

CHAPTER 9
SPECIAL EVENTS PERMITS

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3-9-1: PERMIT REQUIRED:

Any Special Events, as defined in this Subsection, shall be allowed by permit only. It is unlawful for any person to participate in any of these defined activities that have not been authorized by a special event permit. Use of public right-of-way shall comply with applicable Village ordinances.

3-9-2: DEFINITIONS:

(A) "Special Event" as used in this chapter shall mean group events, gatherings or events to which members of the public are invited as either participants or spectators and shall include, but not be limited to parades, carnivals, circuses, special occasion photography on village property, picnics of more than 50 persons on public property, block parties which involve use of public property, including sidewalks or street rights of way, festivals, open air meetings, commercial on-site filming, athletic competitions, Public Demonstrations, or events and other similar events or activities which involve a gathering of more than 50 people, but not including Garage Sales in residential zoning districts.

(B) "Public Demonstration" as used in this chapter shall mean any picket, march, rally, demonstration, protest or procession of any kind or any similar display with more than fifty (50) anticipated or actual participants at any location or twenty-five (25) or more

anticipated or actual vehicles in or upon any street, sidewalk, or parkway within the territorial limits of the Village.”

3-9-3: APPLICATION FOR PERMIT:

Permits shall be required for all types of Special Events as specified herein, other than events sponsored by the Village. Permits for Special Events shall be applied for at the department as specified on the chart in Section 3-9-20. Application for said permit shall be made on a form provided by the Village for said purpose and shall include, at a minimum, the following information:

(A) The name, mailing address, email address and telephone number of the person, persons, or group seeking to conduct the Special Event.

(B) If the Special Event is proposed to be conducted for, on behalf of, or by an organization or organizations, the name, mailing address, email address, and telephone number of the headquarters of the organization or organizations.

(C) The name, mailing address, e-mail address and telephone number of the person who will be the chairperson of the special event.

(D) The date(s) when the special event is to be conducted, including set-up dates and times, the daily beginning and ending times of the event, as well as expected time that all cleanup will be complete and all participants, staff and volunteers will have vacated the premises.

(E) The type of event, location of the event and the approximate number of persons, invited and/or expected to attend or participate.

(F) If the event will start at one point and terminate at another point, the application shall also specify:

1. The route to be traveled, the starting point, the termination point, and the location of any stopping point, speakers' platforms, or similar, if any.

2. The approximate number of persons who, and animals and vehicles which, will constitute the event, type of animals, and description of the vehicles.

3. The hours when the event will start and terminate.

4. A statement as to whether the event will occupy all or only a portion of the width of the streets proposed to be traversed.

5. The location of any assembly areas for the event.

6. The time, and location, at which units of the event will begin to assemble at any such assembly area or areas.

3-9-4: TIME OF APPLICATION:

An application to conduct a special event shall be made in writing to the Village Manager or his or her designee at least fourteen (14) days prior to the event, by a representative of the group seeking the permit. Additional fees will be charged for special event applications received within thirteen (13) days of the event.

3-9-5: INVESTIGATION:

Upon receipt of an application for a permit to conduct a Special Event, the Village Manager or his or her designee shall make an investigation of the proposal with reference to community welfare, safety and traffic control; and when necessary, he shall investigate the applicant or applicants and the persons or organizations mentioned in the proposed application and the truth of the statements set forth therein.

3-9-6: ISSUANCE OF PERMIT

If the Village Manager or his or her designee shall find that such Special Event will not be for any unlawful purpose; and will not in any manner tend to cause a breach of the peace; and will not unnecessarily interfere with public use, safety and the free flow of traffic on the streets and public ways of the village; will not unnecessarily interfere with the peace and quiet and welfare of the inhabitants thereof, and it would not require the diversion of so great a number of police officers or other municipal personnel so as to prevent normal police protection or other services to the municipality, and the event is expected to have attendance of less than 100 persons at any given time, the permit shall be issued, with or without reasonable conditions, which permit shall apply solely to the conducting of that single Special Event as proposed in the application.

If the Village Manager or his or her designee shall find that such Special Event will not be for any unlawful purpose; and will not in any manner tend to cause a breach of the peace; and will not unnecessarily interfere with public use, safety and the free flow of traffic on the streets and public ways of the village; will not unnecessarily interfere with the peace and quiet and welfare of the inhabitants thereof, and it would not require the diversion of so great a number of police officers or other municipal personnel so as to prevent normal police protection or other services to the municipality, and the event is expected to have attendance of 100 persons or more at any given time, the permit shall be forwarded to the Village Board for approval, with or without reasonable conditions, which permit shall apply solely to the conducting of that single Special Event as proposed in the application.

Once issued, the Special Event permit shall be visible and displayed at all times during the event.

3-9-7: DENIAL

If the Village Manager or his or her designee disapproves the application for an event of less than 100 persons, prompt notice of the action shall be given, stating the reasons for denial of the permit. Reasons for disapproval of an application include, but are not limited to:

- (A) the application for permit (including any required attachments and submissions) is not fully completed and executed;
- (B) the application for permit contains a material falsehood or misrepresentation;
- (C) the applicant is legally incompetent to contract or to sue and be sued;

(D) the use or activity intended by the applicant may interfere with the movement of emergency vehicles or unreasonably interfere with the movement of other traffic, or may otherwise cause unreasonable disruption to police, fire and emergency services;

(E) the use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or others in the area where the public demonstration will occur; or

(F) the applicant or the person on whose behalf the application for permit was made has on prior occasions damaged village property and has not paid in full for such damage, or has other outstanding and unpaid debts to the village.

An applicant whose request for a permit is denied shall have the right to appeal the denial of a Special Event permit in writing to the Village President by submission of a written request for appeal to the Village Clerk. The Village President or his or her designee shall act upon the appeal within forty-eight (48) hours after receipt by the clerk of the notice of appeal. The Village President shall issue a written determination of the action taken on the appeal, including specific reasons why the decision by the Village Manager or his or her designee is upheld and the permit denied, or is overturned or otherwise modified.

3-9-8: RECEIVING MORE THAN ONE APPLICATION AT SAME TIME:

If the Village Manager or his or her designee shall receive more than one application for a special event to take place at the same time and the same place, the application filed first in time shall take precedence. An application shall be considered to be "at the same time" if the event is scheduled to commence within two hours before or after the holding of another event. An application shall be considered to be "at the same place" if any portion of the requested location is within 1/2 mile of another special event.

3-9-9: MULTIPLE PERMITS:

The Village Manager or his or her designee may issue permits for more than a single special event during one day, provided, however, that the Village may not issue multiple permits beyond the point at which the issuance of an additional permit would require the continuing diversion of so great a number of police officers or other municipal personnel so as to prevent normal police protection or other services to the municipality. In order to ensure that all groups have an opportunity to host their special events, the Village may set a time for the duration of each special event which time shall not, without the consent of the group seeking the permit, be less than three hours.

3-9-10: ALTERNATE PERMIT

The Village Manager or his or her designee, in denying an application for a Special Event permit, shall be empowered to authorize the conduct of the Special Event on a date, at a time, or location different from that named by the applicant. An applicant desiring to accept an alternative permit shall, within three (3) days after notice of the action of the Village Manager or his or her designee, file a written notice of acceptance with the Village Manager or his or her designee. An alternative Special Event permit shall conform to the requirements of, and shall have the effect of a Special Event permit under this chapter. The alternative permit shall be visible and displayed at all times during the Special Event.

3-9-11: REVOCATION OF PERMIT

The Orland Park Police Department shall have the authority to revoke a permit issued hereunder upon violation of the standards or conditions for issuance or the violation of any federal, state, or local law or regulation. Upon the revocation of a permit, any Special Event shall immediately conclude, and the police department shall have the authority to order all participants to leave the location and/or disperse. Appeal of such revocation can be made in writing to the Village Manager or his or her designee and shall be considered within twenty-four (24) hours after such written appeal is received by the Village Clerk.

3-9-12: TIMES PARADES, OTHER SPECIAL EVENTS MAY BE HELD:

All Moving Events shall be held during daylight hours, at times other than peak traffic periods (7:30 a.m. to 9:00 a.m.) and (4:30 p.m. to 6:00 p.m.) Monday through Friday and during daylight hours Saturday and Sunday. All other special events shall commence no earlier than 7:00 AM and conclude by midnight. The Village Board may waive any of the aforementioned time restrictions for events with special requirements or under special circumstances. Furthermore, Special Events shall be operated only during the hours and dates specified in the permit.

3-9-13: NUMBERS LIMITED IN PARADES, OTHER SPECIAL EVENTS:

Parades and special events shall be limited to such numbers as will not obstruct traffic, either vehicular or pedestrian, in a manner determined reasonable by the Village Manager or his or her designee.

3-9-14: SOUND AMPLIFICATION:

Sound Amplifiers: Loudspeakers or amplifiers connected with any radio, phonograph, microphone or other device by which sounds are magnified and are audible outside the limits of the site on which said Special Event is held shall not be used or operated at any Special Event permitted under this Section, unless approved by the Village Manager or his or her designee. Efficient means shall be employed to prevent ordinary sounds of the event from being heard on adjoining premises or on the public street; and no unusually loud entertainment noise or any boisterousness or noisy conduct on the part of the patrons shall be permitted, unless approved by the Village Manager. Or his or her designee.

3-9-15: SPECIAL EVENT PROMOTION:

All promotion requests by Special Event organizers shall be governed by the Village's Social Media Policy.

3-9-16: SPECIAL EVENT SIGNAGE:

All signage for Special Events shall be governed by the Village's Land Development Code, Section 6-307.

3-9-17: USE LIMITATIONS FOR SPECIAL EVENTS

Special Events are subject to the specific regulations that follow, and to other applicable regulations of the zoning district in which the Special Event is located:

(A) Any Special Events together with any principal use, shall not jointly exceed the land use density or intensity that is applicable in the district in which it is located.

(B) Off-street parking that will reasonably be required for such Special Event shall be provided if the Village determines that the use would otherwise unreasonably reduce the amount of off-street parking spaces available for nearby permanent uses. The operator of the special event shall be responsible for directing patrons to such parking lots utilizing properly trained personnel with appropriate Personal Protective Equipment (PPE), or by paying for Community Service officers as specified in Section 3-9-20.

(C) No Special Event shall be permitted unless the applicable fire protection district and the Orland Park Police Department and the Village Health Official have first certified that such use will result in no additional on-site or off-site threat to the public health, safety and welfare.

(D) No temporary lighting shall be installed without an electrical permit issued by the Village Building Division Manager or his or her designee.

(E) The site of the special event shall be cleared of all debris immediately upon completion of the event or as otherwise approved in writing by the Village.

(F) No structure or equipment shall be located within three hundred feet (300') of any residential structure. Such uses need not comply with the height or setback requirements of Land Development Code Section 6-104 for the applicable district, except that structures or equipment shall not be located within the sight triangle as provided in Section 6-104 of those regulations.

(G) Any event at which liquor may be served must obtain an appropriate Liquor License pursuant to Title 7, Chapter 4 of this Code and must satisfy all conditions thereof.

3-9-18: INSURANCE & HOLD HARMLESS/INDEMNITY REQUIREMENTS

Every Special Event applicant shall provide the liability agreements or coverages as specified in Section 3-9-20. Any Special Event which requires said Hold Harmless/Indemnity Agreement shall have the agreement on a form provided by the Village for said purpose. For any Special Event requiring liability insurance, the Applicant shall provide a current Certificate of Insurance (COI) from an insurance carrier with an A.M. Best rating of A-, VIII or better, which COI shall denote general liability insurance in the amount of \$1,000,000 naming the "Village of Orland Park and its officers, officials, employees, agents and volunteers" as additional insureds on a primary and non-contributory basis.

3-9-19: PENALTY:

A police officer may issue a citation to or arrest any participant of a Special Event without a permit or who fails to disperse or leave the location following the revocation or expiration of the permit. Any person violating this section shall be subject to a fine of not less than two hundred fifty dollars (\$250.00), plus administrative costs, or more than one thousand dollars (\$1,000.00), plus administrative costs.

3-9-20: FEES, DEPOSITS, PROCESSING DEPARTMENT AND REQUIRED LIABILITY COVERAGE:

No permit shall be issued until all applicable fees and deposits, as specified below, are paid; or a donation to the Village of equivalent value, when acceptable at the sole discretion of the Village.

Public Property/Ways							
Category	Fee	Notes	Deposit	Examples	Liability Coverage	Processing Department	
Moving Event	\$300		\$300	Parade, Walk/Run	Hold Harmless/Indemnity Agreement & Certificate of Insurance	Recreation & Parks	
Park Pavilion Rental - Orland Park Resident Only	No Charge	Each Resident Is Limited To 4 Rentals Per Year	\$150	Picnics, Birthday Parties, Reunions	Hold Harmless/Indemnity Agreement	Recreation & Parks	
Residential Neighborhood Gatherings	No Charge	Residents Only, Must Complete A No Charge Block Party Permit Application & Hold Harmless Agreement	None	Block Party	Certificate of Insurance	Recreation & Parks	
Centennial Park West Rental	\$1,000	Per Day	\$300	Concerts, Festivals	Hold Harmless/Indemnity Agreement & Certificate of Insurance	Recreation & Parks	
Village Green Rental	\$1,000	Per Day	\$300			Recreation & Parks	
All Other Village Property Rentals	\$300	Per Day	\$300			Recreation & Parks	
Private Property Events							
Category	Fee	Notes	Deposit	Examples	Liability Coverage	Processing Department	
Outdoor Sales - Per Day	\$100	Per Day	None	Sidewalk Sales, Tent Sales	None	Development Services	
Outdoor Sales - Per Month	\$200	Per Month	None	Garden Centers, Christmas Tree Lots	None	Development Services	
Indoor Event	\$100	Per Day	None	Indoor Craft Shows, Celebrity Meet & Greet Sessions, Book Signings	None	Development Services	
Outdoor Event	\$100	Per Day	None	Carnival, Circus, Car Show, Corporate Picnic, Car Washes	None	Development Services	
Large Rallies							
Category	Fee	Notes	Deposit	Examples	Liability Coverage	Processing Department	
Public Demonstrations	\$300	Per Event	\$300	Picket, March, Rally, Demonstration, Protest, Procession	Hold Harmless & Certificate of Insurance	Recreation & Parks	
Commercial Filming							
Category	Fee	Notes	Deposit	Examples	Liability Coverage	Processing Department	
Commercial Filming/Pictures on Public Property	\$300	Per day	\$300	Television, Movie, Commercials, Student Filming Projects	Hold Harmless/Indemnity Agreement & Certificate of Insurance	Recreation & Parks	
Commercial Filming/Pictures on Private Property	\$100	Per Day	None	Television, Movie, Commercials, Student Filming Projects	None	Recreation & Parks	
Non-Commercial Filming/Pictures on Public Property	No Charge	Must Complete A No Charge Photography Permit Application	None	Wedding, Graduation, Senior Photographs	Hold Harmless/Indemnity Agreement	Recreation & Parks	

Additional Fees					
Category	Fee	Notes	Deposit	Examples	
Electrical, Structural, Food Safety, and Other Inspections - During Village Business Hours	\$100	Per Inspection	N/A	Electrical Wiring/Connections, Platforms, Food Storage and Preparation	
Electrical, Structural, Food Safety, and Other Inspections - Outside of Village Business Hours	\$300	Per Inspection	N/A	Electrical Wiring/Connections, Platforms, Food Storage and Preparation	
Erected Tents	\$25	Per Tent	N/A	Pop Up Tents (10x10, 12x12) Exempt	
Temporary Signs	\$40	Per Sign	N/A		
Trash Can Rental	\$5	Per Can	N/A	Event Sponsor Must Provide 55 Gallon Trash Can Liners And Tie Each Bag Shut When Filled	
Road Closure, Not Including Block Parties	\$100	Per Closure	N/A		
Road Closure, Block Party	No Charge	Optional Barricades Can Be Provided By The Village With A Minimum Of 5 for \$50, Plus \$10 For Each Additional Barricade	N/A		
Event Staffing	\$75	Per Hour Per Police Officer	Estimated Cost of Services To Be Provided	Staffing Level and Need As Determined By The Chief of Police. Required When: The Nature of the Event Could Draw Large Crowds, Has a Propensity for Violence, Adverse Reactions, Unruliness or Counter Demonstrations or for Traffic Control/Direction	
	\$25	Per Hour Per Community Service Officer			
Application Submitted Less than 14 Days Prior To The Scheduled Event	\$50	Per Day Less Than 14 Days		In No Case Shall Any Permit Application Be Submitted With Less Than 7 Days Advanced Notice	