

CHAPTER 95: SPECIAL EVENTS PERMITS

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§ 95.01 DEFINITIONS.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ASSEMBLY. Any event designed, promoted or conducted in order to encourage the gathering of people upon public property at a specified location and shall include any farmer's market, flea market, ceremony, show, demonstration, exhibition, street dance, pageant, party, circus, concert, sporting event, game or similar activity, except that a residential block event or parade shall not be considered an assembly for the purposes of this chapter.

PARADE. A procession of any kind, which moves from place to place upon public property along a specified route and shall include any march, race, walk-a-thon, bike-a-thon, demonstration, or similar activity.

PARTIAL CLOSURE. Any limitations to the normally allowed vehicular traffic on a Village street, including but not limited to the temporarily limiting of parking to one side of a street or roadway.

PUBLIC PROPERTY. Any park, street, alley, sidewalk, parkway or parking lot owned, controlled or managed by the Village.

RESIDENTIAL BLOCK EVENT. Any event, including parades, designed, promoted or conducted in order to encourage a gathering of residents of a block upon a local street, or the sidewalks or parkways abutting a local street at a specified location within an area zoned R1 or R2 where the sponsors of such event reside in the block where such gathering takes place.

SPECIAL EVENT. Any residential block event, assembly, or parade held on public property as defined in this chapter in which 50 or more people are expected to attend, or any event which will necessitate the closure of Village streets, or the interference with vehicular traffic upon Village streets. **SPECIAL EVENT** shall not include events for which all participants use sidewalks, observe traffic safety and safety regulations and do not interfere with the safe and orderly movement of pedestrians, vehicles and funeral processions.

SPONSOR. The person who has applied for a permit under this chapter. The **SPONSOR** shall be the person to whom the permit is issued.

VILLAGE SPONSORED EVENT. Any special event that has been explicitly designated by resolution of the Village of Roscoe Board of Trustees as a Village sponsored event.

(Ord. 2015-33, passed 9-1-2015)

§ 95.02 PERMIT REQUIRED, APPLICATION.

(A) No person shall knowingly publicly promote or advertise, sponsor, engage in, conduct or participate in, any special event unless a permit therefor has first been obtained consistent with this chapter.

(B) For recurring special events that take place on a daily, weekly or monthly basis during a specified period of time, only one permit shall be required per calendar year. This shall not apply to private parties.

(C) The applicant for a special events permit shall submit an application to the Police Chief at least 30 days prior to the date of the event upon forms provided by the Village; the time period shall be counted so as to exclude the day the application is submitted and the day the special event will begin.

(D) Upon processing of the application, the Chief of Police shall cause an original copy of the application to be provided to the Village Clerk for maintenance and storage in the official records of the Village of Roscoe.

(E) The application shall contain the following information:

(1) The name, address and telephone number of the sponsor and the name, address and telephone number of the sponsor's representatives who will manage or direct the special event or party and who will be present during the conduct of any such event; and in the case of a private party for which a permit is sought, the name, address and telephone number of the owner of the property at which such party will be held;

(2) The date of the event or party and the hours during which the applicant proposes to conduct the event;

(3) The proposed location of the event or party and, if it is a parade, the route to be followed;

(4) 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, utility lines, lighting and area restriction devices (including barricades or screening);

(5) A narrative description of the event or party;

(6) The number of persons expected to attend;

(7) The number of vendors, merchants, exhibitors and units expected to participate and the facilities expected to accommodate them;

(8) Whether or not fireworks will be used and a copy of the application for the state fireworks permit, and a completed Village of Roscoe Fireworks Permit Application, to be presented to the Village Board for approval or denial; and

(9) Whether tents or other temporary structures will be used;

(10) Whether or not electricity and water will be needed and the manner in which they are to be provided;

(11) A statement as to other types of licenses and permits, including liquor licenses, that have been or will be applied for;