

KANE COUNTY SPECIAL EVENT APPLICATION



SPECIAL EVENT PERMIT APPLICATION

A permit is required for certain types and sizes of events in unincorporated Kane County. Please review the attached Code Regulating Special Events and Application attached to determine if a permit is required. If you have any questions, contact:

Angie Avila
Special Event Coordinator
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Geneva, IL 60134
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KANE COUNTY
SPECIAL EVENT PERMITS



CODE SECTION 14-3 – REQUIREMENTS

June 2011

Sec. 14-3. Permits for Special Events

Sec. 14-3-1. Definitions:

- (a) Special Event means any activity on public or private property that brings together a total of one hundred (100) or more people.
- (b) Carnival means an enterprise which offers amusement, games or entertainment to the public by means of one or more amusement rides and/or attractions.
- (c) Fair means an enterprise principally devoted to the exhibition of products or agriculture or industry where amusement rides, concerts, or other entertainment or attractions may also be operated or offered.
- (d) Amusement Rides and Attractions means any building, structure, or mechanized device(s), through which people walk or which carries passengers to provide entertainment.
- (e) Temporary Structures means anything temporarily erected, the use of which requires a location on or in the ground, or attached to something having a location on or in the ground, including signs and billboards, and supports and frames thereof.
- (f) Rodeos-Cherreadas means public competitions and/or exhibitions in which ranching skills are demonstrated such as bronco riding and calf-roping, test of the horse, bull riding and skirmish.
- (g) Attendance shall mean total attendance during the entire event unless otherwise specified.
- (h) Sporting Event shall mean an event generally organized for the purpose of competition to include participants and/or the entertainment of spectators which are usually governed by rules or customs.

Sec. 14-3-2. Special Event Permits:

- (a) A special event permit shall be required for all special events as follows:
 - (1) Special Event Private Group Permit: Special outdoor events that are not advertised to the public to include weddings, block parties, and other private activities for one hundred (100) but not more than two hundred fifty (250) persons and does not include sporting events. Amplified music and temporary structures shall be permitted and must meet the requirements noted in this Section. All rules pertaining to the service and sale of alcohol under the Kane County Code shall be applicable. A nonrefundable Fifty Dollar (\$50) fee shall accompany each application and is not a guarantee that said application will be approved and a permit issued.

(2) Special Event Sports Permit: Sporting events that may or may not be advertised to the public and involve spectators and/or participants. Such events shall include, but are not limited to, marathons, tournaments, games, races, rodeos-cherreadas, or sports rallies for two hundred fifty (250) or more persons. Amplified music and temporary structures shall be permitted and must meet the requirements noted in this Section. Alcohol will not be permitted unless the property owner where the event is being held holds either an annual or temporary Kane County Liquor License. Free dispensing of alcohol is not permitted. A nonrefundable fee based on attendance shall accompany each application and is not a guarantee that said application will be approved and a permit issued as follows:

(i) 100-250 people:	\$100
(ii) 251-1,000 people	\$250
(iii) 1,001-5,000 people	\$1,000
(iv) Over 5,000 people	\$2,000
(v) Charitable Not-for-Profit Organization	\$100

(3) Special Event Entertainment Permit: Special entertainment events that may or may not be advertised and open to the public and include, but are not limited to, fairs, festivals, celebrations, circuses, carnivals, concerts, shows, markets or private group events for two hundred fifty (250) or more persons that do not include sporting events. Amplified music and temporary structures shall be permitted and must meet the requirements noted in this Section. All rules pertaining to the service and sale of alcohol under the Kane County Code shall be applicable. A nonrefundable fee based on attendance shall accompany each application and is not a guarantee that said application will be approved and a permit issued as follows:

(i) 250-1,000 people:	\$250
(ii) 1,001-5,000 people:	\$1,000
(iii) Over 5,000 people:	\$2,000

(4) Special Event Not-For-Profit Organization Permit: Special events that are or are not advertised to the public for charitable or fundraising purposes for not-for-profit organizations for festivals or celebrations for two hundred (250) or more persons that do not include sporting events. Amplified music and temporary structures shall be permitted and must meet the requirements noted in this Section. All rules pertaining to the service and sale of alcohol under the Kane County Code shall be applicable. A nonrefundable Fifty based on attendance shall accompany each application and is not a guarantee that said application will be approved and a permit issued.

(i) 250-1,000 people:	\$100
(ii) 1,001-5,000 people:	\$250
(iii) Over 5,000 people:	\$500

(5) Special Event Gathering Permit: Special events for all other types of gatherings for one hundred (100) or more persons to include, but not limited to, demonstrations, marches, rallies, and/or parades. Amplified music and temporary structures shall be

permitted and must meet the requirements noted in this Section. All rules pertaining to the service and sale of alcohol under the Kane County Code shall be applicable. A nonrefundable fee of One Hundred Dollars (\$100) shall accompany each application and is not a guarantee that said application will be approved and a permit issued.

(6) Pre-Event Plan: Events for one thousand (1,000) or more persons require a pre-event plan which must be provided to the County no later than three (3) months prior to the event and which plan shall be approved prior to the issuance of a permit under this Section. Pre-event planning shall require meetings with County staff, fire, police and emergency management agencies prior to the event.

(b) The following events will not require a special event permit:

(1) Lawful events held on forest preserve land, park district land, or on any other land or area that is owned and controlled by any local governmental unit. Any property owned or leased by the County, however, shall require an event permit from the Office of Environmental Management.

(2) Lawful events held on properties that have been zoned for the holding of public or private assemblies or special events unless the event is not for the purpose for which the zoning or special use was obtained or if such event is being sponsored by an individual, business, or group that is other than the property owner.

(3) Lawful events held within the walls of a residence or business establishment by the owner of the residence or business establishment or by someone authorized by the owner.

Sec. 14-3-3. Regulations for Special Events:

Permits shall be granted on the condition that the applicant can prove with reasonable certainty that necessary measures have been taken to ensure the public health, safety, and welfare as follows:

(a) **Attendance and Occupancy:** The maximum number of people that will be in attendance at or participating in a special event must be provided, and in no event shall the maximum number of people in attendance exceed the number stated on the application. At no time may the maximum occupancy of any permanent or temporary structure be exceeded. A sign indicating the maximum occupancy of any permanent or temporary structure must be posted in plain sight at all times during a special event.

(b) **Site Plans Required:** Site plans containing the following information must be submitted with the application as follows.

(1) **Traffic:** A traffic plan drawn to scale showing the areas of ingress and egress, entrances and exits to any roads or highways, traffic flow pattern, and parking areas. Motorized and non-motorized rallies or events that involve the use of public roadways

must submit a route map and shall include a plan designating the starting point and destination point.

(2) **Structures:** A structural plan showing the location of temporary and existing permanent structures (including, but not limited to, buildings, barns, garages, tents, bleachers, booths, risers, inflatables, and stages), sanitation facilities, dumpsters and refuse containers, fences and barricades, food service locations, and any other activities. Said plan shall also include the location of any grills, outdoor fireplaces, or any other device for cooking or heating that contains fire, electricity, or the use of combustible materials. A building permit and payment of applicable building permit fees is required for temporary structures used for public assembly, public shelter, public restrooms contained in a mobile trailer, spectator seating and/or elevated pedestrian walkways more than 36 inches above grade. A final inspection prior to the event is required for all structures requiring a permit.

(3) **Security and First Aid:** A security and first aid plan must be included that provides the number of security personnel that will be present during the special event with their duties and responsibilities specified. Firms providing security or performing other public safety functions at special events must provide their regulatory number and certificates at the time of application. The first aid plan must indicate the location of first aid stations, the number and qualifications of emergency medical personnel, and the location of any emergency vehicles that will be on site. The security and first aid plan must also address the following issues:

- (i) how risks associated with the event will be addressed;
- (ii) how emergency weather watches and warnings will be handled;
- (iii) procedures for contacting appropriate public safety agencies in the event assistance is needed.

(c) **Approvals and Other Permits:** Approval of all site plans by the Kane County building, health, zoning, emergency management departments as well as any local police, fire or other agency having jurisdiction of the event location shall be required. Only Sheriff's personnel or other personnel approved by the County shall be permitted to regulate traffic on public roadways. All other local, county, state, or federal licenses and permits needed for the special event shall be provided to the County including but not limited to Food Permits, Liquor Licenses, Building Permits, Animal Permits, Amusement Ride or Device Permits, Fireworks Permits, and federal, state or other local agency permits including fire departments/districts.

(d) **Animals:** For events that involve domestic, farm, exotic or wild animals, the number and type of animal must be submitted. Local, county, state, and/or federal licenses and permits for animals that will be part of any special event must be supplied to the County before any special event permit is issued. The County may, at its discretion, require that a licensed veterinarian be present during any special event where animals are present. The names and dates of birth of all employees or volunteers who will be handling animals or working or volunteering at an event where animals are present must be submitted with the application. The Sheriff at his discretion

shall run warrants or background checks on any employees or volunteers. In addition, the applicant must certify that no convicted sex offenders, Illinois fugitives or fugitives from any other state's law enforcement agency, or individuals for which there are any outstanding warrants shall be employed or volunteer at the special event.

(e) **Amusement Rides and Devices:** If amusement rides will be on site during any special event, a copy of the State of Illinois inspection report for each amusement ride and a copy of the Amusement Ride Permit issued by the Illinois Department of Labor for carnival operators who will be on site must be provided to the County. The names and dates of birth of all employees working or volunteering at an event where amusement rides and devices are present must be submitted with the application. The Sheriff at his discretion shall run warrants or background checks on any employees or volunteers. In addition, the applicant must certify that no convicted sex offenders, Illinois fugitives or fugitives from any other state's law enforcement agency, or individuals for which there are any outstanding warrants shall be employed or volunteer at the special event.

(f) **Insurance:** Proof of insurance shall be provided for all special event permits, with the exception of a Special Event Private Group Permit, showing evidence of a general liability policy naming the County as a primary, noncontributory coinsured with a limit of no less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury, property damage and general liability naming the property owner as an additional insured if the applicant is other than the property owner submitted on a standard ACORD form stating the dates of coverage and stating any limitations and exclusions.

(g) **Amplified Music:** The use of amplified music is prohibited before nine o'clock (9:00) A.M. and after nine o'clock (9:00) P.M. on residentially-zoned or used parcels or on parcels that are adjacent to residentially-zoned or used parcels unless said parcel has been previously zoned for outside use of amplified music. The use of amplified music is prohibited before nine o'clock (9:00) A.M. and after ten o'clock (10:00) P.M. Sunday through Thursday and before nine o'clock (9:00) A.M. and after twelve o'clock (12:00) midnight on Friday, Saturday, or on days preceding a holiday on all parcels zoned to allow the use of outdoor amplified music and for all other parcels. The Development Committee, or a sub-committee designated by it for such purpose, may, upon written application, grant a variance for not to exceed two (2) additional hours on parcels zoned to allow outdoor amplified music based upon evidence that the nature of the amplification, location of the property or location of the music venue on the property, or other safeguards are adequate to prevent the amplified music from causing a nuisance to adjoining or nearby residential property owners. The provisions of this sub-paragraph (g) shall not apply to any property under the jurisdiction of the Forest Preserve District of Kane County that shall be subject to a special use permit governing its use by any third party lessee or licensee.

(h) **Rodeos:** For special events that are characterized as rodeos and/or cherrreada, horse poling or tripping is prohibited, and all rodeos and cherrreadas must comply with the laws of the State of Illinois.

(i) **Sanitation:** The site shall be cleared of all debris within twenty-four (24) hours of the close of the event, and temporary structures and/or sanitation facilities must be removed from the site

within seventy-two (72) hours of the close of the event. Any extension of time for said clearance and/or removal must be submitted with the permit application.

(j) **Inspection:** Receipt of an application hereunder shall allow Kane County and any fire department/district personnel or representatives free and open access to all areas of the special event for reasons of inspection from the date of application until all conditions are satisfied as shall be determined by the County and which shall include post-event clean-up.

(k) **Receipt of Recommendations:** Upon receipt of an application and supporting documentation, the County shall receive recommendations from any County department or office, local public safety agency, and any other local, county, state, and/or federal agency as may be required.

Sec. 14-3-4. Form of Application:

(a) Application for permits shall be made in writing to the Chairman of the County Board at least thirty (30) days in advance of the date of the special event and any application received within thirty (30) days of a special event may be denied unless otherwise provided in this ordinance.

(b) Applications shall provide all information requested on forms specified by the County and shall be accompanied by all required supporting documentation including but not limited to a Site Plan. The County may, at its discretion, request further documentation from any applicant. No application shall receive final approval until all supporting documentation has been received.

(c) The event applicant, sponsor, property owner, and contact name of the person overseeing the special event who will be on site during said special event must be included in the application along with addresses and phone number where said person may be reached during an emergency during the event.

(d) The written consent of the owner of record of the subject property shall be required on all applications. If the land is held in trust, the signatures of all of the beneficiaries of the trust shall be required.

(e) Applicant must indicate if alcohol will be served, sold, or distributed at a special event.

Sec. 14-3-5. Granting of Permits:

(a) The use of any land for a special event will not constitute a violation of any zoning ordinance provided that a permit has been obtained to hold such special event under the rules and regulations set forth in this Section. If more than one application is received for the same property within one year for a similar event, the Kane County Zoning Department may ascertain that said special event constitutes a change of use under the provisions of the Kane County Zoning Ordinance.

(b) The County may:

(1) Grant the permit subject to the representations in the application with or without additional conditions.

(2) Deny the permit if the County determines that the information supplied on the application indicates that the measures taken by the applicant to ensure the public health, safety, and welfare are inadequate.

(3) Deny the permit if the agent discovers any false or misleading information has been submitted with the application.

(4) Grant, amend, or deny the permit based upon the recommendation of the any Kane County department or office, any police or fire department or district having jurisdiction of an event location, or any other state or local agency if there are any outstanding violations of any kind or a failure to meet all applicable codes and standards as adopted by said agency.

(5) The County may restrict or deny any permit if the County determines that the proposed attendance exceeds the capacity of the proposed site and/or facility.

(c) The granting of a permit under the regulations set forth hereunder in no way waives or bars any future nuisance claims made against the applicant by a private individual or public entity.

(d) Permits hereunder shall be issued by and bear the signature of the Chairman of the County Board or a designee.

(e) Permits issued hereunder are not transferable and are only valid for the single date or dates for which the permit shall be issued.

(f) Permits shall be conspicuously displayed upon the premises on the date(s) of the special event.

(g) A special event may be suspended by the Sheriff or other local public safety agency, at their discretion, in the event of severe weather, public emergency, or if there is a reasonable determination that the special event poses a serious threat to the health, welfare or safety of the public.

(h) All special events involving the use of public highways including motorized or non-motorized road rallies must comply with all traffic laws unless specified by the Kane County Sheriff.

Sec. 14-3-6. Penalties:

(a) The County Board Chairman may impose a fine, after notice and hearing, of up to One Thousand Dollars (\$1,000) upon the applicant, sponsor, and/or property owner who violates any of the provisions of this Section. Each day a violation occurs shall be considered a separate offense, and said fine shall be in addition to any other fines or violations of law of any other Kane County ordinances.

(b) The County shall have the authority at any time upon issuance of a permit to revoke said permit and suspend a special event if at any time the County determines that the information

submitted with the application is false or misleading or the application is in violation of the terms of the permit.

(c) The County Board Chairman may impose a fine, after notice and hearing, of up to One Thousand Dollars (\$1,000) upon any property owner that is found to be sponsoring or allowing a special event, as previously defined, to be held on their property without the proper permit. Each day a violation occurs shall be considered a separate offense, and said fine shall be in addition to any other fines or violations of law of any other Kane County ordinances.

(d) Upon request of the Chairman of the County Board or the Kane County Sheriff, the Kane County State's Attorney is hereby authorized to enjoin and/or prosecute any violation(s) of this Section.

APPLICATION FOR SPECIAL EVENT

For events of 1,000 or less maximum attendance, this application must be received at least 30 days before the event. Events over 1,000 require a pre-event plan meeting and application a minimum of 3 months prior to the event. Applications received after that time may be denied.

For County Use Only: Permit No. LG- _____ - _____

SECTION 1: Applicants: The applicant is the person or organization requesting a permit from the County. Provide the home or organization's address and contact information. The property owner is the legal owner of the property at which the event is going to be held. The sponsor, if any, is the organization or entity for which the applicant is holding the event.

1. Applicant Name:

2. Address:
Address City State Zip Code

3. Daytime Phone: If you want us to contact you via e-mail, please provide your e-mail address below:

4. E-mail address (optional):

5. Property Owner:

6. Address:
Address City State Zip Code

7. Daytime Phone:

8. Sponsor:

9. Address:
Address City State Zip Code

10. Daytime Phone:

11. Emergency Contact Person (who will be on site during event):

12. Phone Number During Event:

13. Entertainers:
(Use additional sheet if necessary)

14 Food Providers:
(Use additional sheet if necessary)

SECTION 2: Event Location: This application is for events in unincorporated Kane County . If event is being held at multiple addresses, and any of the locations are in unincorporated Kane County, provide all addresses and/or route information on a separate sheet . Some events require additional permits from other local or state agencies, and the County may not issue a permit until those permits have been obtained. Events at Vasa Park require approval of the South Elgin Fire District.

15. Address of Event:

16. Township 17. Property Identification Number:

SECTION 3: Event Date and Times: If this is a one-day event, complete 1 through 3 below. For multiple-day events complete 1-8.

1. First Day of Event:	<input type="text"/> Month Day Year	2. Start Time:	<input type="text"/> Hour AM/PM	3. End Time:	<input type="text"/> Hour AM/PM
4. Last Day of Event:	<input type="text"/> Month Day Year	5. Start Time:	<input type="text"/> Hour AM/PM	6. End Time:	<input type="text"/> Hour AM/PM
Start and end time for all other days. If additional space is needed, attach separate sheet.		7. Start Time:	<input type="text"/> Hour AM/PM	8. End Time:	<input type="text"/> Hour AM/PM

SECTION 4: Event Description: Provide a description of your event below:

9. Maximum expected attendance for entire event: If event is for 1,000 or more persons a pre-event plan must be submitted no later than 3 months prior to the event and a pre-event plan meeting with the County is required.

10. Event Description:

- Yes No 11. Is this event advertised to the public?
- Yes No 12. Is this a sporting event?
- Yes No 13. Will there be amplified sound at this event? If so, complete Amplified Sound Section.
- Yes No 14. Will temporary structures such as tents, signs, or bleachers be used during this event? If so, contact the Kane County Development Department - 630-232-3480 to see if a temporary structure permit is required.
- Yes No 15. Will alcohol be served, sold or distributed at this event? If so, see Alcohol Section.
- Yes No 16. Does the property where this event is located have an annual Kane County Liquor License?
- Yes No 17. Is the applicant a not-for-profit organization? If so, provide proof of not-for-profit status with application.
- Yes No 18. Will there be animals at this event? If so, attach a list and number of each type of animal. Attach copies of any local, state, and/or federal licenses and permits. Include names and dates of birth of employees and volunteers handling animals or working at this event.
- Yes No 19. Will food be distributed at this event? If so, a Kane County temporary food permit may be required. Please contact the Kane County Health Department - 630-444-3040.
- Yes No 20. Will there be amusement rides and devices at this event? Contact the Kane County Development Department at 630-232-3480 to determine if permits are required.
- Yes No 21. Will there be devices that contain or use fire, electricity or combustible materials? If so, please contact the local fire district to see if a permit or inspection is required.
- Yes No 22. Will there be fireworks at this event? If so, a Kane County Fireworks Permit is required. Contact the Kane County Development Department - 630-232-3480.
- Yes No 23. Will children under 18 be present at this event?

SECTION 5: Alcohol: If alcohol will be sold or distributed, only qualifying not-for-profit agencies may obtain a Class F Temporary Liquor License unless the event property has an annual Kane County Liquor License. Having an annual license does not guarantee alcohol may be served, sold or distributed at this event. Free dispensing of alcohol is not permitted with a Special Event Class S license.

- 24. Alcohol will not be served at this event.
- 25. Alcohol will be served or sold at this event. Complete a-f below.
 - a. Will receive donations which will include drinks.
 - b. Tickets will be sold for this event. Price includes drinks.
 - c. Will receive donations for drinks.
 - d. Alcohol will be sold by glass or bottle.
 - e. Will dispense alcohol with no ticket or donation.

f. Alcohol Supplier:

SECTION 6: Amplified Sound: If you are going to have outside amplified sound or music at your event, indicate starting and ending time amplified sound/music will be used each day of your event. If times vary each day of the event other than the first and last day, provide times for each day on a separate sheet and designate if a variance is requested. Indicate AM or PM. On residentially zoned parcels or parcels adjacent to residential parcels amplified sound/music is permitted only from 9 am to 9 pm. On all other parcels amplified sound/music is permitted from 9 am-10 pm Sunday-Thursday and 9am-midnight on Friday and Saturday or on a day preceding a holiday. Up to a 2-hour variance may be requested, but may or may not be approved.

	Hour	AM/PM	Hour	AM/PM
1. For a one-day event and for the first day of a multiple-day event indicate the start and end time. If a 2-hour variance is requested, please indicate:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
	Variance - Start Time:	<input type="text"/>	End Time:	<input type="text"/>
2. For a multiple-day event, please indicate the start and end times for each day and if a variance is requested for that day. If additional space is needed, attach an additional sheet.	Day 2 - Start Time:	<input type="text"/>	End Time:	<input type="text"/>
	Day 2 Variance - Start Time:	<input type="text"/>	End Time:	<input type="text"/>
	Day 3 - Start Time:	<input type="text"/>	End Time:	<input type="text"/>
	Day 3 Variance - Start Time:	<input type="text"/>	End Time:	<input type="text"/>
	Day 4 - Start Time:	<input type="text"/>	End Time:	<input type="text"/>
	Day 4 Variance - Start Time:	<input type="text"/>	End Time:	<input type="text"/>

SECTION 7: Permit Type: Please indicate below the permit type requested per the Special Event Ordinance and attach payment to application.

<input type="checkbox"/> CLASS P - Special Event Private Group Permit - Outdoor events not advertised to the public such as weddings, block parties for 100-250 people and does not include sporting events. Fee - \$50
<input type="checkbox"/> CLASS S - Special Event Sports Permit - Sporting event that may or may not be advertised and open to the public that involves spectators and/or participants such as marathons, tournaments, games, races, rodeos/cherreadas, and/or sports rallies for 250 or more persons. Fees: 100-250 people: \$100 251-1,000 people: \$250 1,001-5,000 people: \$1,000 Over 5,000 people: \$2,000 Charitable Not-for-Profit Organization: \$100
<input type="checkbox"/> CLASS E - Special Event Entertainment Permit - Special entertainment events that may or may not be advertised to the public such as fairs, festivals, circuses, carnivals, concerts, shows, markets or private group events for 250 or more people that do not include sporting events. Fees: 250-1,000 people: \$250 1,001-5,000 people: \$1,000 Over 5,000 people: \$2,000
<input type="checkbox"/> CLASS N - Special Event Not-for-Profit Organization Permit - Special events that are or are not advertised to the public for charitable or fundraising purposes for not-for-profit organizations for festivals or celebrations for 250 or more persons that do not include sporting events. Fees: 250-1,000 people: \$100 1,001-5,000 people: \$250 Over 5,000 people: \$500
<input type="checkbox"/> CLASS G - Special Event Gathering Permit Special events for 100 or more persons for such events as parades, demonstrations, rallies, marches, and other types of gatherings. Fees: \$100

SECTION 8: Site Plans: Submit each of the plans noted below.

- 1. TRAFFIC PLAN: Diagram drawn to scale showing areas of ingress and egress, entrances and exits to roads, traffic flow and parking areas. If this event will take place on a road or highway, a route map including starting, destination and interim stopping points is required.
- 2. STRUCTURAL PLAN: Diagram showing location of temporary and existing permanent structures, sanitation facilities, dumpsters and refuse containers, fences, barricades, food service, activities, grills or outdoor cooking and heating facilities, electrical supplies, trailers, bleachers, walkways, booths, inflatables, stages, security staging areas, first aid and security stations, emergency vehicle parking, etc. as noted in the Special Event Ordinance.
- 3. SECURITY PLAN: Provide a written plan for handling risks associated with this event including but not limited to weather watches and warnings, crowd control and gate crashers, and what duties security personnel will perform .
- 4. FIRST AID PLAN: Provide a written plan for handling first aid emergencies that may be associated with an event of this type including such incidents as health emergencies, structural failures, dehydration, and vehicle accidents.

Please complete the following information with regard to traffic, structures, security, sanitation, and first aid:

5. Roads people will be entering and exiting from: *(also designate on traffic plan)*

6. Number of security personnel for event:

Indicate security stations on structural plan.

7. Name of company and/or person in charge of security: *(If you would like to request detail from the Sheriff's Office, a request form is attached and should be submitted to the Sheriff's Office.)*

8. Indicate the number of emergency medical personnel that will be at the event: *(Indicate first aid stations on structural plan)*

a. Medical Doctors

b. Registered Nurses

c. Other licensed nurses

d. EMT's

e. Other

f. Identify Other

9. Indicate the number and size of garbage containers that will be on site during the event: *(Show location on structural plan. If additional space is required, use separate sheet.)*

a. Size

b. Number

Temporary

Permanent

c. Size

d. Number

Temporary

Permanent

e. Size

f. Number

Temporary

Permanent

10. Date garbage to be removed:

11. Indicate the number of sanitation facilities that will be on site during the event: *(Show location on structural plan.)*

a. Permanent - Male

c. Portable

b. Permanent - Female

d. Hand-washing stations

12. Company providing sanitation facilities, if portable:

13. Date sanitation facilities to be removed:

SECTION 9: Documentation Checklist:

- Proof of Insurance - is required for all events except Class P permits. Evidence of general liability insurance naming Kane County as a primary, noncontributory coinsured with a limit of no less than \$1,000,000 combined single limit per occurrence policy for bodily injury, personal injury, property damage and general liability naming the property owner as an additional insured must be submitted on a standard ACORD form stating the dates of coverage and stating any limitations or exclusions.
 - Animals: Attach list and number of each type of animal that will be at this event. Attach copies of any local, state, and/or federal licenses and permits. Provide names and dates of birth of employees and volunteers handling animals.
 - Amusement Ride and Devices: Provide copies of Illinois inspection reports for each amusement ride and ride permit. Provide names and dates of birth of employees/volunteers working at this event.
 - Traffic Plan
 - Structural Plan
 - First Aid Plan
 - Security Plan
 - Payment for Fees - make checks payable to Kane County
 - Notarized signatures of applicant and property owner
-

I affirm that I have read and understand Kane County Code Section 14-3- Permits for Special Events and affirm that the statements contained in this application and all supporting documentation are true and correct, to the best of my knowledge and belief. I also certify that no convicted sex offenders, Illinois fugitives or fugitives from any other state's law enforcement agency, or individual for which there are any outstanding warrants will be employed or volunteer at the special event to the best of my knowledge and belief.

Signed: _____

Applicant

Subscribed and sworn to before me this ____ day of

_____, 20____.

Notary Public Signature

(SEAL)

Signed: _____

Property Owner

Subscribed and sworn to before me this ____ day of

_____, 20____.

Notary Public Signature

(SEAL)

Kathy Fosser
Interim Executive
Director

1240 N. Highland Ave.
Aurora, Illinois 60506



Main Number:
630.208.3801
Website:
www.kanehealth.com
1750 Grandstand Place
Elgin, IL 60123

COVID – 19 Guidance for Special Events

The State of Illinois has developed a set of resources that businesses can use to ensure that operations and activities are conducted in accordance with the latest public health recommendations.

Current Department of Commerce and Economic Opportunity (DCEO) guidance can be found at <https://www2.illinois.gov/dceo/Pages/default.aspx>

We must all continue to follow the State of Illinois guidance regarding social distancing, frequently washing our hands and covering our faces to maintain progress in overcoming COVID-19.

To protect special event attendees, event organizers should ensure every person maintains social distance and wears a face covering for the duration of their time spent at the event. "Face Covering" shall mean a uniform piece of material that securely covers a person's nose and mouth and remains affixed in place without the use of one's hands, whether store-bought or homemade, concurrent with CDC guidelines. "Social Distancing" shall mean keeping space between yourself and other people by staying at least 6 feet (about 2 arms' length) from other people. "Fully Vaccinated Individuals" shall mean those for whom more than two weeks have passed since receiving the second dose in a 2-dose series such as the Moderna or Pfizer vaccine or those for whom two weeks have passed since receiving a single dose vaccine such as the Johnson and Johnson Janssen vaccine. The following are exceptions:

- a. Fully vaccinated individuals, and
- b. Persons under the age of two years, and
- c. Anyone who has trouble breathing; anyone who is unable to remove a mask without assistance; or anyone with sensory, cognitive, or behavioral issues that interfere with their ability to properly wear or tolerate a mask. Reasonable accommodations should be made for those individuals with a disability that prevents them from wearing or tolerating a mask.
- d. Persons while eating or drinking, and
- e. Public safety, fire and other life safety and health care personnel, as their personal protective equipment requirements will be governed by their respective agencies.

By signing this document, I understand that the State of Illinois guidance is subject to change, and I agree to read and follow the guidance in effect at the time of my event.

Signature: _____

Date: _____