form for special events, which would include block parties and special event requests from businesses
3. Whether block party applications should be reviewed an approved by Village administration; the Board would be informed of the event

### **Attachments**

Neighborhood Block Party Form

Maple Park Municipal Code Sections: 4-2-14 and 6-3-6-1

Block Party/Special Events/Street Closure Survey spreadsheet

Applications, ordinances, etc. from surveyed municipalities





# Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Chief Mike F. Acosta

Phone: 815-827-3286

Fax: 815-827-4306

Website: <http://www.villageofmaplepark.com>



**Police Department**

## NEIGHBORHOOD BLOCK PARTY FORM

**DATE OF PARTY:** \_\_\_\_\_ **NUMBER OF BARRICADES NEEDED:** \_\_\_\_\_

**LOCATION: OF PARTY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ ☐ Cell Phone ☐ Land Line

**STARTING TIME:** \_\_\_\_\_ **ENDING TIME:** \_\_\_\_\_

**REASON FOR PARTY:** \_\_\_\_\_

### PLEASE READ THE FOLLOWING RULES:

- The Village of Maple Park has a noise ordinance that limits the amount of noise. Please be aware of the amount of noise your party is making.
- Alcoholic beverages cannot be consumed on village streets or property.
- The street must be open by 10 p.m.
- Nothing may be placed on the street that cannot be moved quickly in case of an emergency.
- Be a good neighbor; notify the people within a two block radius.
- Vehicles are required to obey all traffic barricades.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Village Use Only:

- ☐ Police Department Approval
- ☐ Fire Department Approval
- ☐ Public Works Approval

**4-2-14: DRINKING LIQUOR ON VILLAGE PROPERTY; PERMIT:**

A. Prohibition: No person, organization, association, partnership, corporation or other entity shall possess, consume, sell or transport liquor in any park or village owned property in the village.

B. Exceptions: Notwithstanding the foregoing, alcoholic beverages may be consumed and possessed in any park or village owned property (except the civic building and village streets): 1) during the village's annual festival and weekend street dance during Labor Day weekend of each year from eight o'clock (8:00) A.M. to ten o'clock (10:00) P.M. on Saturday, Sunday and Monday; from twelve o'clock (12:00) noon until eleven o'clock (11:00) P.M. Saturday, Sunday on Kennebec Street north of Main Street; and 2) at family or group picnics or functions, provided a permit is first obtained from the village clerk.

C. Application For Permit; Conditions: No such permit shall be issued until the applicant for such permit has first presented a signed application and affidavit in a form prescribed by the village clerk, which application and affidavit shall set forth the following information:

1. That the applicant is at least twenty one (21) years of age.
  2. A description of the function at which alcohol will be served.
  3. A statement that liquor will not be served to any person under the age of twenty one (21).
  4. A statement that liquor will not be served to anyone inebriated by the effects of alcohol or drugs.
  5. The date and hours of the function, together with a statement that alcohol will only be served during daylight hours.
  6. The park and location within the park at which liquor will be served.
  7. A statement that no liquor will be sold or purchased in the park.
  8. The applicant's name, address and telephone number.
  9. A statement that the number of people participating in the function shall not exceed safe capacity.
  10. A statement that no fee is to be charged to attend said picnic or function, and that no ticket, chance, raffle ticket is required to be purchased in order to attend said picnic or function.
  11. A statement that the applicant, if representing an organization, association, partnership, corporation or other entity that he is an officer of same and that the organization, association, partnership, corporation, or entity has given him express approval to prepare, sign and submit said application and affidavit.
  12. A statement that the applicant and the organization, association, partnership, corporation or other entity agree to indemnify and hold the village, its officers and employees harmless from all liability for damage to property of the village and others, and for injury to persons arising from said picnic or function, including dram shop liability.
- D. Permit Denial: No permit shall be issued if, in the opinion of the village clerk, village president or board of trustees, it would be inappropriate, improper or illegal for such applicant to have liquor in the park and/or village owned property.
- E. Limitation On Number: No person, organization, association, partnership, corporation or other entity shall be entitled to more than one such permit per calendar year.
- F. Permit Fee: A nonrefundable permit fee of ten dollars (\$10.00) shall be paid with each application.
- G. Insurance: The applicant shall submit with his application a general liability insurance policy insuring the applicant, and showing the village as additional insured with limits of not less than one million dollars (\$1,000,000.00). Said insurance shall insure the applicant and village from all manner of liability for property damage and injury or death to persons arising from or incident to said event. (Ord. 2000-13, 8-1-2000)

**6-3-6-1: OPEN LIQUOR CONTAINERS:****A. Possession Of Open Container On Streets, Public Ways:**

1. Definitions: For the purposes of this section, the following terms shall have the meanings ascribed to them in this subsection:

**CONTAINER OF ALCOHOLIC BEVERAGE:** Any bottle, glass, cup, can or other container.

**OPEN:** Unsealed to the air, the same being a bottle with its cap off, a can with its lid open in any manner, a glass or cup not hermetically sealed.

2. Prohibition: It shall be unlawful for any person to carry on any street, alley, or other place publicly maintained, an open container of alcoholic beverage. (1982 Code § 9-28)

**B. Civic Center Park Grounds; Conditions For Allowing Liquor Consumption:** Notwithstanding the foregoing, liquor may be consumed upon the civic center park grounds located at the southeast corner of the intersection of County Line Road and Willow Street, and at Filmore Park, provided:

1. That liquor shall not be sold or offered for sale upon said grounds.

2. That liquor shall not be consumed inside the civic center building.

3. That clubs, associations or any organizations utilizing said grounds and desiring to serve alcoholic liquor to its members shall first submit an application to the Maple Park liquor control commissioner to indemnify and hold the village, its officers and employees, harmless from all liability. Further, said organization shall obtain any liquor license as may be required by village ordinances. Further, said organization shall reimburse the village, in advance, the cost of any dramshop insurance that may be necessary for the village to obtain. In the absence of the village obtaining said dramshop insurance, it shall be the applicant's obligation to secure its own dramshop insurance, naming the village as an additional insured, in an amount of not less than one million dollars (\$1,000,000.00).

4. That liquor shall be consumed only during the daylight hours between dawn and dusk. (Ord. 1993-07, 8-2-1993)



VILLAGE OF MAPLE PARK					
BLOCK PARTY/SPECIAL EVENT/STREET CLOSURE SURVEY					

Description	Municipalities				South Elgin
	Cortland	Elburn	Maple Park	Pingree Grove	
Are block parties handled by Administration or do they require Village Board approval?	Administration	Administration/Clerk	Administration - Used to process neighborhood block parties	Administration	Administration
Are residents that hold block parties required to obtain approval from the Village Board for a street closure?	No	No	No - Resident block party; Yes - speical (business) event	No, denial of permit can be applied to VB	No
Block Party application or similar fee? If yes, how much?	Yes, \$10 application fee; \$100 barricade deposit	Yes/\$25	None	Yes, \$95 per barricade used (min. of 4 barricades required)	Yes, overtime hours if needed for street closure, estimated by Chief of Police
Does the Block Party Application include a Block Party Notification Form%? If yes, is does it serve as acknowledgement of the party or require all neighbors agree with request.	Yes/ Acknowledgement	Yes/Acknowledgement and no objections*	None	Yes, requires 51% of affected households to consent	Yes/ Acknowledgement
Do businesses pay for temporary street closures for special events?	No	No	No	No	No
Are businesses required to obtain a temporary liquor license for their event, if they are held on the public street? If so, how much?	Yes, \$100	Yes/\$25 per day	Yes	Yes/\$100 per day	Yes/\$50 per event
Municipal Code: Ordinance specifically identified as Special Events.?	No	Yes	No	No**	No^

% Requires residents in block party neighborhood to be notified about block party.

\*There is nothing in 807.05 Permit Denial that states an event can be denied if there is an objection on the Block Party Signature form.

\*\*Special Events are included in the Liquor Control Ordinance.

^Special Events included in the Liquor Control Ordinance and block parties, parades, etc. are icluded in the Temporary Street Closure section of the code.

# **Town of Cortland**

**59 S. Somonauk Rd.  
P.O. Box 519  
Cortland, IL 60112-0519**



**Operations & Maintenance:**  
Town Garage 815/756-6469

**Police Department:**  
Non-Emergency 815/756-2558  
Facsimile 815/787-2015

**Water/Wastewater:**  
Office 815/756-9684  
Emergencies 815/756-1910  
Facsimile 815/756-1543

**Town Hall:**  
Administration Office 815/756-9041  
Town Clerk's Office 815/756-3030  
Facsimile 815/756-4583

## Application for Street Closing/Block Party and Depositor's Responsibilities

**PLEASE SUBMIT APPLICATION 14 DAYS PRIOR TO BLOCK PARTY.**  
A \$10.00 non-refundable application fee is due with the application and may be paid at the  
Town Clerk's Office, 59 S. Somonauk Rd.

Name:

**Address:**

Home Phone: (       )

Cell Phone: (       )

**Date of Street Closing:**

Time of Street Closing: \_\_\_\_\_ to \_\_\_\_\_

**Name of Street to Be Closed:**

**Nearest Intersection(s):**

I, \_\_\_\_\_, understand that all activity, on the date named above, (including noise), will be according to Town Code. Failure to do so will result in action by the Cortland Police Department to ensure compliance.

**BARRICADES:** Barricades are mandatory. A \$100.00 deposit for barricades, including sign(s), is required at the time of application. No more than four barricades allowed per event. Barricades will be dropped off Friday before the event at the address of the applicant. The applicant is responsible for placement during the event. Barricades will be picked up on Monday after block party. If barricades are not available for pickup, or if they are damaged, the depositor is responsible for the cost of replacement barricades. If the Public Works Department staff must be called out on a weekend, for any reason, you will forfeit \$50.00 of the deposit.

**RESPONSIBILITIES:** There will be no fireworks. No amplified music over 60dBA. Noise will only be allowed during the times noted in the Town Code. The block party must end and the roadway passable by 10:00 p.m. All litter and debris shall be removed by the end of the event. The block party will not unreasonably interfere with (or restrict the delivery of) town or emergency services. Any items placed in the roadway cannot interfere with responses of emergency vehicles and services. Should there be any complaints during the block party from residents and a police squad car is dispatched, the depositor will serve as primary contact and permission to continue the party may be rescinded.

In the event that the alternate (or "rain") date is going to be used, instead of the primary date requested, the individual whose signature appears below shall contact the Town Hall at (815) 756-3030.

Signature of Applicant

Date \_\_\_\_\_

All addresses on the street affected shall be listed. All responsible persons of each address must be contacted, and their signature of acknowledgement obtained on the Neighborhood Block Party Form.

**All residents (including Depositor) of the above-named street must sign this acknowledgement form below.**

The following responsible persons, by signature, acknowledge a proposed block party as described above. Further, the undersigned residents indicate understanding that the Street named above will be barricaded in part or in total preventing thru-traffic.

**Acknowledgement of Applicants:** I (we) have contacted all properties on the named streets and have received signatures and approval from all responsible persons.

**Print:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Print:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**OFFICE USE ONLY**

Copies to:

☐ Public Works Director

☐ Chief of Police

☐ Deposit Received

☐ Date Deposit Received: \_\_\_\_\_

Deposit Received by: \_\_\_\_\_

☐ Fire Chief

☐ DeKalb County Sheriff, E-911 Center

☐ Director of Operations & Maintenance

Approved:

\_\_\_\_\_  
Mayor, Town of Cortland

Date: \_\_\_\_\_

[illegible]

Make additional copies of this sheet as needed.

TOWN OF CORTLAND  
DE KALB COUNTY, ILLINOIS

**APPLICATION FOR LICENSE FOR  
RETAIL SALE OF LIQUOR  
UNDER THE TOWN OF CORTLAND  
LIQUOR CONTROL ORDINANCE**

The undersigned hereby makes application for the issuance of a license to engage in the business of selling alcoholic liquors, as indicated hereafter, pursuant to the provisions of Title 3, Chapter 9, of the Cortland Town Code, as amended, regulating the sale of alcoholic liquor in the Town of Cortland, County of DeKalb and State of Illinois, and amendments thereto now in full force and effect.

1. Applicant's Corporate Name: \_\_\_\_\_
2. Name under which business  
is to be conducted: \_\_\_\_\_
3. Date of Incorporation: \_\_\_\_\_
  - A. Under law of the State of: \_\_\_\_\_
  - B. If applicable, date authorized to do  
business in Illinois as a foreign corporation: \_\_\_\_\_
  - C. Objectives or purposes of this corporation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**{Note: Copies of Articles of Incorporation and Illinois Secretary of State Certificate of Good Standing  
must be submitted as Exhibits to this application}**

4. Name of establishment for which license is sought: \_\_\_\_\_
5. Location of business for which license is sought: \_\_\_\_\_  
\_\_\_\_\_
6. Hours of operation: \_\_\_\_\_
7. Full description of establishment, specifying number of floors, rooms, aggregate square feet, number  
of tables in dining area, number of seats at bar, etc. **{Attach as Exhibit if necessary}**:  
\_\_\_\_\_  
\_\_\_\_\_

8. Full legal description of premises for which license is sought {Note: Attach as Exhibit}
9. Does applicant own premises for which license is sought? Yes \_\_\_ No \_\_\_
10. Does applicant possess a lease on such premises for which license is sought? Yes \_\_\_ No \_\_\_  
{Note: Attach signed copy of lease for full term of the license being sought as an Exhibit to application}
11. Is the proposed location within one hundred [100] feet of any church, school, hospital, home for aged or indigent persons, or for veterans, their wives or children, or any military or naval station?

Yes \_\_\_ No \_\_\_

12. State names of all owners, directors, and officers of corporation as indicated, with the required information. If more than two directors, attach separate sheet with required information for additional directors as an Exhibit to this application:

A. President: \_\_\_\_\_

Residence address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Place and date of naturalization, if applicable: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Percentage of stock or interest owned: \_\_\_\_\_

B. Vice-President: \_\_\_\_\_

Residence address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Place and date of naturalization, if applicable: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Percentage of stock or interest owned: \_\_\_\_\_

- C. Secretary: \_\_\_\_\_  
Residence address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Place and date of naturalization, if applicable: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Percentage of stock or interest owned: \_\_\_\_\_
- D. Treasurer: \_\_\_\_\_  
Residence address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Place and date of naturalization, if applicable: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Percentage of stock or interest owned: \_\_\_\_\_
- E. Director: \_\_\_\_\_  
Residence address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Place and date of naturalization, if applicable: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Percentage of stock or interest owned: \_\_\_\_\_



F. Director: \_\_\_\_\_  
Residence address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Place and date of naturalization, if applicable: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Percentage of stock or interest owned: \_\_\_\_\_

13. State names of persons or corporations owning five percent [5%] or more of the stock of applicant or having an ownership interest in the business of applicant other than those named in Section 12, with the required information. If more than two such individuals or entities, attach separate sheet to complete listing as an Exhibit to this application:

A. Name: \_\_\_\_\_  
Residence address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Place and date of naturalization, if applicable: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Percentage of stock or interest owned: \_\_\_\_\_

B. Name: \_\_\_\_\_  
Residence address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Place and date of naturalization, if applicable: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Percentage of stock or interest owned: \_\_\_\_\_

***Note: should the information in Section 13 disclose that a corporation owns in the aggregate five percent [5%] or more of the stock of the applicant corporation, attach information for that corporation as required by Section 12 as an Exhibit to this application.***

14. Has any officer or director of applicant corporation, or any stockholder[s] owning in the aggregate more than five percent [5%] of the stock of such corporation, ever been convicted of any felony under any State or Federal law? If so, supply dates, state the offense and give the circumstances thereof:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Has any officer or director of applicant corporation, or any stockholder[s] owning in the aggregate more than five percent [5%] of the stock of such corporation, ever been convicted of being the keeper of a house of ill fame, or of pandering, or of any other crime or misdemeanor opposed to decency and morality, or of any local, State or Federal gambling offense? If so, supply dates, state the offense and give the circumstances thereof:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Has any officer or director of applicant corporation, or any stockholder[s] owning in the aggregate more than five percent [5%] of the stock of such corporation, ever been convicted a violation of any local, State or Federal liquor law? If so, supply dates, state the offense and give the circumstances thereof:

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17. Has any officer or director of applicant corporation, or any stockholder[s] owning in the aggregate more than five percent [5%] of the stock of such corporation, ever made a similar application for a similar license on premises other than described in this application? If so, supply address and disposition of such application:

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18. Has any officer or director of applicant corporation, or any stockholder[s] owning in the aggregate more than five percent [5%] of the stock of such corporation, ever had any license issued by any local, State or Federal authorities revoked? If so, supply dates and reasons therefor:

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19. Has any officer or director of applicant corporation, or any stockholder[s] owning in the aggregate more than five percent [5%] of the stock of such corporation, been issued a Federal Gaming Device Stamp or Federal Wagering Stamp:

Yes \_\_\_ No \_\_\_

20. List all existing local and State retail liquor licenses held by applicant:

<u>License Type</u>	<u>Address</u>	<u>City, State, Zip</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

21. List all prior local and State retail liquor licenses held by applicant:

<u>License Type</u>	<u>Address</u>	<u>City, State, Zip</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

22. Provide a detailed listing of goods, wares and merchandise on hand at this time {Note: Attach as Exhibit}

23. Has any manufacturer, wholesaler, distributor, or importing distributor of alcoholic liquor, or any person connected with or in any way representing, or has any member of the family of such manufacturer, wholesaler, distributor, or importing distributor, or any stockholder in any corporation engaged in manufacturing, wholesaling, or distributing of alcoholic liquor, or any officer, manager, agent or representative of said manufacturer, wholesaler, distributor, or importing distributor, directly or indirectly paid or agreed to pay for this license, advance money or anything else of value, or any credit (other than merchandising credit in the ordinary course of business for a period not to exceed thirty [30] days), or is such person or corporation directly or indirectly interested in the ownership, conduct or operation of the business for which license is sought?

Yes \_\_\_\_ No \_\_\_\_

24. Is any law enforcing public official, including members of the local liquor control commissions, any mayor, alderman, or member of the city council or commission, a president of the Town board of trustees, any member of a Town board of trustees, or any president or member of a county board, or any other elected official directly or indirectly interested in the business for which license is sought? If so, describe the circumstances thereof:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25. Are you, or is any individual or entity identified in the application, or any other person directly or indirectly interested in the business for which license is sought, interested directly or indirectly in the place of business of any law enforcing public official, including members of the local liquor control commissions, any mayor, alderman, or member of the city council or commission, a president of the Town board of trustees, any member of a Town board of trustees, or any president or member of a county board, or any other elected official? If so, describe the circumstances thereof:

- 
- 
26. Attach as an Exhibit to this application a copy of the dramshop insurance policy covering the applicant and the premises which is to be operated under such license, shown to be in force during the entire license period.
27. Retailer's Occupation Tax (ROT) registration number: \_\_\_\_\_
28. Applicant hereby acknowledges receipt of a copy of the ordinance of the Town of Cortland relating to the licensing, sale, distribution and consumption of liquor.
29. Class as described in Section 3-9-14 of the Cortland Town Code for which license is sought:  
\_\_\_\_\_
30. Name, address, and telephone number of any manager of the licensed premises:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

## **AFFIDAVIT**

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF DE KALB     )

The undersigned hereby makes application for a Class \_\_\_\_\_ Liquor License. I swear that I will not violate any of the ordinances of the Town of Cortland, or the laws of the State of Illinois, or the laws of the United States of America, in the conduct of the place of business described herein; that I have read and understand Title 3, Chapter 9, of the Cortland Town Code; and that the statements contained herein are true and correct to the best of my knowledge.

I acknowledge that the application fee submitted with this application is non-refundable, that upon submission of this application the Local Liquor Control Commissioner will evaluate the application and submit a recommendation to the Town of Cortland Board of Trustees, who may in their discretion authorize the creation of one liquor license of the Class applied for, whereupon the Local Liquor Control Commissioner my issue the license.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

### **SUBSCRIBED AND SWORN TO BEFORE ME**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

### 3-9-14: CLASSIFICATION OF LICENSES; FEES:

A. License Classifications And Fees: Every person engaged in the retail sale of alcoholic liquor in the town shall pay an annual license fee. Such licenses shall be divided into the following classes and the number of such licenses issued in the town shall be limited as follows:

1. Class A: Retail sale of alcoholic liquors, but not for consumption on the premises where sold, by establishments which have in excess of seventy percent (70%) of their gross quarterly profits derived from the sale of alcoholic liquors. The licensee shall provide, upon the request of the local liquor commissioner, an audit report prepared by an independent certified public accountant, approved by the local liquor commissioner, at the expense of the licensee for a time period designated by the local liquor commissioner, demonstrating the percentage of sales required for a class A license. The fee for a class A license shall be two thousand two hundred dollars (\$2,200.00) per year.

2. Class B: Retail sale of alcoholic liquor in grocery stores, as defined herein, which have a minimum of twenty thousand (20,000) square feet in area for the conduct of sales to the public, but not for consumption on the premises where sold. The area of the licensed premises dedicated to the sale of packaged alcoholic beverages shall not exceed one fifth (1/5) of the gross square footage of the grocery store premises.

a. Confinement Of Alcoholic Liquor:

(1) All alcoholic liquor shall be displayed for sale in a confined area separate from other non-alcohol items. The separate alcoholic liquor sales area shall be located in the grocery store in such a manner that customers will be able to access all non-alcohol items without entering or passing through the separate alcoholic liquor sales area. On the perimeter of the separate alcoholic liquor sales area, there shall be a sign prominently displayed stating:

*YOU MUST BE 21 YEARS OLD TO ENTER  
THIS AREA UNLESS ACCOMPANIED BY  
A PARENT OR LEGAL GUARDIAN.*

(2) The separate alcoholic liquor sales area shall include means of locking the access during prohibited sales hours. All packaged alcoholic liquor that is not yet displayed or offered for sale shall be secured in a locked area that will be accessed only under the supervision of a manager who is at least twenty one (21) years of age.

b. Sale At Checkout Counter: The sale of alcoholic beverages may be permitted at the grocery store checkout counter, provided that the cashier is twenty one (21) years of age.

c. Drive-Through Sale Prohibited: No class B licensee shall be permitted to sell alcoholic beverages through a drive-through facility at any time.

d. Sale In Original Package: A class B licensee shall not sell a single container of beer unless the volume of the container is equal to or greater than seven (7) fluid ounces. A class B licensee shall not sell a single container of wine unless the container is greater than sixteen (16) fluid ounces or 0.473 liter. No class B licensee shall sell a single container of alcoholic liquor, except wine and beer as provided herein, unless the container is greater than sixteen (16) fluid ounces or 0.473 liter. No class B licensee shall sell barrels or kegs of beer.

e. Fee: The fee for a class B license shall be three thousand two hundred dollars (\$3,200.00) per year.

3. Class C:

a. Retail sale of alcoholic liquors for consumption only in a "restaurant," as defined herein, on the premises specified and when the establishment's primary business is the sale of food for

consumption on the premises. Dancing, entertainment and live music furnished for entertainment of the customers shall be allowed under this license only if the licensee obtains a supplemental live entertainment permit.

b. Fee: The fee for a class C license shall be two thousand two hundred dollars (\$2,200.00) per year.

#### 4. Class D:

a. Retail sale of beer and wine for consumption only in a "restaurant," as defined herein, on the premises specified and when the establishment's primary business is the sale of food for consumption on the premises. Dancing, entertainment and live music furnished for entertainment of the customers shall be allowed under this license only if the licensee obtains a supplemental live entertainment permit.

b. The fee for a class D license shall be one thousand seven hundred dollars (\$1,700.00) per year.

#### 5. Class E:

a. Temporary license authorizing the retail sale of alcoholic liquor for consumption only on the indoor or outdoor premises where sold and not for resale in any form. A class E temporary license is to be issued for temporary stands, booths, and counters, such as used at picnics and the like. An applicant for a class E license shall provide information about the premises or site where alcoholic liquor will be sold, about security arrangements to confine the consumption of alcoholic liquor to the premises or site, about sanitation and cleanup of the site, about supervision of the event, and any other information as the local liquor control commissioner deems necessary. The class E temporary license shall be valid only on the day for which the license is issued and only during the hours of that day during which alcoholic liquor may be sold within the town.

b. A class E temporary license may be issued for the sale of alcoholic liquor for consumption on public property owned by a local governmental body, where permitted by statute.

c. The fee for a class E license shall be one hundred dollars (\$100.00). No fee shall be charged to a local governmental body.

#### 6. Class F:

a. Retail sale of alcoholic liquors for consumption on the premises only in a "banquet hall", as defined herein. The sales shall be only to the attendees of private functions held at the banquet hall or for the benefit of the attendees of the private functions. Dancing, entertainment and live music furnished for entertainment of the attendees at private functions at the banquet hall shall be allowed under this license.

b. The fee for a class F license shall be two thousand two hundred dollars (\$2,200.00) per year.

#### 7. Class G:

a. Permitting the retail sale of any alcoholic liquor for consumption on the premises of a "club", as defined herein, only by members and their bona fide guests.

b. The fee for a class G license shall be one thousand two hundred dollars (\$1,200.00) per year.

#### 8. Class H:

a. Permitting the retail sale of beer and wine in a convenience food store for consumption off the premises and, if desired and only ancillary to the operation of video gaming terminals, for consumption of beer on the premises.



b. **Area Dedicated To Sale Of Beer And Wine For Consumption Off The Premises:** The area of the licensed premises dedicated to the sale of beer and wine for consumption off the premises shall not exceed twenty percent (20%) of sales floor area to a maximum of one thousand (1,000) square feet. Such beer and wine shall be displayed for sale in an area separate from all other non-alcohol items. The separate beer and wine area shall have a means of locking or securing access during prohibited sales hours. Packaged beer and wine that is not displayed or offered for sale shall be secured in a locked area that will be accessed only under the supervision of a manager who is at least twenty one (21) years of age. Beer for on-site consumption shall be located behind the checkout counter in a unit that is locked and accessible only to the cashier on duty.

c. **Sale At Checkout Counter:** The sale of beer and wine is permitted at the convenience store checkout counter, provided the cashier is at least twenty one (21) years of age. The service of beer for on-site consumption shall be limited to the video gaming area and shall only be served by the cashier on duty.

d. **Drive-Through Sale Prohibited:** No class H licensee shall sell any beer and wine through a drive-through or via curbside service at any time.

e. **Hours Of Sale:** Notwithstanding any other provision of this chapter, permitted hours of sale of beer and wine by a class H licensee shall be six o'clock (6:00) A.M. to one o'clock (1:00) A.M. Monday through Thursday, six o'clock (6:00) A.M. to two o'clock (2:00) A.M. Friday and Saturday, and eleven o'clock (11:00) A.M. to one o'clock (1:00) A.M. Sunday.

f. **Sale In Original Package For Beer And Wine To Be Consumed Off The Premises:** No class H licensee shall sell a container of wine and beer for consumption off the premises unless the container is greater than sixteen (16) fluid ounces or 0.473 liter. Beer shall be sold in six (6) packs or more. No class H licensee shall sell barrels or kegs of beer.

g. **Sale Of Beer For Consumption On The Premises Ancillary To Video Gaming:** A class H licensee may serve beer for consumption on the premises ancillary to video gaming, provided that the video gaming terminals are physically separated from the area where retail services are to be conducted. Such on-site consumption may only occur in the separate video gaming area, and video gaming terminals must be located in the direct line of sight of the cashier from the location of the cashier counter. Beer served for on-site consumption shall be located behind the checkout counter in a unit that is locked and accessible only to the cashier on duty. Such beer may only be sold and served in a clear container. No serving of beer shall be greater than twelve (12) fluid ounces. Sales to a single person shall be limited to no more than one (1) beer at a time, and no more than two (2) servings in a twenty four (24) hour period. No open containers shall be permitted to leave the video gaming area.

h. **On Duty Employees:** Employees of a class H licensee shall be prohibited from consuming alcohol or operating a video gaming machine while on duty.

i. **Audit Report:** The licensee shall provide, upon the request of the local liquor commissioner, an audit report prepared by an independent certified public accountant, approved by the local liquor commissioner, at the expense of the licensee for a time period designated by the local liquor commissioner, demonstrating the percentage of sales required for a class H license.

j. **Fee:** The fee for a class H license shall be three thousand two hundred dollars (\$3,200.00) per year.

9. **Class H-1:** Permitting the retail sale of alcoholic liquor in a convenience food store for consumption off the premises and, if desired and only ancillary to the operation of video gaming terminals, for consumption of beer on the premises.

a. **Area Dedicated To Sale Of Alcoholic Liquor For Consumption Off The Premises:** The area of the licensed premises dedicated to the sale of alcoholic liquor for consumption off the premises shall

not exceed twenty percent (20%) of sales floor area to a maximum of one thousand (1,000) square feet. Such alcoholic liquor shall be displayed for sale in an area separate from all other non-alcohol items. The separate alcoholic liquor area shall have a means of locking or securing access during prohibited sales hours. Packaged alcoholic liquor that is not displayed or offered for sale shall be secured in a locked area that will be accessed only under the supervision of a manager who is at least twenty one (21) years of age. Beer for on-site consumption shall be located behind the checkout counter in a unit that is locked and accessible only to the cashier on duty.

b. **Sale At Checkout Counter:** The sale of alcoholic liquor is permitted at the convenience store checkout counter, provided the cashier is at least twenty one (21) years of age. The service of beer for on-site consumption shall be limited to the video gaming area and shall only be served by the cashier on duty.

c. **Drive-Through Sale Prohibited:** No class H-1 licensee shall sell any alcoholic liquor through a drive-through or via curbside service at any time.

d. **Hours Of Sale:** Notwithstanding any other provision of this chapter, permitted hours of sale of alcoholic liquor by a class H licensee shall be six o'clock (6:00) A.M. to one o'clock (1:00) A.M. Monday through Thursday, six o'clock (6:00) A.M. to two o'clock (2:00) A.M. Friday and Saturday, and eleven o'clock (11:00) A.M. to one o'clock (1:00) A.M. Sunday.

e. **Sale In Original Package For Alcoholic Liquor To Be Consumed Off The Premises:** No class H-1 licensee shall sell a container of alcoholic liquor for consumption off the premises unless the container is greater than sixteen (16) fluid ounces or 0.473 liter. Beer shall be sold in six (6) packs or more. No class H-1 licensee shall sell barrels or kegs of beer.

f. **Sale Of Beer For Consumption On The Premises Ancillary To Video Gaming:** A class H-1 licensee may serve beer for consumption on the premises ancillary to video gaming, provided that the video gaming terminals are physically separated from the area where retail services are to be conducted. Such on-site consumption may only occur in the separate video gaming area, and video gaming terminals must be located in the direct line of sight of the cashier from the location of the cashier counter. Beer served for on-site consumption shall be located behind the checkout counter in a unit that is locked and accessible only to the cashier on duty. Such beer may only be sold and served in a clear container. No serving of beer shall be greater than twelve (12) fluid ounces. Sales to a single person shall be limited to no more than one (1) beer at a time, and no more than two (2) servings in a twenty four (24) hour period. No open containers shall be permitted to leave the video gaming area.

g. **On Duty Employees:** Employees of a class H-1 licensee shall be prohibited from consuming alcohol or operating a video gaming machine while on duty.

h. **Fee:** The fee for a class H-1 license shall be three thousand five hundred dollars (\$3,500.00) per year.

10. **Class I:** Retail sale of alcoholic liquors for consumption only in a "bar," as defined herein, on the premises specified and when the establishment's sale of alcoholic beverages for consumption on premises constitutes at least eighty percent (80%) of the gross annual receipts.

a. **Dancing, entertainment and live music** furnished for entertainment of the customers shall be allowed under this license only if the licensee obtains a supplemental live entertainment permit

b. **Fee:** The fee for a class I license shall be two thousand two hundred dollars (\$2,200.00) per year.

**B. Outdoor Restaurant Liquor Sales:** Subject to the approval of the local liquor commissioner, the sale, service and consumption of alcoholic liquor in an outdoor seating area shall be permitted adjacent to premises licensed to sell alcoholic liquor for consumption on the premises, subject to the following conditions:

1. The outdoor restaurant seating area is enclosed with a non-barricade type fence or other barrier that allows viewing of the area from the street;
2. The outdoor restaurant seating area is owned or leased by the licensee;
3. The outdoor restaurant seating area is included as part of the regular food service business located on the licensed premises and alcoholic beverages may not be served without food;
4. Access to the outdoor restaurant seating area shall be limited through the licensed premises, or, if not practicable, through monitored entrances that are controlled by employees and/or reasonable fencing of the licensed premises during all operating hours and/or while alcohol is being served;
5. No music, live or recorded, shall be allowed in an outdoor restaurant seating area, without obtaining a supplemental live entertainment permit;
6. Applications for the establishment of an outdoor restaurant seating area or the amendment of an existing outdoor restaurant seating area, shall be filed on such forms and with such information as may be directed by the liquor commissioner. The annual (calendar year) fee for such application shall be two hundred dollars (\$200.00) in addition to the required liquor license fee.

C. Live Entertainment Permit: Authorizes entertainment in a class C, D, F, or G licensed premises, including, but not limited to, bands, disc jockeys, personal appearance of amateur or professional entertainers or musicians. The annual (calendar year) fee for a live entertainment permit shall be two hundred dollars (\$200.00), in addition to the prescribed fee for the class C, D, F, or G license.

D. Initial License Fee: The fee for the initial license issued to any licensee shall be twice the amount specified for each class of liquor license described in divisions A, B, and C of this section.

(Ord. 2007-15, 4-23-2007, eff. 5-4-2007; amd. Ord. 2011-18, 7-25-2011; Ord. 2018-12, 7-10-2018; Ord. 2019-16, 8-26-2019, eff. 9-13-2019)

**3-9-28: OPEN CONTAINER PROHIBITED:**

It shall be unlawful for any person to carry on any street, alley or other public way, an open container of alcoholic beverage. Provided, however, this prohibition shall not be applicable on premises which have been issued a class E temporary license. A CONTAINER of alcoholic beverage for the purpose of this section shall be any bottle, glass, cup, can or other container. OPEN shall mean unsealed to the air; the same being a bottle with its cap off, a can with its lid open in any manner, a glass or cup not hermetically sealed.

(Ord. 2007-15, 4-23-2007, eff. 5-4-2007; amd. Ord. 2019-16, 8-26-2019, eff. 9-13-2019)

# **Village of Elburn**



301 E. North Street  
Elburn, IL 60119  
Ph: 630-365-5060 • Fax: 630-365-5063  
Website: [www.elburn.il.us](http://www.elburn.il.us)

## Application for a Special Event Permit

To ensure the Village can plan adequately for the location and/or services you are requesting on this application, please adhere to the following requirements:

- Public Event Definition: Events open to the general public
- Block Party Definition: Events restricted to residents of the location and their invited guests
- Application must be completely filled out and received **EIGHT (8) WEEKS** prior to the proposed date of the event. Failure to submit within the eight weeks may result in denial of the application and event. Exceptions can be made for certain types of events. If a question does not apply to your event, please mark the space "N/A".
- Block parties will not be authorized during Elburn Days weekend, Friday through Sunday (3<sup>rd</sup> weekend in August)
- A non-refundable application fee of \$25.00 will be due for all approved events (fee is waived for block parties). Payment will be due at time of permit. Check or money orders should be made payable to: Village of Elburn, 301 E. North Street, Elburn, IL 60119. Additional fees may apply and will be dependent on specific services requested.
- If applicable, site plans need to be attached to the application
- Applicant may be contacted to clarify information; please provide proper contact information
- All Public Events that require a Village of Elburn Permit, shall have a notice posted, in a conspicuous and accessible place that is in clear view of the public and employees, pertaining to Human Trafficking, as required by Illinois statute {775 ILCS 50/5(d)}. A model copy of such notice is available from the Illinois Department of Human Services website at: <http://www.dhs.state.il.us/page.aspx?item=82023>
- If you are utilizing Village roads/streets for the event, a certificate of general liability insurance must be received before the event can be permitted. The certificate of insurance must have \$1,000,000 in general liability coverage. The name and the date of the event must be listed in the description section of the certificate of insurance. In some cases, a hold harmless agreement will be requested. The certificate must list the Village of Elburn as an additional insured in the following format:

Village of Elburn  
It's officials, employees, agents and representatives  
301 E. North Street,  
Elburn, IL 60119

If you have any questions regarding the application or application process, please call the Village of Elburn at 630-365-5060.

### FOR OFFICE USE ONLY

Permit No. \_\_\_\_\_ Issue Date: \_\_\_\_\_

Application Fees Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

<b>1</b>	Name of Event:				
Address of Event					
Location Type: (check all that apply): <input type="checkbox"/> Street <input type="checkbox"/> Public Lot <input type="checkbox"/> Park <input type="checkbox"/> Private Property					
Is this a first-time event at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how does this event differ from previous years?					
Type of Event (check all that apply) <input type="checkbox"/> Concert <input type="checkbox"/> Festival <input type="checkbox"/> Fundraiser <input type="checkbox"/> Block Party <input type="checkbox"/> Triathlon * <input type="checkbox"/> 1K/5K/10K Race * <input type="checkbox"/> Parade * <input type="checkbox"/> Car show – How many vehicles? <input type="checkbox"/> Other:					
<b>* Attach proposed route or map, including assembly and disbanding areas. In the event that a State Route must be temporarily closed, please allow extra time so that approvals can be acquired from the State of Illinois Department of Transportation.</b>					
Event Date (no rain Dates):			Event Hours:		
From:		To:	From:		To:
Set Up			Dismantling:		
Date:	From:	To:	Date:	From:	To:
Projected number of persons attending the event:					
Will barricades be necessary for a street closure? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give exact location for delivery of barricades (after the event please put barricades back to the location that they were delivered):					
List proposed streets to be closed:					
Closest cross streets to the event site:					
Street address or block number:					
Street Closing Date:		Street Closing Time:		Street Re-opening Date:	
				Street Re-opening Time:	
Park Name:					
Describe Event:					
Purpose of Event:					





<b>9</b>	Is a tent, inflatable structure, or other temporary structure(s) being erected or used on-site for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, include a description or a site plan, diagramming where the structure(s) will be located on the site.		
* Flame resistant certificates <b>MUST</b> be provided before a permit will be approved.		
Name of tent company or company erecting the tent, inflatable structure or other temporary structure(s):		
Address:		
Phone Number:		Email Address:
List the exact tent, inflatable structure, or other temporary structure size(s):		
<b>Note: Tents, membranes and air structures larger than 200 square feet will need to be permitted and inspected. Contact the Elburn &amp; Countryside Fire Protection District for more information at 630-365-6855.</b>		
<b>10</b>	Will a generator be used for power? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will electrical wiring need to be installed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>11</b>	Will signs or banners be hung? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how many?
Describe in detail the proposed location(s) or attach a site plan:		
<b>Note: For more information on tent, sign and banner regulations, contact the Building and Zoning Department at 630-365-5061.</b>		
<b>12</b>	How many portable restroom facilities will you be providing on site for this event?	
<b>Note: An adequate number of portable facilities need to be provided. Please remember to have an appropriate number of handicapped accessible facilities available also.</b>		
How many sinks will you be providing for this event?		
<b>13</b>	How do you plan to publicize this proposed event? Attach a copy of the publicity plan, or flyer, if available:	
<b>14</b>	Will there be any entertainment, performances or music? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe:		
Will there be a stage set-up for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe:		

<b>15</b>	Will access to a fire hydrant be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Note: For use of a fire hydrant, contact the Department of Public Works at (630) 365-5064. A meter will be required and an additional fee may apply.</b>		
<b>16</b>	Describe in detail your plan for cleaning, recycling, and disposing of all refuse from this event. You must provide a plan for accommodating recyclables.	
Clean-up Committee Contact Person:		Daytime Phone Number:
<b>17</b>	Will any additional trash receptacles, recycle bins, and/or dumpsters be required in the event area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, please list the number and identify on the site map the location of additional trash receptacles/ recycle bins/ dumpsters.		
Number of trash receptacles:		Number of dumpsters:
		Number of recycle bins
Where exactly, at the event site, will the trash receptacles, recycle bins or dumpsters be delivered or located? Please mark location on site plan.		
<b>18</b>	Are any food vendors participating in the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how many:
Vendor Name:		
Address:		
Phone Number:		Email Address:
Vendor Name:		
Address:		
Phone Number:		Email Address:
Vendor Name:		
Address:		
Phone Number:		Email Address:
Vendor Name:		
Address:		
Phone Number:		Email Address:

**Note: Please list additional food vendors on a separate sheet of paper and attach to the application.**

<b>19</b>	Are any street vendors participating in the event?		If yes, how many?
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vendor Name:			
Address:			
Phone Number:		Email Address:	

Vendor Name:			
Address:			
Phone Number:		Email Address:	

Vendor Name:			
Address:			
Phone Number:		Email Address:	

Vendor Name:			
Address:			
Phone Number:		Email Address:	

**Note: Please list additional street vendors on a separate sheet of paper and attach to the application.**

<b>20</b>	Do you plan to sell beer, wine or liquor for public consumption?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If yes, you must obtain a license from the Village of Elburn Liquor Control Commissioner. Please contact the Village office at (630) 365-5060. The retail sale and consumption of alcoholic liquor shall be limited to the premises specified in the permit, which premises shall be entirely enclosed by an approved fence and at the discretion of the Liquor Commission and the Chief of Police. For additional information concerning liquor licensing, please refer to Chapter 804 of Village code.</p>			

<b>21</b>	Will you provide security?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Security Firm Name:			
Address:			
Phone Number:		Email Address:	

**Note: For the use of Elburn Police Department personnel and costs, contact the Elburn Police Department at 630-365-5070.**

**22**

What are your plans for providing emergency services?

**Note: All emergency services shall include the requirement to call 911.**

**Note: Under Chapter 807.04: EMERGENCY REVOCATION an approved permit may be revoked:**

"Notwithstanding any other provision in this code, if in the judgment of the village administrator, the chief of police or the Elburn and Countryside fire protection district fire chief, or their designees, an emergency situation has been created such that the continued use of public or private property by a permittee will immediately threaten life, health or property, the village administrator, the 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 property contrary to such order".

**PENALTY:** Any person found liable/guilty by a preponderance of the evidence of a violation of Village Code, relating to this licensing, in an administrative/judicial hearing shall be subject to a Class III fine, plus applicable hearing costs, as provided in subsection 422.99 of this code. The Village of Elburn Police Department may shut down any event deemed to be in violation of this code.

## Village of Elburn Block Party Signature Form

Resident signatures and addresses indicate acknowledgement of a block party taking place and there being no objection to their street being barricaded to all thru traffic on the date and time indicated. Limited access to/from individual residential properties is permissible.

If there is a vacant residence on the block, please indicate this on the application next to the address.

Residents who will be on vacation or not home the day of the block party must indicate this next to their address.

**One signature required per household, by person age 18 or older.**

Date of Block Party:	Start Time:	End Time:
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[illegible]

**Note: Please list additional addresses and signatures on a separate sheet of paper and attach to the application.**

### **Waiver and Hold Harmless Agreement**

As the event applicant, I will abide by the approved permit and/or permits and will make every effort to resolve any conflicts through appropriate communications. Furthermore, I understand that the Village of Elburn, its officials, employees, and agents will not be responsible for any property left unattended at the event, and that I am responsible for reporting incidents of vandalism or illegal activity at the event by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 18 years of age and authorized to bind the event, sponsor(s), and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the Village of Elburn for any and all loss incurred by it in repairing or replacing damage to Village of Elburn property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the Village of Elburn, its officers, agents, and employees from any liability to any person, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agents, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all special use regulations/ requirements/agreements. I do hereby agree to abide by all federal, state, local and Village of Elburn laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Village of Elburn property. I understand that lack of meeting all requirements may result in the denial of the proposed special event. In the event that information provided on this form changes, or the event is canceled, I will inform the Village of Elburn, in writing, at least two (2) weeks prior to the event.

\_\_\_\_\_  
Applicant Signature: Date: \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name:

\_\_\_\_\_  
Daytime Phone Number: Email Address: \_\_\_\_\_

Thank you for taking the time to complete this application. Remember to include a site plan and/or Block Party Application, if appropriate, and sign the application. We look forward to working with you on a very successful event.

**ORDINANCE NO. 2017-29**

**AN ORDINANCE ADOPTING CHAPTER 807 "SPECIAL EVENTS" OF THE VILLAGE OF ELBURN CODIFIED ORDINANCES**

**WHEREAS**, 65 ILCS 5/11-1 provides that the corporate authorities may pass and enforce all necessary police ordinances to ensure the welfare of Village property residents and businesses; and

**WHEREAS**, 65 ILCS 5/11-60 provides that the corporate authorities of each municipality may define, prevent and abate nuisances; and

**WHEREAS**, special events are hereby declared a nuisance to the extent that they may impact the public's use of Village streets, sidewalks and other rights of way; and may further disturb the peace and enjoyment of neighboring property owners and residents; and

**WHEREAS**, 65 ILCS 5/11-80-2 provides that the corporate authorities of each municipality may regulate the use of the streets and other municipal property.

**THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Elburn, Kane County, Illinois, as follows:

**SECTION ONE:** That the Village of Elburn Codified Ordinances are hereby amended by the adoption of Chapter 807 "Special Events", to wit:

**Chapter 807  
SPECIAL EVENTS**

**807.01: PERMIT REQUIRED**

**807.02: PERMIT; PROCEDURE, FEES:**

**807.03: PERMIT ISSUANCE:**

**807.04: EMERGENCY REVOCATION**

**807.05: PERMIT DENIAL:**

**807.06: REVOCATION OF EVENT PERMIT:**

**807.99: PENALTY:**

## **807.01: PERMIT REQUIRED:**

(A) Application: The provisions of this chapter shall apply to all special events including, but not limited to, festivals, block parties, concerts, rallies, 1K/5K/10K races, triathlons, parades, marches, fundraisers, circuses, carnivals, , car shows, farmers' markets, 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 any 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 determined by the chief of police, building commissioner, or their designee. An event that requests street closures, closure of parking, use of village owned property and events that require the posting of "No Parking" signs are considered special events. 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 on any property and/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 is provided by or for any person, 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 limitation, 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 unlawful purpose, or for any person to join in or 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.



## **807.02: PERMIT; PROCEDURE, FEES:**

It shall be unlawful to conduct or operate any special event without having first secured a permit therefor; 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. Applications 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 dollars (\$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 fees 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 not be 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 attendees 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 details of the accessibility 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;

(a) No temporary structure shall remain on the property for more than three (3) days after the conclusion of the special event.

5. Whether 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 Chapter 804 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 person 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 Elburn 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 be 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 or the need for barricades; including details of the accessibility plans for the event;

4. Information regarding whether admission fees or charges are to be assessed to attendees or participants;

5. Whether vehicle parking will be restricted and identify parking areas for attendees, 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 and flame certificates;

(a) No temporary structure shall remain on the property for more than three (3) days after the conclusion of the special event.

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 whether alcohol consumption 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 shall be required. The license shall be for a period of not more than as allowed by 804.04;

(b) Not more than one temporary liquor license shall be granted in any one period as allowed by 804.04;

(c) Retail sale and consumption of alcohol shall be limited to the premises specified in the permit;

(d) The premises shall be entirely enclosed by a six foot (6') chain linked fence or other fencing as may be allowed by this code or approved by the chief of police;

(e) Approval of a temporary liquor license shall be at the discretion of the liquor commission and chief of police as governed by chapter 804 of this title;

9. Description of the provision for refuse needs for the event which shall be in compliance with village policies, code 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 general liability insurance, naming the village of Elburn and its officers, employees, agents and representatives as additionally insureds, must be received before the event can be permitted. The certificate of general liability insurance must have one million dollars (\$1,000,000.00) in general liability coverage. The name and the date of the event must be listed in the description section of the certificate of insurance;

13. Food may be sold, if approved, and a temporary food permit must be obtained from the Kane County health department;

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 Elburn 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 Elburn and any other organization as may be specified.

(F) All village ordinances and safety rules pertaining to noise, parking restrictions, fireworks, recreational fires, outdoor electrical and weather conditions shall be followed.

1. No person shall cause or allow the emission of sound during daytime hours (7:00 A.M. to 10:00 P.M.) which exceeds allowable decibels. No person shall cause or allow the emission of sound during nighttime hours (10:00 P.M. to 7:00 A.M.) which exceeds allowable decibels, and as specified in chapter 656.12, "Noise ", of this code.

Maximum permissible sound levels for receiving land uses are hereby established as follows:

	<u>Daytime</u>	<u>Nighttime</u>
Agricultural District	90 dB(A)	80 dB(A)
Residential District	70 dB(A)	60 dB(A)
Commercial District	90 dB(A)	80 dB(A)
Industrial District	100 dB(A)	90 dB(A)

2. There are no special exceptions for on street parking. All vehicles must be legally parked according to village ordinance and Illinois state statute.

(G) Permission for use of village public works services and/or equipment, including 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 applications.

### **807.03: PERMIT ISSUANCE:**

The village clerk, or their designee, shall issue the special event permit. The applicant shall be notified of any conditions of approval, or reasons for denial, at the time action on 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 of general liability insurance coverage;

(C) Agreement to fully indemnify and hold the village harmless from any liability or costs resulting from the use;

(D) Requirement that the persons 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.

### **807.04: EMERGENCY REVOCATION:**

Notwithstanding any other provision in this code, if in the judgment of the village administrator, the chief of police or the Elburn and Countryside fire protection district fire chief, or their designees, an emergency situation has been created such that the continued use of public or private property by a permittee will immediately threaten life, health or property, the village administrator, the 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 property contrary to such order.

## **807.05: 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 an 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 event, or disrupt the use of a street at a time when it is usually subject to great traffic congestion;
- (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 require 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 a police emergency response.

## **807.06: 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 unlawful or criminal activity during the event;
- (D) Any grounds listed in this chapter for denying a special permit application.

## **807.99: PENALTY:**

Any person found liable/guilty by a preponderance of the evidence of a violation of this chapter in an administrative/judicial hearing shall be subject to a class III fine (\$250 - \$750), plus applicable hearing costs, as provided in subsection 422.99 of this code. The village police department may shut down any event 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.

**SECTION TWO:** 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 such conflict or inconsistency.

**SECTION THREE:** 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 FOUR:** 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 President and the Board of Trustees.

Trustee Name	Aye	Nay	Absent	Abstain
Ken Anderson	✓			
Bill Grabarek	✓			
Dave Gualdoni	✓			
Patricia Schuberg			✓	
Matthew Wilson	✓			
Sue Filek	✓			
Mayor Jeffrey Walter				

PRESENTED to the President and Board of Trustees of the Village of Elburn, Kane County, Illinois, this 6 day of NOV, 2017.

PASSED by the President and Board of Trustees of the Village of Elburn, Kane County, Illinois, this 6 day of NOV, 2017.

SIGNED by the President of the Board of Trustees of the Village of Elburn, Kane County, Illinois, this 6 day of NOV, 2017.



ATTES

Diane McQuilkin  
Diane McQuilkin  
Village Clerk  
Village of Elburn, Kane County, Illinois

Jeffrey Walter  
Jeffrey Walter, Village President  
Village of Elburn, Kane County, Illinois

STATE OF ILLINOIS     )  
                                      )SS  
COUNTY OF KANE        )

**CLERK'S CERTIFICATE**

I, Diane McQuilkin, the duly qualified and acting Village Clerk of the Village of Elburn, Kane County, Illinois, do hereby certify that attached hereto is a true and correct copy of an ordinance entitled:

**ORDINANCE NO. 2017-29**

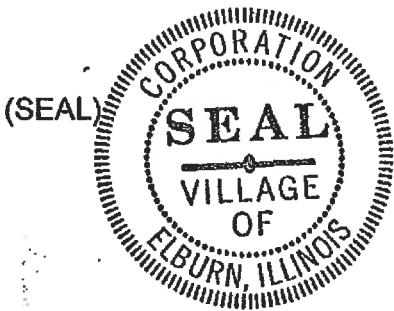
**AN ORDINANCE ADOPTING CHAPTER 807 "SPECIAL EVENTS" OF THE VILLAGE OF ELBURN CODIFIED ORDINANCES**


which ordinance was duly adopted by said Board of Trustees at a regular meeting held on the 6 day of NOV, 2017.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and that the Board of Trustees complied with all the requirements of the Illinois Open Meetings Act.

I further certify that as of the date hereof said Ordinance 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 set my hand this 6 day of NOV, 2017.



  
Diane McQuilkin  
Village Clerk  
Village of Elburn, Kane County, Illinois



Village of Elburn  
ENDORSEMENT OF OUTDOOR RETAIL SALE OF LIQUOR/TEMPORARY  
LIQUOR APPLICATION

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
(First Name) (Middle Initial) (Last Name)

Applicant's Contact Number \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicants Email Address: \_\_\_\_\_

Dates, Starting and Ending Times Requested for the Endorsement \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Class of Current License: \_\_\_\_\_ Current License Year Ending April 30, 2022

Attach a diagram showing all dimensions, entrances, exits and locations of seating or standing area of the outdoor area upon which the sale and consumption of alcoholic liquor will be sold or consumed

Applicants shall be required, from time to time, upon request of the local liquor control commissioner, his designee or any sworn police officer, to provide proof that any person who sells or serves alcoholic liquor has been licensed by either "TIPS" (Training for Intervention Procedures by Servers of Alcohol) or "BASSET" (Beverage Alcohol Sellers and Servers Education Training).

Refer to Village of Elburn Codified Ordinances Chapter 804.04 of the "Alcoholic Beverage Sales" for More Information Concerning the Outdoor Retail Sales of Alcoholic Liquor Regulations.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Co-Applicant's Signature Date

Liquor Commissioner Approved YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Liquor Commissioner Signature Date

(13) A person or applicant who does not own the premises for which a license is sought or does not have a lease thereon for the full period for which the license is issued;

(14) Any Village law enforcement official, the Village President or a Village Trustee;

(15) Any person or applicant not eligible for a State retail liquor dealer's license;

(16) A co-partnership, unless all of the members of such copartnership shall be qualified to obtain a license;

(17) A corporation, if any officer, manager or director thereof, or any stockholder having a five percent or more interest would not be eligible to receive a license hereunder for any reason other than residence. A corporation or limited liability company unless it is incorporated or organized in Illinois, or unless it is a foreign corporation or foreign limited liability company which is qualified under the Business Corporation Act of 1983 or the Limited Liability Company Act to transact business in Illinois;

(18) A person whose place of business is conducted by a manger or agent unless said manager or agent possesses the same qualifications required of the licensee;

(19) Any law enforcing public official, Village President or member of the Board of Trustees of Elburn and no such official shall be interested in any way, either directly or indirectly, in the manufacture, sale or distribution of alcoholic liquor; or

(20) Any person otherwise prohibited by State Law from being issued a liquor license.

(d) Investigative Report. No license shall be issued hereunder until the applicant shall have been investigated by the Local Liquor Control Commissioner and a report filed in the records of said Commissioner approving the issuance of such license. As a part of such investigation, the Local Liquor Control Commissioner shall require fingerprints of all new applicants and shall have the right to require fingerprints of any applicant for renewal thereof. As used in this section, the term "applicant" or "applicants" shall mean any individual who applies for a liquor license, all partners and/or officers of any partnership which applies for a liquor license and all officers of any corporation which applies for a liquor license and all members of an LLC. For purposes of obtaining fingerprints under this section, the Local Liquor Commissioner shall collect a fee and forward the fee to the Illinois Department of State Police and the Federal Bureau of Investigation. A copy of fingerprints shall be held on record by the Liquor Control Commissioner showing compliance with the prohibitions as stated in this section.

(e) Time Limit on Applications. The Liquor Control Commissioner shall have sixty days in which to review the application.

(Ord. 2015-22. Passed 11-2-15.)

#### **804.04 CLASSIFICATION OF LICENSES; FEES AND NUMBER OF LICENSES.**

(a) Licenses for the retail sale of alcoholic liquor shall be divided into the following classes:

(1) Class "A" - on/off-site licenses.

A. Class "A" licenses shall permit the retail sale of alcoholic liquor for consumption on or off the premises where it is sold. The resale of alcoholic liquor so purchased is not permitted.

B. The annual fee for such licenses shall be one thousand dollars (\$1,000).

C. The total number of Class "A" licenses issued and in force at any one time in any year shall not exceed three licenses for the first 5,000 persons residing within the Village, and one license for each additional 1,250 persons residing in the Village, as determined by the most recent U.S. census.

(2) Class "B-1" - off-site licenses generally. Class "B-1" licenses shall only permit the retail sale of alcoholic liquor in original packages, but not for consumption on the premises where it is sold. Class "B-1" licenses shall permit taste sampling on premises A Class "B-1" license shall permit up to three samples, consisting of no more than one-quarter ounce of distilled spirits, one ounce of wine, or two ounces of beer, to be served to a consumer in one day.

(3) Class "B-2" - off-site licenses for beer and wine only. Class "B-2" licenses shall only permit the retail sale of beer and wine in original packages, but not for consumption on the premises where they are sold. Class "B-2" licenses shall permit taste sampling on premises A Class "B-2" license shall permit up to three samples, consisting of no more than one-quarter ounce of distilled spirits, one ounce of wine, or two ounces of beer, to be served to a consumer in one day.

(4) Class "C" - temporary permits.

A. Class "C" temporary permits shall permit the retail sale of alcoholic liquor for consumption only on the premises where it is sold and not for resale in any form. A Class "C" temporary permit is to be issued for temporary stands, booths and counters, such as those used at picnics, celebrations and the like. Such temporary license shall be granted to local not-for-profit organizations legally chartered as such or governmental entities, for community events. The said Class "C" temporary permit shall be valid only on the day for which said permit is issued, and only during the hours of said day during which alcoholic liquor may be sold within the Village. The boundaries of the licensed premises and the duration of the license shall be established by the Local Liquor Commissioner. The licensee shall maintain the premises in a neat, orderly and safe condition, shall provide such traffic control and sanitation facilities to protect the public health, safety, welfare and morals of the residents of the Village, and shall restore premises after expiration of the license to its prior condition, including the removal of trash, rubbish and garbage. No alcoholic liquor shall be brought onto the premises or consumed on the premises other than that provided by the licensee under the terms and conditions of this chapter.

B. The number of Class "C" temporary permits which may be issued to any one applicant in any license year shall be limited to four for the sale of alcoholic liquor of any kind, and six for the sale of beer only.

C. The Local Liquor Control Commissioner may, with the consent of the Board of Trustees of the Village, grant additional Class "C" temporary permits on such terms and conditions as are acceptable to the Board of Trustees.

(5) Class "D" - club licenses.

A. Class "D" licenses shall permit the retail sale of alcoholic liquor for consumption only on the premises where it is sold, to be issued to a regularly organized club, as defined in Section 804.01, such sales to be made only to members of the club and their guests.

B. No Class "D" license shall be issued until the Local Liquor Control Commissioner has satisfied himself or herself that the club applying for the license was actually and in fact organized for some purpose or object other than the sale or consumption of alcoholic liquor.

C. Class "D" licenses shall permit taste sampling on premises A Class "D" license shall permit up to three samples, consisting of no more than one-quarter ounce of distilled spirits, one ounce of wine, or two ounces of beer, to be served to a consumer in one day.

(6) Class "E-1" - restaurant license, with no bar.

A. Class "E-1" licenses shall permit the retail sale of alcoholic liquor for consumption only on the premises where it is sold, and are to be issued to a restaurant, as defined in Section 804.01. Such sales shall be limited to those persons who order, use or consume alcoholic liquor in connection with their meals. No bar shall be permitted within the restaurant.

B. No Class "E-1" license shall be issued until the Local Liquor Control Commissioner has satisfied himself or herself that the restaurant applying for the license was actually and in fact organized for the principal purpose of providing food service to its patrons, and not for the object of selling alcoholic liquors. The receipts from the sale of alcoholic liquor shall not total more than fifty percent of the gross dollar sales of the restaurant. The Local Liquor Commissioner shall have the right from time to time to require applicant or licensee to provide satisfactory documentation documenting that liquor receipts do not exceed fifty percent of gross dollar sales.

C. Class "E-1" licenses shall permit taste sampling on premises. A Class "E-1" license shall permit up to three samples, consisting of no more than one-quarter ounce of distilled spirits, one ounce of wine, or two ounces of beer, to be served to a consumer in one day.

(7) Class "E-2" - restaurants, beer and wine only.

A. Class "E-2" licenses shall permit the retail sale of beer and wine for consumption only on the premises where such beer and wine are sold, by the glass or pitcher, and such licenses are to be issued to a restaurant, as defined in Section 804.01. Such sales shall be limited to those persons who order beer and wine in connection with their meals. The sale of alcoholic liquor other than beer and wine shall not be permitted. There shall be no bar within the restaurant.

B. No Class "E-2" license shall be issued until the Local Liquor Control Commissioner has satisfied himself or herself that the restaurant applying for the license is in fact organized for the principal purpose of providing food service to its patrons, and not for the object of selling alcoholic liquors. Receipts from the sale of alcoholic liquor shall not total more than fifty percent of the gross dollar sales of the restaurant. The Local Liquor Control Commissioner shall have the right from time to time to require applicant or licensee to provide satisfactory documentation documenting that liquor receipts do not exceed fifty percent of gross dollar sales.

C. Class "E-2" licenses shall permit taste sampling on premises A Class "E-2" license shall permit up to three samples, consisting of no more than one-quarter ounce of distilled spirits, one ounce of wine, or two ounces of beer, to be served to a consumer in one day.

(8) Class "E-3" - restaurant with cocktail lounge.

A. Class "E-3" licenses shall permit the retail sale of alcoholic liquor for consumption on the premises only, provided that the sale of alcoholic liquor shall only be made in connection with and in adjunct to a restaurant, as defined in Section 804.01, owned and operated by licensees and located upon the premises. Further, "cocktail lounge" shall mean, for the purposes of this section, an area within the premises and in conjunction with the restaurant dining area in which there is seating (tables and chairs) for patrons not greater than the seating provided in the restaurant dining area, and provided, further, that said restaurant and cocktail lounge utilize a common door for public ingress and egress.

B. No Class "E-3" license shall be issued until the Local Liquor Control Commissioner has satisfied himself or herself that the restaurant applying for the license was actually and in fact organized for the principal purpose of providing food service to its patrons, and not for the object of selling alcoholic liquors. Receipts from the sale of alcoholic liquor shall not total more than fifty percent of the gross dollar sales of the restaurant. The Local Liquor Control Commissioner shall have the right from time to time to require applicant or licensee to provide satisfactory documentation documenting that liquor receipts do not exceed fifty percent of gross dollar sales.

C. Class "E-3" licenses shall permit taste sampling on premises A Class "E-3" license shall permit up to three samples, consisting of no more than one-quarter ounce of distilled spirits, one ounce of wine, or two ounces of beer, to be served to a consumer in one day.

(9) Class "F" - golf course on-site license.

A. Class "F" licenses shall permit the retail sale of alcoholic liquor for consumption only on the premises where it is sold, to be issued to private and public golf course establishments. Said alcoholic

liquor may be served and consumed inside said establishment with meals that may be served by the establishment, inside the establishment's club room, if any, and outside on the golf course proper. Sale of packaged liquor shall not be permitted.

B. No Class "F" license shall be issued until the Local Liquor Control Commissioner has satisfied himself or herself that the establishment applying for the license is in fact organized for the principal purpose of a golf course. Receipts from the sale of alcoholic liquor shall not total more than fifty percent of the gross dollar sales of the golf course establishment. The Local Liquor Commissioner shall have the right from time to time to require applicant or licensee to provide satisfactory documentation documenting that liquor receipts do not exceed fifty percent of gross dollar sales.

(10) Class "G" Brewpub/Distillery/Microbrewery/Winery License. Class "G" licenses shall authorize a brewpub, distillery, microbrewery or winery to: a) furnish samples of its alcoholic beverages for consumption on the premises, b) sell its alcoholic beverages by the glass for consumption on the premises, c) sell its alcoholic beverages in the original corked, capped or sealed and labeled container for consumption on or off the premises, d) permit a patron to remove one unsealed and partially consumed bottle of wine for off premises consumption, and (e) manufacture, distill, brew. A partially consumed bottle of wine that is to be removed from the premises shall be securely sealed by the licensee or an agent of the licensee prior to removal from the premises and placed in a transparent onetime use tamperproof bag. The licensee or agent of the licensee shall provide a dated receipt for the bottle of wine to the patron.

The definitions for a Brewpub, Distillery, Microbrewery and Winery are as follows:

**BREW PUB:** Manufactures no more than 155,000 gallons (5,000 barrels) per year only at a designated licensed location, to make sales to importing distributors, and to non-licensees for use and consumption only, who stores beer at the designated location and who is allowed to sell at retail from the licensed location, provided that a brew pub licensee shall not sell for off-location consumption more than 155,000 gallons (5,000 barrels) per year.

**DISTILLERY:** An establishment that distills, ferments, brews, makes, mixes, concocts, processes, blends, bottles or fills an original package with any alcoholic liquor.

**MICROBREWERY:** A limited production brewery, typically manufacturing and selling specialty beers and often selling its products only locally.

**WINERY:** An establishment or place engaged in the manufacturing and sale of less than 50,000 gallons of wine per year.

(11) Endorsements of outdoor retail sales of alcoholic liquor.

A. Purpose. The purpose of this paragraph (a)(11) is to establish regulations and controls for the temporary or recurring retail sale, and dispensing of alcoholic liquor on the premises from an outdoor location. It is the intent that such regulations and controls be established to permit licensees' limited outdoor sales of such alcoholic beverages while providing certain protections to adjoining or surrounding property owners or occupants.

B. Endorsement required.

1. It shall be unlawful for any licensee or person, firm, corporation, partnership or club, to sell, or offer to sell, any alcoholic liquor from an outdoor location of the premises without first:

a. Obtaining an endorsement as provided in this section; and

b. Being a license holder in good standing with a Class A, C, D, E-1, E-2, or E-3 liquor license under this chapter.

2. The outdoor endorsement shall not increase the privileges associated with the primary license issued under this section. Any licensee that is permitted to sell beer or wine only shall not be allowed to sell hard liquor under the terms of an outdoor endorsement.

3. The Local Liquor Control Commissioner may, in his sole discretion and as designated in any license, impose such other and further conditions, as the Local Liquor Control Commissioner deems necessary for the public's health, safety, peace and comfort.

C. Restrictions:

1. It shall be unlawful to sell or otherwise dispense from any outdoor location any alcoholic liquor without first obtaining an endorsement under this section.

2. It shall be unlawful for any holder of an outdoor liquor endorsement to sell or otherwise dispense alcoholic liquor from an outdoor location on premises except during the following hours upon the following days of the week:

Sunday 11:00 a.m. to 1:00 a.m.

Monday through Thursday 10:00 a.m. to 1:00 a.m.

Friday through Saturday 10:00 a.m. to 2:00 a.m.

3. It shall be unlawful for any holder of an outdoor liquor endorsement to play or cause to play amplified music or cause to have performed such other forms of entertainment outdoor by means or use of electronic amplification except during the following hours upon the following days of the week.

Sunday through Thursday 12:00 noon to 10:00 p.m.

Friday through Saturday 12:00 noon to 11:30 p.m.

In no event shall the amplification exceed a maximum of ninety decibels daytime; eighty decibels nighttime (after 10:00 p.m.).

4. It shall be the affirmative duty of the license holder, as a condition of such endorsement, to maintain and perform the following requirements:

a. Any outdoor area where alcoholic liquors are sold or consumed shall be cordoned off by use of a permanent fence structure, which shall be not less than four feet in height nor more than six feet in height. If a temporary event is being held, a temporary fence may be constructed not less than four feet in height nor more than six feet in height, for a maximum of three days, and it must come down within forty-eight hours of the event.

b. Any outdoor area shall have designated entrance and exit points for patrons.

c. During the hours of operations, each point of ingress or egress to the outdoor area from a public right-of-way, must have a minimum of one person over the age of twenty-one years acting as an agent of the license holder to identify persons under the age of twenty-one years.

d. Last call for alcoholic liquor shall be announced at least forty-five minutes prior to the designated closing time. Dispensing of alcoholic liquor shall cease thirty minutes prior to the designated closing time.

D. Application:

1. Application for permission to conduct such outdoor retail sale of alcoholic liquor shall be in writing, signed by the license holder of a Class A, C, D, E-1, E-2, or E-3 liquor license under this chapter, verified under oath, and shall contain the following information:

a. The name and address of the applicant.

b. The dates, starting and ending times requested for the license.

c. A diagram, showing all dimensions, entrances, exits and locations of seating or standing areas of the outdoor area upon which the sale and consumption of alcoholic liquor will be sold or consumed.



2. Applicants shall be required, from time to time, upon request of the Local Liquor Control Commissioner, his designee or any sworn police officer, to provide proof that any person who sells or serves alcoholic liquor has been licensed by either "TIPS" (Training for Intervention Procedures by Servers of Alcohol) or "BASSET" (Beverage Alcohol Sellers and Servers Education Training).

(b) Fees. The annual fee for licenses shall be as follows:

Class A	\$1,000.00
Class B-1	\$1,000.00
Class B-2	\$1,000.00
Class C	\$25.00 per day
Class D	\$50.00
Class E-1	\$1,000.00
Class E-2	\$750.00
Class E-3	\$1,000.00
Class F	\$1,000.00
Class G	\$1,000.00

(c) Disposition of Fees.

(1) All fees for the licenses described in this section shall be paid to the Local Liquor Control Commissioner at the time application for such a license is made, and shall forthwith be turned over to the Village Clerk. In the event the license applied for is denied, the fee shall be returned to the applicant, less the actual cost of processing the application. If the license is granted, then the balance of the fee shall be deposited in the General Corporate Fund or in such other fund as shall have been designated by the Board of Trustees by proper action.

(2) A refund shall be made for that portion of the fee paid for any period in which the licensee is prevented from operating under such license in accordance with the provisions of Section 804.05(b).

(d) The number of licenses for each class shall be as follows:

Class A	5
Class B-1	5
Class B-2	0
Class C	No limit
Class D	2
Class E-1	0
Class E-2	0
Class E-3	0
Class F	1
Class G	1

(Ord. 2015-22. Passed 11-2-15; Ord. 2017-09. Passed 6-5-17; Ord. 2017-16. Passed 7-3-17; Ord. 2017-25. Passed 10-2-17; Ord. 2018-16. Passed 6-18-18; Ord. 2018-25. Passed 9-17-18; Ord. 2018-35; Passed 10-15-18.)

## **Chapter 630 Liquor Control**

### **630.01 Definitions**

### **630.02 Peddling**

### **630.03 Sanitary Storage Required**

### **630.04 Employment Of Persons With Contagious Diseases, Etc., Prohibited**

### **630.05 Drinking Of Alcoholic Beverages On Public Property**

### **630.06 Possession Or Consumption Of Alcohol By Minors Prohibited**

### **630.07 Parental Responsibility For Possession Or Consumption Of Alcoholic Liquor By Minors**

### **630.98 Reference**

### **630.99 Penalty**

## **CROSS REFERENCES**

Soliciting purchase of alcoholic beverages - see Ill. R.S. Ch. 38, Secs. 26.1-2 et seq.

Power to license retail sale of alcoholic liquor - see Ill. R.S. Ch. 43, Sec. 110

General liquor control provisions - see Ill. R.S. Ch. 43, Secs. 119 et seq.

Sale of alcoholic beverages - see B.R. & T. Ch. 804

Local Liquor Control Commissioner - see B.R. & T. 804.02

## **630.01 Definitions**

The definitions set forth in Section 804.01 shall be applicable to this chapter.

## **630.02 Peddling**

It shall be unlawful to peddle alcoholic liquor in the Village.

(Ord. 85-10. Passed 1-20-86.)

## **630.03 Sanitary Storage Required**

All premises used for the sale of alcoholic liquor, or for the storage of such liquor for sale, shall be kept in a clean and sanitary condition and shall be kept in full compliance with the laws regulating the condition of premises used for the storage or sale of food for human consumption.

(Ord. 85-10. Passed 1-20-86.)

## **630.04 Employment Of Persons With Contagious Diseases, Etc., Prohibited**

No person shall employ on any premises used for the retail sale of alcoholic liquor any person who is afflicted with or who is a carrier of any contagious, infectious or venereal disease. No person who is afflicted with or is a carrier of any such disease shall work in or about any such premises or engage in any way in the handling, preparation or distribution of such liquor.

(Ord. 85-10. Passed 1-20-86.)

## **630.05 Drinking Of Alcoholic Beverages On Public Property.**

No person shall consume alcoholic beverages while on a Village sidewalk, street, alley, parkway or place of public parking.

(Ord. 85-10. Passed 1-20-86.)

## **630.06 Possession Or Consumption Of Alcohol By Minors Prohibited**



# **Village of Pingree Grove**

This COMPLETED Application Must Be Submitted to the Village Clerk AT LEAST  
(14) Fourteen Days Prior to the Event

DATE OF BLOCK PARTY: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_ (if applicable)

TIME OF EVENT From \_\_\_\_\_ To \_\_\_\_\_  
(Cannot exceed 10:00 am to 10:00 pm)

LOCATION OF EVENT:

*Indicate Segment of the  
Street:*

Sponsor (Applicant):

Sponsor's Address:

Sponsor's Phone #:

Sponsor's Email:

Co-Sponsor (Co-Applicant):

Co-Sponsor Address:

Co-Sponsor Phone #:

Delivery / Pick up

Location for Barricades: \*

*\*Unless alternative arrangements are made, barricades will be dropped off on the last business day before your event and picked up on the first business day after your event at Sponsor's address by Public Works.*

By signing below, the Sponsor(s)/Applicant(s) certifies that he/she is familiar with the requirements of Pingree Grove Village Code 8-4 regarding Block Parties. The Sponsor(s)/Applicant(s) further agrees as follows:

- 1) Upon review of the Application by the Police Department, a determination will be made as to the deposit that will be required for the event. The deposit is set at \$95 for each required barricade (the replacement cost), to guarantee the obligations of the Applicant.
- 2) The deposit shall be due at the time of approval of the Application and prior to issuance of the permit, .
- 3) The Applicant shall be responsible for all damage caused during the Block Party, and for cleanup of all Block Party related trash or debris. If the Applicant fails to clean up all such debris within two hours of the end of the Block Party, or if any damages are incurred during the Block Party, the Village may repair such damage and/or clean up such debris and any costs incurred by the Village shall be the responsibility of the Applicant (even if such costs exceed the deposit).
- 4) The Applicant shall indemnify and hold harmless the Village from any and all costs or claims of liability or damages arising out of the Applicant's conduct or the Block Party in any way.
- 5) The sponsor(s) will be responsible for any costs incurred by the Village for establishing detours, assigning of police officers for traffic direction, clean up or repair of public right of way used or damaged by block party or gathering.
- 6) Effective January 1, 2019, Public Act 100-0671 requires the organizer of a public gathering conducted on property open to the public that requires a permit from a unit of government to post a notice that complies with the requirements of the Act in a conspicuous and accessible place on the premises in clear view of the public (see attached notice). By signing below, you acknowledge this requirement applies to your event and that you will comply with posting the required notice.



- 7) The Village will deliver the required number of barricades to the applicant's home address during normal working hours of the Village, on a business day preceding the event. The applicant is responsible for installing the barricades in accordance with the barricade diagram provided by the Village upon approval, immediately prior to the start of the event. The applicant is responsible for taking down the barricades upon conclusion of the event, and not later than 10:00pm on the day of the event. The applicant shall be responsible for safely storing the barricades from the point when taken down until retrieved by the Village. Retrieval shall generally occur at the applicant's house, on the first business day following the event. At the applicant's preference, arrangements can be made to pick up and drop off the barricades at the Village Municipal Campus. The applicant is responsible for the barricades at all times when in the applicant's possession and until returned to the Village. The cost for **each** barricade that is not returned or is damaged is \$95.00.
- 8) All participants of this Block Party shall agree to follow any and all state regulations regarding events of this nature.

I have read and understand the rules and restrictions regarding block parties:

Sponsor \_\_\_\_\_  
Date: \_\_\_\_\_

Co-Sponsor \_\_\_\_\_  
Date: \_\_\_\_\_

**Pingree Grove Police Department**

Approved \_\_\_\_ Denied \_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Pingree Grove Fire Department**

Approved \_\_\_\_ Denied \_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Village Manager**

Approved \_\_\_\_ Denied \_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**NOTE: A MINIMUM OF FOUR (4) BARRICADES ARE REQUIRED WITH  
A \$95.00 REFUNDABLE DEPOSIT PER REQUIRED BARRICADE**

Party Date: \_\_\_\_\_

**ALL PARTICIPANTS ARE ADVISED THAT THE STREET MUST BE MADE AVAILABLE TO EMERGENCY VEHICLES OR RESIDENTS REQUESTING ACCESS**

**Location:** \_\_\_\_\_

**Party Date:** \_\_\_\_\_

**BLOCK PARTY CHECKLIST REGARDING ALCOHOL AND OTHER  
RESTRICTIONS**

- No alcoholic liquor shall be sold at any block party or gathering pursuant to Village Code 8-4-4(c).
- Liquor is restricted to common areas
- Liquor can only be consumed or possessed by someone 21 years of age or older
- Liquor cannot be possessed or consumed in any vehicle

Will there be amplified music? YES ☐ NO ☐

- Music noise level is restricted to a reasonable level (regardless of time)

Other regulations:

- Street to be kept passable by ANYONE requesting passage
- The Police Department reserves the right to revoke this permit.

Please remember that the issuance of this Block Party Permit does not exclude the bearer of any State of Illinois or Village of Pingree Grove laws or ordinances.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

**Municipal Code – Village of Pingree Grove**  
**Title 4: BUSINESS AND LICENSE REGULATIONS**  
**Chapter 2 – LIQUOR CONTROL**

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commissioner on the form provided by the village clerk. In the case of nonrecurring supplemental licenses such as special events licenses or extended hours licenses, application must be made no less than thirty (30) days in advance. Additional information may be requested by the liquor control commissioner to assist in the full review of the application. The liquor commission shall grant or deny supplemental licenses.

1. **Packaged Goods:** A packaged goods supplemental license allows for the retail sale of "beer" and "wine" only, as defined in the Illinois liquor control act, in its original package for consumption off the premises only. Packaged sales to any one person legally able to purchase alcohol shall be limited to the equivalent of two (2) 6-packs of containers not exceeding sixteen (16) fluid ounces in volume each, or two (2) bottles of wine per purchase. The fee for a package goods license shall be one hundred fifty dollars (\$150.00).

**2. Special Event License:**

- a. A special event license allows a license holder to transfer a portion of its alcoholic liquor inventory from the licensed premises to an outside or specified off site location to sell and offer for sale at retail liquor for use or consumption on the specified premises at village approved special events. Special event licenses shall only be issued to licensees with a currently valid class A1, A2, B, D or M license. Except as otherwise expressly authorized in this chapter, no alcoholic liquor may be sold, served or consumed at any special event without first obtaining a special event license as required herein. Any special event license shall be subject to the following:
  - (1) No special event license shall be issued for any event proposed to be located within one hundred feet (100') or closer to any residential zone as measured from the boundary line of such zone to the area of the proposed event.
  - (2) No special event license shall be issued for more than three (3) consecutive days. No more than three (3) special event licenses shall be issued to any licensee during any one calendar year.
  - (3) The hours of a special event shall be determined by the liquor commission at the time of license issuance.
  - (4) Applications for a special event license proposing to occur off the licensed premises and off site shall be executed by both the liquor license holder and the owner of the property at which the special event is proposed to be conducted.

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- (5) The liquor commission may require other conditions and provisions for the operation of a special event.
- (6) At a minimum, the following information is to be submitted regarding the event:
  - (A) Date, time and location of the event;
  - (B) Type of alcohol to be served, which cannot exceed the type of alcohol a licensee already sells pursuant to its license;
  - (C) Description of the security measures to be utilized for both liquor service and the event;
  - (D) Description of the area in which alcoholic liquor will be available for service and consumption;
  - (E) Sales and delivery of alcohol liquor shall be conducted pursuant to the requirements of this chapter, the Illinois liquor control act and the Illinois liquor control commission rules and regulations;
  - (F) Description of how access to the site will be controlled and managed; and
  - (G) Whether food service, music or entertainment will be provided as part of the special event.
- b. The fee for a special events liquor license shall be seventy-five dollars (\$75.00).
- 3. **Extended Hours:** An extended hours supplemental license allows a licensed establishment to remain open for one additional and specified hour beyond the closing hours stipulated in section 4-2-21 of this chapter. The typical purpose of this license would be to allow the licensee to remain open an additional hour at the commencement of daylight saving time. No more than three (3) extended hours supplemental licenses shall be issued to any licensee in any calendar year. The fee for an extended hours supplemental license shall be twenty-five dollars (\$25.00).
- 4. **Sampling:**
  - a. A sampling supplemental license permits class C1 and C3 license holders to conduct the tasting and sampling of alcoholic liquor, beer or wine on premises if said tasting or sampling is part of a promotion or sales device used to encourage the sale of packaged liquor, and no charge of any kind or character is made for

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for hours of operation, indemnification, insurance provisions and any other matters relating to the retail sale of alcoholic beverages. The president may impose a fee associated with the issuance of the license, in such amount as the president determines to be appropriate. Such licenses shall not require a hearing before the liquor commission or any further approval in order to be valid. (Ord. 2015-O-21, 7-20-2015)

**4-2-10-2: DAILY PERMIT:**

The local liquor control commission may grant a daily permit to any not for profit organization or club, such as a church, order or lodge, veterans' organization or other civic organization or business in good standing. A daily permit shall be valid for one day only, and the commission reserves the right to limit the sale of liquor to particular times during the day of the permit. Permits shall be issued in accordance with the following standards:

- A. No more than four (4) such daily permits shall be issued to any one such organization, club or business during the period of one year. A daily permit shall not be issued for any more than four (4) consecutive days.
- B. Any organization that does not have a valid liquor license shall pay a permit fee of one hundred dollars (\$100.00) per day. Permit fees shall be paid at the time the daily permit is issued.
- C. The following information shall be submitted regarding the event:
  - 1. Date, time and location of the event;
  - 2. Type of alcohol to be served;
  - 3. Description of the security measures to be utilized for both liquor service and the event;
  - 4. Description of the area in which alcoholic liquor will be available for service and consumption;
  - 5. Sales and delivery of alcoholic liquor shall be conducted pursuant to the requirements of this chapter, the Illinois liquor control act and the Illinois liquor control commission rules and regulations; and
  - 6. As a condition of the application, the applicant shall agree to indemnify the village from any liability or harm that may result through the issuance of a liquor license or the exercise of a liquor license once it is obtained. In addition, the applicant shall agree to



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allow the village unrestricted access to the premises for compliance check and enforcement purposes. The applicant will execute an agreement specifying the same.

- D. Unless specifically provided otherwise, all requirements of this chapter shall apply to permits granted under this section including insurance requirements in section 4-2-6 of this chapter. To the extent that any such event may take place on public property, the applicant shall name the village as an additional insured and provide the village with the appropriate insurance endorsement.
- E. Application for a daily permit must be submitted a minimum of thirty (30) days in advance of the event. (Ord. 2009-34, 10-5-2009)

**4-2-11: PAYMENT AND DISPOSITION OF FEES:**

- A. All license fees shall be paid to the commissioner at the time the application is made and shall be forthwith turned over to the finance director.
- B. If the license applied for is denied, the license fee shall be returned to the applicant. If the license is granted, the fee shall be deposited in the general corporate fund or in such other fund as designated by the village board. License fees are separate and apart from the application fee required pursuant to subsection 4-2-5C of this chapter. (Ord. 2009-34, 10-5-2009)

**4-2-12: NUMBER OF LICENSES:**

There shall be issued in the village not more than the following number of licenses:

<u>Class Of License</u>	<u>Number Of Licenses</u>
Class A1	3
Class A2	0
Class B	4
Class C1	0
Class C2	1
Class C3	0
Class C4	0

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**Chapter 4 BLOCK PARTIES**

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**Title 8: PUBLIC WAYS AND PROPERTY**  
**Chapter 4 BLOCK PARTIES**

**8-4-1: PERMIT REQUIRED:**

**8-4-2: APPLICATION FOR PERMIT:**

**8-4-3: REVIEW OF APPLICATION; APPROVAL OR DENIAL OF PERMIT:**

**8-4-4: RESTRICTIONS AND EXEMPTIONS:**

**8-4-1: PERMIT REQUIRED:**

It shall be unlawful to conduct or attend any social gathering of persons which disrupts or blocks pedestrian or vehicular traffic on any public right of way (hereafter referred to as a "block party") unless a permit has been issued for such block party or gathering in accordance with this chapter. (Ord. 2009-08, 4-6-2009)

**8-4-2: APPLICATION FOR PERMIT:**

A. Any person desirous of securing the permit required to host a block party shall file an application therefor with the village clerk upon a form provided by the village, setting forth the following information:

1. Proposed date of the event and alternate date in case of rain.
2. Location of the right of way to be affected by proposed event.
3. Hours during which the event is proposed to be held.
4. Name, address and telephone number of persons over the age of eighteen (18) years to be designated as a sponsor or cosponsors of the proposed event.
5. Description and location of any barricades or other traffic control devices to be utilized at the perimeter of such block party.
6. Name and cellular telephone number of a sponsor serving as an emergency contact who can be reached at the cellular telephone number provided, at all times during the pendency of the block party.
7. Signature consent of at least fifty one percent (51%) of the households within the area designated for closure.

B. The requirements of this chapter are the minimum requirements for such application, and the village manager is authorized to amend the application from time to time to include such terms

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and conditions as he/she deems necessary and appropriate, without further village board approval and without need to amend this chapter.

C. Applications shall be submitted not less than fourteen (14) days prior to the proposed date of the block party, along with other fees that shall be set by resolution of the village board, not less than thirty (30) days prior to the proposed date of the event. (Ord. 2009-08, 4-6-2009)

**8-4-3: REVIEW OF APPLICATION; APPROVAL OR DENIAL OF PERMIT:**

Applications shall be reviewed by the village manager or his/her designee. Upon approval, the village will notify the village police department, village fire protection district and village liquor control commissioner of the event and scheduled closure. Any denial of a request for a permit may be appealed to the village board of trustees, at the applicant's request, by filing a written petition for appeal of the denial within ten (10) days of the date thereof. No permit shall be issued for any block party which is proposed to be held on any public street other than a minor residential street, or which may endanger the public health, welfare and safety, or will unduly interfere with the flow of traffic. Block party permits shall ordinarily not be granted during the conduct of Villagewide special events (such as the Village's Independence Day celebrations). (Ord. 2009-08, 4-6-2009; Ord. 2019-O-23, 7-1-2019)

**8-4-4: RESTRICTIONS AND EXEMPTIONS:**

Any permit issued pursuant to this chapter shall be subject to the following restrictions and exemptions:

A. No block party or gathering shall begin prior to ten o'clock (10:00) A.M. or extend beyond ten o'clock (10:00) P.M. upon any portion of the public right of way. The sponsor(s) shall ensure that the barricades are removed and the public right of way is clear for full access at ten o'clock (10:00) P.M.

B. No public right of way shall be completely blocked by any block party or gathering, but rather, access must be available for emergency vehicles operated by any public authority, official vehicles of the village, pedestrians, and vehicles operated by those persons who live on the affected portion of the right of way (whose operation shall be limited to ingress and egress from their respective properties).

C. No alcoholic liquor shall be sold at any block party or gathering.

D. The sponsor(s) shall be responsible for the removal of all litter, refuse or property deposited in the public right of way as a result of the block party or gathering at the end of such block party or gathering.

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E. No person attending any block party or gathering in the public right of way shall make any loud noise or disturbance which will create a nuisance for persons not attending the block party or gathering, nor shall any attendee violate any applicable Village code or ordinance. (Ord. 2009-08, 4-6-2009; Ord. 2019-O-23, 7-1-2019)

F. The sponsor(s) will be responsible for any costs incurred by the village for establishing detours, assigning of police officers for traffic direction, cleanup or repair of the public right of way used or damaged by the block party or gathering. The sponsor(s) shall be required to sign a statement as to such responsibility as part of the permit application. (Ord. 2009-08, 4-6-2009)

G. No portion of the public right of way for which a block party permit has been issued shall be considered a street, highway, public sidewalk or public place for purposes of subsection 4-2-26B of this code for the duration of the block party. During the conduct of the block party, it shall be permitted for attendees who are of legal age to have open containers of alcoholic beverages in the public right of way within the confines of the block party, provided that they are not in possession of, driving or attempting to drive any motor vehicle, motorized vehicle, bicycle or other vehicle. Furthermore, the issuance of a permit under this chapter shall constitute authorization to temporarily obstruct a public street for the duration of the block party under subsections 8-1-6A and B of this code. Notwithstanding the foregoing, the issuance of a block party permit shall not be construed to permit or authorize public intoxication. (Ord. 2009-08, 4-6-2009; amd. 2011 Code; Ord. 2019-O-23, 7-1-2019)

H. No block party shall be permitted to create or cause a breach of the peace. In the event a block party creates or causes a breach of the peace as determined by the Chief of Police or designee thereof, or any sworn law enforcement officer, such block party shall be immediately terminated. (Ord. 2009-08, 4-6-2009; Ord. 2019-O-23, 7-1-2019)

I. Prior to use of any public right of way for a block party, the permit applicant must post a deposit with the village in an amount determined by the Public Works Director, and obtain four (4) barricades to be utilized to restrict and control vehicular traffic on the portion of the right of way to be used for the party. Said deposit will be refunded to the permit applicant upon return of the barricades without damage and removal of all litter and debris from the right of way, including litter and debris that may have been carried outside of the block party area by the wind or attendees. The block party sponsor shall be responsible for the cost of repairing or replacing lost or damaged barricades, cleanup or damage to the right of way. The deposit is not a limit on the liability for costs or damages the block party sponsor has. The sponsor shall execute an appropriate agreement acknowledging responsibility for the obligations under this Agreement. (Ord. 2009-08, 4-6-2009; Ord 2019-O-23, 7-1-2019)

# **Village of South Elgin**

10 N. Water Street  
South Elgin, IL 60177  
847-742-5780  
847-742-3253 Fax

**Village of South Elgin**  
**Department of Administration**

Hours of Operation  
Monday - Friday  
8:30 am - 5:00 pm

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**CLASS E - SPECIAL EVENT LIQUOR LICENSE APPLICATION**

Application must be received by the Village not fewer than 10 business days prior to the event

\_\_\_ Class E-1 Special Event License – Riverfest Only

\_\_\_ Class E-2 Special Event License – Festivals, Banquets, Bazaars, Fairs, Performances or similar events  
open to the public

\_\_\_ Class E-3 Special Event License – Weddings, Graduation Celebrations or similar events not open to the  
public

**SECTION A: EVENT DETAILS**

Event Name: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_

(License may cover up to 3 consecutive days at specified location)

Principal Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(who may be reached during the event)

**SECTION B: EVENT ORGANIZER**

Name of Organization holding the Event: \_\_\_\_\_

Name and Title of Individual Organizing the Event: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name and Address of entity working in conjunction with the event organizer holding a valid South  
Elgin Liquor License:

Principal Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Prior to the issuance of a Class "E" Special Event License, the following documents must be provided:

- Proof of dram shop (liquor liability) insurance in the amount of \$500,000 – \$1,000,000 if the event is held on Village property or a public right-of-way and less than 5K persons are expected to attend - \$5,000,000 if more than 5K people are expected to attend.

- Copy of the articles of organization or other proof indicating the not-for-profit status of any benevolent organization seeking an E-2 license along with a copy of the organizations Liquor License issued by the State of Illinois.
- Copy of a government issued photo identification of the individual listed as Principal Contact in Section B of this application.

If the sale of alcoholic liquor is to be conducted outside of an enclosed building, the following requirements must be met:

- Adequate lighting must be maintained during the event allowing law enforcement personnel to visually identify patrons.
- Only non-glass containers may be used.
- Minors will be allowed on the premises, however, no minor may be allowed in any “bar” area.
- Sound amplification and/or live entertainment are permitted if the event is more than 500 feet from any residential zone. Sound may not cause alarm or disturb the public peace and quiet as set forth in the Live Entertainment Permit Section 111.21 of the Village Code of Ordinances.
- Allowed hours for sale and serving of alcoholic beverages are:
  - Sunday – 10am – 10pm
  - Monday – Thursday – Noon – 10pm
  - Friday and Saturday – 10am – 11pm
- Should the Village Administrator or designee deem it necessary, security shall be provided by the South Elgin Police Department and paid for by the licensee.

**Total Fee to be submitted with this application: \$50**

## AFFIDAVIT

I, first being duly sworn (or affirm), under oath deposes and say that I am an applicant for the license requested in the foregoing Application; that I am of good repute, character and standing and that answers to the questions asked in the foregoing Application are true and correct in every detail. I further state that I have read and understand the Code of Ordinances of the Village of South Elgin as it pertains to alcoholic liquor sales. I further agree not to violate any of the laws of the State of Illinois, the United States of America or any of the ordinances of the Village of South Elgin in the conduct of my place of business. I also understand that an untrue, incorrect or misleading answer given in this application is sufficient cause for the refusal to grant or the revocation of any license granted pursuant to this application.

Signature of Applicant

Printed Name of Applicant

Title/Position

Date

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed (or subscribed or attested) before me on \_\_\_\_\_ (date)

by \_\_\_\_\_ name(s) of person(s)

\_\_\_\_\_  
(Signature of Notary Public)

(Seal)

**Upon approval and issuance of a Class E Special Event License, the applicant must obtain a State of Illinois Liquor License prior to the event and submit proof of such – Private Parties where attendance is by invitation only are not required to obtain a Special Events License from the State of Illinois.**



## § 111.35 CLASS "E" SPECIAL EVENT LICENSES.

(A) Class "E" special event licenses may be issued only to organized clubs, societies, associations, fraternal organizations, duly constituted churches, municipal government entities or benevolent organizations that are not organized for pecuniary profit in conjunction with an entity which has a prior, and existing, license authorizing such sale, under the liquor ordinance of this village. No such current licensee other than the ones stated in the application for this license shall be allowed to make such sales. An applicant shall provide proof of its status as part of the license application.

(B) The fee for a Class "E" license is \$50 for each event. For purposes of this section, an event may cover multiple days, provided that the event can be no more than three consecutive days, and further provided that the event is at the same location and for the same purpose and is submitted under one special event license application.

(C) A Class "E" licensee may sell and serve alcoholic liquor for a special event during the following hours:

<i>Day</i>	<i>Hours</i>
Sunday	10:00 a.m. until 10:00 p.m.
Monday through Thursday	For each day: Noon until 10:00 p.m.
Friday and Saturday	For each day: 10:00 a.m. until 11:00 p.m.

(D) A Class "E" license shall require proof of dram shop (liquor liability) insurance on behalf of the village in an amount that is at least equal to the maximum liability amounts set out in ILCS Ch. 235, Act 5, § 6-201(a) or \$500,000 (\$1,000,000) if the event is to be located on village property or public right-of-way.

(E) If the special event will be on village property or public right-of-way, the Class "E" license also requires an approved licensing agreement executed by the licensee, which agreement shall require proof of insurance on behalf of the village insuring for use of the village property or public right-of-way in one of the following amounts: \$1,000,000 if less than 5,000 persons are expected to be in attendance or \$5,000,000 if more than 5,000 persons are expected to be in attendance.

(F) If the sale of alcoholic liquor is to be conducted outside of an enclosed building, the following requirements must be met:

(1) Adequate lighting must be maintained at all times such that law enforcement personnel may visually identify patrons.

(2) Sound amplification is allowed only if the event location is more than 500 feet from any residentially zoned parcel, which shall be measured from the nearest part of the event location premises to the nearest part of any residentially zoned parcel. If sound amplification is allowed based on this distance, such sound may not cause alarm or disturb the public peace and quiet as set forth in § 111.21 regarding a live entertainment permit.

(3) Security provided by the Police Department and paid for by licensee if the Village Administrator or designee deems it necessary.

(4) Only non-glass containers may be used.

(G) A Class "E" licensee may provide live entertainment. Sound amplification is allowed only if the event location is more than 500 feet from any residentially zoned parcel, which shall be measured from the nearest part of the event location premises to the nearest part of any residentially zoned parcel. If sound amplification is allowed based on this distance, such sound may not cause alarm or disturb the public peace and quiet as set forth in § 111.21 regarding a live entertainment permit.

(H) A minor may be allowed on premises licensed as a Class "E" licensee pursuant to this chapter for purposes other than the purchase, possession or consumption of alcoholic liquor; however, no minor may be allowed to be present at any "bar."

(I) A Class "E" license application shall be received in the office of the Local Liquor Control Commissioner not fewer than ten business days prior to the event and include the following information:

(1) Full legal name of authorized representative of organized club, society, association, fraternal organization, duly constituted church, municipal governmental entity, or benevolent organization;

(2) Copy of the articles of organization or other proof indicating the not-for-profit status of the organization referenced in division (I)(1) above;

(3) Mailing address, email address and telephone number to be reached during the hours of event;

(4) Copy of government issued photo identification of authorized representative of the organization referenced in division (I)(1) above;

(5) Type of event, location, date, and beginning and ending times.

(J) Following issuance of a Class "E" special event not-for-profit liquor license by the village, a licensee shall submit an application for State of Illinois Special Event Retailer's Liquor License (Not-for-Profit) to the Illinois Liquor Control Commission and obtain a state liquor license for the event.

(K) *Class "E-1", "E-2" and "E-3".*

(1) *Class "E-1".* A Class "E-1" special event license shall be issued only for the festival event known as Riverfest to be held at Panton Mill Park. Only one Class "E-1" license shall be issued per year and it shall be issued exclusively to the village. There shall be no fee charged to the village for the Class "E-1" special event license.

(2) *Class "E-2".* A Class "E-2" special event license shall be issued pursuant to this chapter shall entitle the licensee to sell alcoholic liquor for consumption on the licensed premises at any festival, banquet, picnic, bazaar, fair, performance or similar special event. There shall be no limit on the number of available Class "E-2" special event licenses. All other provisions for a Class "E" license apply.

(3) *Class "E-3".* A Class "E-3" special event license shall be issued only for private functions not open to the general public but that are attended by invitation only. Examples of such events include, but are not limited to, wedding ceremonies, wedding receptions, graduation celebrations, or similar events.

As the host of a special event, the licensee may be an individual, corporation, limited liability company or partnership who will be providing alcoholic liquor free of charge to attendees of the event. There shall be no limit on the number of available Class "E-3" special event licenses. All other provisions for a Class "E" license apply unless waived by the Liquor Commissioner upon good cause shown. All exceptions granted by the Liquor Commissioner to any Class "E" provisions shall be written on the face of the "E-3" license granted.

(Ord. 2019-39, passed 11-4-19)

## **§ 111.36 CLASS "F" SPECIAL EVENT LICENSES.**

Class "F" allows for the retail sale of alcoholic beverages to an establishment catering as needed for private social gatherings not open to the general public at a site or sites other than the primary place of business of the caterer where prepared meals and alcoholic liquor are served by the caterer, and is further defined by ILCS Ch.235, Act 5, § 1-3.34. Notice of catering events must be filed with the village a minimum of five business days prior to the catering event.

### **(B) Class "F-1".**

(1) Class "F-1" licenses shall authorize the sale and delivery of alcoholic beverages by the drink for consumption either on-site at the licensed premises, or off site to a caterer-retailer who presently holds a Class "B" license in the village. The licensed premises shall be considered the primary place of business of the catering business and all sales of alcoholic beverages made pursuant to the Class "F" license shall be deemed to have been made at the premises licensed by the primary license issued.

(2) There is an annual fee of \$500 for a Class "F-1" license. There shall be 0 Class "F-1" licenses.

(Ord. 2019-39, passed 11-4-19)

## **§ 72.10 SPECIAL EVENT PARKING.**

(A) Any person desiring to park automobiles on property in a manner otherwise prohibited by the Village Code for purposes related to the occurrence of a special event shall apply to the Chief of Police for a Special Event Parking License.

(B) The applicant shall provide the address of the property on which parking is to occur, a description of the nature of the event, the number of cars to be parked, the hours and anticipated duration of the parking, a description and depiction of the parking plan, whether any fee will be charged, and the methods of traffic control to be used in controlling entrance and egress.

(C) The Chief of Police, or his or her designee, shall evaluate the application for traffic safety and may deny the license, issue the license, or issue the license with conditions, including but not limited to changes to the parking plan, methods of control, or manner of egress and entrance. The Chief of Police shall consider traffic safety as the primary criterion. The Chief of Police may, in the exercise of his/her discretion, require proof of insurance from the applicant and/or refer the application to the South Elgin and Countryside Fire Protection District for comment. No decision on any license shall have any precedential effect on any other such decision.

(D) The license granted hereunder is a privilege and not a right and may be denied for any rational basis.

(E) No fee may be charged by any licensee for parking except that charitable contributions of items other than cash may be collected.

(F) If the Chief of Police determines that an officer must be assigned for traffic control purposes related to the parking permitted under the license, then the licensee shall reimburse the village for all costs incurred by the village for the assignment of the officer.

(Ord. 2009-90, passed 12-21-09)



10 N. Water Street  
847-741-2151  
847-888-0052 Fax

## Village of South Elgin Police Department

www.southelgin.com

Hours of Operation  
Monday - Friday  
8:30 am - 5:00 pm  
**24-Hour 911**

### BLOCK PARTY/TEMPORARY STREET CLOSURE APPLICATION

Street closures in the Village of South Elgin are approved pursuant to Title IX, Section 94 of the Village Code of Ordinances (Temporary Street Closures).

#### SECTION A: EVENT DETAILS AND PERSON-IN-CHARGE INFORMATION

Event Address: \_\_\_\_\_  
(Describe street, block or intersection to be closed)

Date of Event: \_\_\_\_\_ Between the hours of: \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm

Rain Date (if applicable): \_\_\_\_\_ Estimated Number of Participants \_\_\_\_\_

If sound amplification equipment will be used, please describe: \_\_\_\_\_

Will charity, gratuity or offerings be sold, please describe: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### SECTION B: TEMPORARY LOAN OF BARRICADES

The Public Works Department will provide residents loan of barricades for a street closure providing they are picked up and return to the Public Services Facility, 1000 Bowes Road between the hours of 7:30am-11am or 1pm-3pm, M-F.

Pick Up Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ No. of Barricades Requested: \_\_\_\_\_

#### SECTION C: ACKNOWLEDGEMENT AND SIGNATURE

I the undersigned have contacted all residents immediately adjacent to the streets and parkways to be used for the event and have received no objections. I understand that in the event of an objection, the party will be cancelled or terminated. (Attached to this application is a signature sheet for all affected residents of the street – this signature must be returned with the application).

I further understand that I will be responsible for the removal of any litter caused by the event; damage to loaned barricades and that drinking alcoholic beverages on Village streets is prohibited.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Date Received: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Chief of Police Director of Public Works

## BLOCK PARTY/TEMPORARY STREET CLOSURE APPLICATION ADDENDUM

By signing this application addendum, I/we are confirming that we have been notified of the request to close the street on the day and times noted on the application and have no objection to the closure. We also understand that as a participant of the event we are agreeing to abide by all policies and ordinances of the Village of South Elgin.

[illegible]

## CHAPTER 94: ROAD CLOSURES

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### Section

- 94.01 Definitions
- 94.02 License requirements
- 94.03 Litter collection
- 94.04 Personnel cost
- 94.05 Compliance with laws required

### § 94.01 DEFINITIONS.

For the purpose of this chapter, a **TEMPORARY STREET CLOSURE** shall mean a block party, parade, local special event, festival, celebration, concert, or any similar occurrence conducted within the village that reasonably anticipates closure of the public right-of-way to limited or no vehicular traffic for some specified period of time.

(Ord. 2014-26, passed 6-16-14)

### § 94.02 LICENSE REQUIREMENTS.

(A) *Required.* No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in a temporary street closure unless a license has first been obtained from the Village Chief of Police. No person, firm, corporation or organization shall violate any of the terms of this chapter or the terms or conditions of any license issued for a temporary street closure. No person, firm, corporation or organization may join or participate in any permitted activity under this chapter over the objection of the license holder or in any way interfere with the progress or orderly conduct of the temporary street closure.

(B) *Application.* An application for a license for a temporary street closure shall be made upon a form provided by the Chief of Police and shall contain the following information:

(1) The name, residence, business address, and phone number of each person and organization sponsoring the temporary street closure. If an organization, the application shall contain the names, residence and business addresses, and phone numbers of the president or chairman thereof and all other persons:

(a) Having an interest or position of management or control such organization;

(b) Who are or will be engaged in organizing, promoting, controlling, managing or soliciting participation in such temporary street closure.

(2) The date, or dates, and beginning and ending hours of such temporary street closure;

(3) The block or intersection in which such closure will occur;

(4) The estimated number of persons who will participate;

(5) The purpose of the temporary street closure;

(6) Whether parking is requested to be restricted or prohibited during such closure;



(7) Whether any sound amplification equipment is proposed to be used, and if so, information describing such sound amplification. No sound amplification equipment shall be used in any way contrary to the applicable village ordinances on sound amplification equipment;

(8) Whether or not charity, gratuity, or offerings will be solicited or accepted, or sales of food, beverages or other merchandise will occur;

(9) Whether such temporary street closure will occupy all or only a portion of the street or intersection involved; and

(10) Such other information as the Police Chief deems reasonably necessary in order to carry out his or her duties under this chapter.

(C) *Application; time of filing.* The application shall be filed not less than seven days prior to the scheduled date of such temporary street closure. Failure to file on time will constitute denial of a license.

(D) *Conditions imposed.* Any license granted under this chapter may contain conditions reasonably calculated to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic and the public health, safety, tranquility, morals and welfare, including, but not limited to, changes in time, duration, number of participants, or noise levels and in the event that the event is intended to attract persons who do not reside in the immediate area, the Chief of Police may also require insurance indemnification by the applicant.

(E) *Standards for issuance.* The Chief of Police shall consider the following and all other information available to him/her when determining whether, in his or her discretion, to issue a license for temporary street closure:

(1) The applicant has not knowingly and with intent to deceive made any false, misleading or fraudulent statements of material fact in the application for a license or in any other document required pursuant to this chapter.

(2) The applicant has met the standards in this chapter and paid in advance any fee required and agrees to such conditions as are imposed by the license.

(3) The time, duration and size of the temporary street closure will not substantially disrupt the orderly and safe movement of other traffic.

(4) The temporary street closure is of a site or nature such that it will not require the diversion of so great a number of police officers of the village as to prevent normal police protection to the village.

(5) The concentration of persons will not unduly interfere with proper fire and police protection of or ambulance service to, areas contiguous to such street closure.

(6) The temporary street closure will not unduly interfere with the movement of firefighting equipment responding to a fire.

(7) The temporary street closure will not unduly interfere with the orderly operation of parks, hospitals, churches, schools or other public and quasi-public institutions in the village.

(F) *Notice of issuance or denial.* Written notice of the issuance or denial of a license shall be provided to the applicant within 20 days of receipt of an application. If a license is denied, the written notice shall state the reasons for denial.

(G) *Appeal.* Upon the denial of a license by the Chief of Police, the applicant may appeal.

(H) *Waiver of time limitations.* For good cause shown, the Chief of Police may waive the time limitation established for filing an application or for filing an appeal.

(l) *Revocation.* Any license for a temporary street closure issued pursuant to this chapter may be revoked by the Village Administrator or his/her designee at any time when by reason of emergency, disaster, calamity, disorder, riot, extreme traffic conditions, violation of this chapter or of any license conditions or undue burden on public services, he/she determines, in his or her discretion, that the health, safety, tranquility, morals or welfare of the public or the safety of any property requires such revocation. Notice of revocation of a license shall be delivered in writing to at least one person named upon the license by personal service or by certified mail, or if the closure has commenced, orally, or in writing, by personal contact or service, or by telephone. Continuance of a temporary street closure after such notice has been delivered is unlawful.

(Ord. 2014-26, passed 6-16-14)

#### **§ 94.03 LITTER COLLECTION.**

Applicants shall provide for the collection and removal of all trash, garbage, and litter caused by or arising out of such temporary street closure. Each applicant shall enter into a written agreement, specifying the duties to be performed under this section. Such written agreement shall be in a form approved by the Village Attorney.

(Ord. 2014-26, passed 6-16-14)

#### **§ 94.04 PERSONNEL COST.**

Applicants shall pay to the village the cost of village personnel who are required by the village to work overtime hours or other than regular shift or perform duties during or as a result of such temporary street closure. Applicants shall deposit with the village a sum in an amount estimated by the Police Chief for such purposes.

(Ord. 2014-26, passed 6-16-14)

#### **§ 94.05 COMPLIANCE WITH LAWS REQUIRED.**

Prior to issuance of a license under this chapter, all applicable ordinances and laws shall be complied with and all required permit and licenses shall be secured in connection with such temporary street closure, or the proposed activities associated therewith including, but not limited to, charitable solicitations, collections or acceptance of gratuities, the sale of food, beverages or other merchandise, or the use of candles, torches, fire, or other combustibles.

(Ord. 2014-26, passed 6-16-14)

## § 111.12 OFFENSES BY LICENSEE AND OTHER THAN LICENSEE.

(A) No licensee under the provisions of this chapter shall either individually or through his agents or employees:

- (1) Sell or possess for sale any package containing alcoholic liquor unless the same shall have affixed thereto all cancelled revenue stamps which may be required by state or federal laws;
- (2) To sell alcoholic liquor during the hours prohibited as listed under the proper license class;
- (3) [Reserved];
- (4) Permit dancing on premises, other than holders of Class "C" establishments and Class "D" establishments and Class "B" and "C" establishments with a live entertainment permit;
- (5) Permit live entertainment on premises, except in Class "B" and "C" establishments with a live entertainment permit;
- (6) Harbor or permit any intoxicated persons to loiter on the premises described in the license, or permit any conduct which shall tend to disturb the peace or quiet of the neighborhood or the premises;
- (7) Serve or permit any person to consume any alcoholic liquor in any curtained enclosure, rear or side rooms or in any place on the premises not accessible to view from the street;
- (8) Serve any alcoholic beverage to any person for consumption on the streets of the village, or to any persons in motor vehicles on such streets;
- (9) Permit any person to consume any alcoholic liquor on the premises described in the license, unless such alcoholic liquor has been purchased on the premises;
- (10) Licenses where all of the employees of the licensee have passed an alcohol training program approved either by the state (i.e., B.A.S.S.E.T.T.) or by the Local Liquor Commissioner, permit the employment of any minor in the licensee's place of business.
- (11) Sell alcoholic liquor to any minor, intoxicated person, habitual drunkard, spendthrift, insane, feeble-minded, or distracted person (a **MINOR** herein is defined as a person who has not attained his or her 21st birthday).
- (12) To keep open for business any premises licensed under this chapter, or to sell or give away alcoholic liquors, during any period of time when the Chief of Police should declare a curfew on the sale of alcoholic liquor as a result of existing or threatened riot, civil disturbance or civil unrest within the corporate limits of the village during which period it is his opinion that the sale of alcoholic liquors should be suspended in the public interest.
- (13) Sell, give, possess, or deliver alcoholic liquor to any person under the age of 21 years.
- (14) Fill or refill, in whole or in part, any original package of alcoholic liquor, with the same or any other kind or quality of alcoholic liquor, and it is unlawful for any person to have in his possession for sale at retail bottles, casks, or other containers containing alcoholic liquor, except in original packages.
- (15) It is unlawful to permit any gambling except as may be authorized by the State of Illinois on any premises licensed to sell alcoholic liquor.
- (16) It is unlawful for any licensee, his manager, or other person in charge of any licensed premises where alcoholic liquor is sold or offered for sale for consumption thereon, to engage, employ or permit the engagement or employment of any person, nor shall any person be permitted to remain on said premises, who shall solicit any patron or customer thereof to purchase alcoholic or non-alcoholic liquor for said person, or any other person therein; nor shall any person, whether employee, entertainer, or otherwise, solicit any patron or customer therein to purchase alcoholic or non-alcoholic

liquor for herself or himself or any other person therein; provided, however, that nothing contained in this section shall prohibit any adult manager, bartender or waitress who shall be regularly employed therein from accepting and serving the order of a patron or customer in the regular course of employment as such manager or waitress.

(17) Except as permitted by division (A)(10) above, it is unlawful for any holder of a liquor license, or his or her agent or employee, to suffer or permit any minor to be or remain in any room or compartment adjoining or adjacent to or situated in the room or place where such licensed premises is located; provided, that this division shall not apply to any minor who is accompanied by his or her parent or guardian, or to that portion of any licensed premises which derives its principal business from the sale of service or commodities other than alcoholic liquor.

(18) (a) To sell or offer for sale, at retail, or to give away, in or upon any licensed premises, any alcoholic beverages during the hours in which sale of such alcoholic beverages is prohibited.

(b) To keep open for business or to admit the public to, or permit the public to remain within, or to permit the consumption of alcoholic liquor in or upon any premises in which alcoholic liquor is sold at retail during the hours at which sale of such liquor is prohibited; provided however, that licensees that are restaurants, clubs, grocery stores, drug stores, hotels and motels may keep open for such business during the hours at which sale of liquor is prohibited solely upon the condition that no alcoholic liquor is sold or consumed on the premises by anyone during such hours.

(c) For licensees that are not restaurants, clubs, grocery stores, drug stores, hotels or motels, only the licensee or designated employee(s) shall be allowed to remain on or about the licensed premises during the hours in which sale of alcoholic beverages is prohibited and only for the purpose of cleaning and maintaining said premises. No other persons shall be allowed on the licensed premises during the hours in which the sale of alcoholic liquors is prohibited without the notification to and approval of the Chief of Police.

(19) To permit any outside lights on the premises to remain on during the hours in which the sale of alcoholic liquor on said premises is prohibited.

(B) It shall be unlawful for any bartender, servant, or employee of a licensee to commit any of the offenses enumerated as follows:

(1) It shall be unlawful for any person to consume any alcoholic beverage upon any public street in the village, or in any motor vehicle on any public street in the village.

(2) It shall be unlawful for any person to consume any alcoholic liquor on any premises licensed under the provisions of this chapter unless such alcoholic liquor has been purchased from such license holder.

(3) It shall be unlawful for any person to consume any alcoholic liquor on any premises licensed under the provisions of this chapter during the hours when the sale of such alcoholic liquor is prohibited by ordinance.

(4) It shall be unlawful for any minor, intoxicated person, habitual drunkard or spendthrift to purchase liquor. It shall further be unlawful for any minor or other person to misrepresent the age of any minor for the purpose of inducing any licensee hereunder to sell or give such minor any alcoholic liquor in violation of this chapter. Every tavern or every place of business in the village where alcoholic liquor is sold for beverage purposes shall display in a prominent place a card or sign containing a warning to minors to the effect that they will be subjected to the penalties of this chapter if they purchase or misrepresent their age in the attempt to purchase alcoholic liquor.

(Ord. 2019-39, passed 11-4-2019)

<b>VILLAGE OF MAPLE PARK</b>
<b>BLOCK PARTY/SPECIAL EVENT/STREET CLOSURE SURVEY</b>

Description	Municipalities				
	Cortland	Elburn	Maple Park	Pingree Grove	South Elgin
Are block parties handled by Administration or do they require Village Board approval?	Administration	Administration/Clerk	Administration - Used to process neighborhood block parties	Administration	Administration
Are residents that hold block parties required to obtain approval from the Village Board for a street closure?	No	No	No - Resident block party; Yes - special (business) event	No, denial of permit can be applied to VB	No
Block Party application or similar fee? If yes, how much?	Yes, \$10 application fee; \$100 barricade deposit	Yes/\$25	None	Yes, \$95 per barricade used (min. of 4 barricades required)	Yes, overtime hours if needed for street closure, estimated by Chief of Police
Does the Block Party Application include a Block Party Notification Form? If yes, does it serve as acknowledgement of the party or require all neighbors agree with request.	Yes/Acknowledgement	Yes/Acknowledgement and no objections*	None	Yes, requires 51% of affected households to consent	Yes/Acknowledgement
Do businesses pay for temporary street closures for special events?	No	No	No	No	No
Are businesses required to obtain a temporary liquor license for their event, if they are held on the public street? If so, how much?	Yes, \$100	Yes/\$25 per day	Yes	Yes/\$100 per day	Yes/\$50 per event
Municipal Code: Ordinance specifically identified as Special Events.?	No	Yes	No	No**	No^

% Requires residents in block party neighborhood to be notified about block party.

\*There is nothing in 807.05 Permit Denial that states an event can be denied if there is an objection on the Block Party Signature form.

\*\*Special Events are included in the Liquor Control Ordinance.

^Special Events included in the Liquor Control Ordinance and block parties, parades, etc. are included in the Temporary Street Closure section of the code.