

SPECIAL EVENT POLICY

- 1.0: PURPOSE
- 2.0: DEFINITIONS
- 3.0: AUTHORITY TO WAIVE REQUIREMENTS
- 4.0: PERMITS AND REQUIREMENTS
- 5.0: EXCEPTIONS
- 6.0: STANDARDS FOR ISSUANCE OF PERMIT; PERMIT CONDITIONS
- 7.0: PROCEDURE FOR REVIEW OF APPLICATIONS; LATE APPLICATIONS
- 8.0: SPECIAL CITY SERVICES
- 9.0: FEES
- 10.0: DUTIES OF PERMITTEE
- 11.0: HARDSHIP REQUEST; WAIVER OF FEES
- 12.0: SUSPENSION OR REVOCATION OF PERMITS
- 13.0: DENIAL OF PERMIT; APPEAL

1.0 PURPOSE.

The two main purposes of this administrative directive include: to provide guidelines for staff in handling special event requests; and to create additional service relations among the Community. This directive establishes all special event classifications, and their corresponding processes for special event organizers to follow in requesting special event permits.

This directive pertains to any special event that occurs either on public or private property, such as community-wide special events, marathons, parades, art shows, concerts, or home shows, which have a direct effect upon public property, traffic flow in the City, or public health or safety.

This directive does not supersede existing Special Use Permits that have been approved for certain properties within the City. The City of Lake Forest Traffic Code provides that no procession or parade, except for the U.S. Armed Forces, the military forces of this State, and the police and fire departments, shall occupy, march, or proceed along any street, except in accordance with a permit issued by the City Manager. Funeral processions and block parties are also exempt from this process.

The City welcomes all special events that meet the criteria set forth in this policy and which adhere to the requirements outlined in the City of Lake Forest Special Event Permit Application and Guide.

2.0 DEFINITIONS. For the purpose of this policy and future amendments thereto, certain terms and words are hereby defined. Whenever the following words, terms and/or phrases are used in this Policy, they shall have the meanings respectively ascribed to them in this Section as specified below, except where the context indicates a different meaning:

BLOCK PARTY: (See “Residential Neighborhood Block Party”)

CITY: The City of Lake Forest, County of Lake.

CITY CLERK: The City Clerk of the City.

CITY CODE: The City Code of the City of Lake Forest, County of Lake, as amended from time to time.

CITY LIAISON: The City staff member assigned to function as the primary City contact for an event.

CITY MANAGER: The City Manager of the City, or his or her designee.

CITY-SPONSORED EVENT: An event that is open to the public and conducted or sponsored by the City as evidenced by inclusion in the City budget or by adoption of a resolution or other express approval of the Corporate Authorities, including, but not limited to: Lake Forest Day, Tree Lighting Ceremony, Festival and Fireworks, Santa in Market Square, Open Air Market, and Concerts in the Square.

CORPORATE AUTHORITIES: The Mayor and City Council of the City of Lake Forest.

EVENT MANAGER: The person responsible on behalf of the sponsoring organization and/or permittee for managing the parade, public assembly, or special event and ensuring that the sponsoring organization and/or permittee and all participants and spectators comply with all the permit conditions, the City Code and City Charter, and all other requirements applicable to the sponsoring organization and/or permittee and the proposed Event, and which person shall also be the primary contact person between the permittee and the City Liaison responsible for coordinating all the submittals required by or requested by the City.

EXHIBIT: An object or collection of objects shown in an exhibition, display, fair, etc.

FOREST PARK “TABLELAND” AREA: The general greenspace area located on top of the bluff of Forest Park, including, but not limited to, the greenspace, trails, parking lots, amenities, or usage of roadways and streets adjacent to this area.

GARAGE SALE: All general sales of goods open to the public, conducted from a dwelling, as defined in the City Zoning Code including, but not limited to, all sales entitled “garage,” “lawn,” “yard,” “attic,” “porch,” “room,” “backyard,” “patio,” “flea market,” “rummage,” “estate,” “ or “moving” sale.

MARKET SQUARE GREENSWARD: The general greenspace area located in the center of Market Square. This area also generally includes the usage of any of the immediately adjacent public rights-of-way, including sidewalks, on Market Square Court, Western Avenue, or Bank Lane.

NUMBER OF PARTICIPANTS: The number of persons and vehicles reasonably expected to participate in a Special Event, including presenters, participants, attendees, and spectators.

PARADE: Any march or procession of any kind, or similar display, upon any public street or right-of-way in the City.

PARK RESERVATIONS: A permit or other authorization issued by the Lake Forest Recreation Department for the rental or private use of all or any portion of a City park, including any facilities within City parks, such as park pavilions.

PERMIT: A non-transferable permit issued under this Policy by the City to hold a Special Event in the City.

PERMITTEE: Any person or organization that has been issued a Permit pursuant to this Policy.

PERSON: Any individual, partnership, association, organization, or corporation.

POLICY: This special event policy.

PUBLIC PROPERTY: Any public right-of-way or any property owned by or dedicated to the City.

RESIDENTIAL NEIGHBORHOOD BLOCK PARTY: A special event consisting of a residential neighborhood gathering utilizing public property and/or limited special City services.

SPECIAL EVENT: Any event (such as, but not limited to, a Parade, public assembly, race, walk-a-thon, exhibit, show, or similar activity) that involves a congregation or gathering of persons held outdoors and, in whole or in part, located upon any public property in the City and/or requires the provision of Special City Services. However, a Special Event does not include those events listed as Exceptions under Section 5 of this Policy.

SPECIAL CITY SERVICES: Services, including manpower, services, equipment, and other resources, provided by or on behalf of the City during any Special Event that are in addition to, above, and/or beyond the respective level of such services and/or operations normally provided by the City, which services may include, but are not limited to: street closures; provision of barricades; trash or recycling receptacles; special parking signs; special electrical services; special traffic control; special police protection or services; special fire/EMS protection or services; use of City vehicles and/or equipment; or City staff support and coordination.

SPECIAL CITY SERVICES FEES: Any charges to be paid by the sponsoring organization and/or permittee for Special City Services.

SPONSORING ORGANIZATION: Any partnership, association, organization, or corporation that is the permittee conducting, or the proposed permittee desiring to conduct, any Special Event.

SUPPORT STRUCTURES: Any temporary exhibits or structures erected in connection with any Special Event including but not limited to stages, scaffolding, bleachers, tents, stands and/or booths.

3.0 AUTHORITY TO WAIVE REQUIREMENTS. The City Manager may, in his or her sole discretion, waive any provision(s) of this Policy.

4.0 PERMIT AND REQUIREMENTS.

4.1 General:

4.1.1 It shall be unlawful for any person to conduct a Special Event, including a Parade, within the corporate limits of the City unless a Permit therefor has been issued pursuant to this Policy, provided however that this Permit requirement shall be waived if the City Manager determines that all of the following conditions exist with respect to the proposed Special Event:

- a. The Number of Participants is expected to be less than fifty (50);
- b. No Special City Services are required;
- c. The Special Event will not materially impact the normal use of, or traffic flow upon, any public right-of-way within the City; and
- d. The Special Event will not materially impact the regular public use of any public property in the City, either by closing or limiting normal public access to the property or by opening the property to a broader use than is customary.

4.1.2 When the City Manager determines that a Permit is required for a Special Event pursuant to Section 4.1.1, the City Manager shall classify the Special Event as a “Class A,” Class B,” or “Class C” Event in accordance with the following criteria:

- a. **“Class A” Event:** A Class A Special Event is defined as any Special Event that: (i), (ii) requires the closure of streets or significantly impacts the regular use of public rights-of-way, (iii) requires the use of more than one (1) parcel of property, (iv) requires a high level of Special City Services (e.g. emergency personnel, crowd control, rentals, etc.), or (v) will take place in whole or in part in the Market Square Greensward or the Forest Park Tableland Area.

- b. “Class B” Special Event: A Class B Special Event is any Special Event that does not qualify as a Class A Event and: (i) requires Special City Services, (ii), or (iii) will have a limited impact on normal public access to and use of City property or public rights-of-way.
- c. “Class C” Special Event: A Class C Special Event is defined as any Special Event that is not a Class A or a Class B Special Event.

4.2 Filing of Application:

- 4.2.1 Any person wishing to secure a Permit pursuant to this Policy shall submit an application to the City on the form or forms approved by the City Manager, which may be amended by the City Manager from time to time. The application shall identify, at a minimum, the information set forth in Section 4.4 of this Policy. The application forms may be amended by the City Manager from time to time.
- 4.2.2 Any person seeking to obtain a Permit shall file an application with the City Manager not less than ninety (90) days nor more than three hundred and sixty-five (365) days, prior to the proposed Special Event date. An application will not be considered filed until the applicant has provided all of the information required by Section 4.4 of this Policy and any additional information that may reasonably be requested by the City Manager. The City Manager is authorized to establish additional rules, regulations and procedures, consistent with this Policy, for the processing of event permit applications.
- 4.2.3 No Permit application will be reviewed by the City unless and until it is complete and properly filed in accordance with this Policy.
- 4.2.4 The City Manager shall have final approval authority of all applications for Class B and Class C Special Event Permits. The Corporate Authorities shall have final approval authority of all applications for Class A Special Event Permits.

4.3 Permit Fee and Cash Deposit Required: Before the issuance of any Permit, the City Manager shall require the proposed Permittee to pay the applicable Permit fee and all other applicable fees for the Special Event as set by the City’s Annual Fee Ordinance. If the Permittee has requested any Special City Services, the Permittee shall also furnish a cash deposit to the City Clerk equal to the estimated reimbursable costs for such Special City Services, as determined in accordance with Section 8 of this Policy.

4.4 Contents of Application: Any application for a Permit shall contain, include, or be accompanied by the following information:

- 4.4.1 The name, address and phone number of the person signing the application, the proposed Permittee, and the Event Manager.
- 4.4.2 If the Special Event is proposed to be conducted by, or on behalf of, an organization, the application shall contain the name, address and phone number of the authorized and responsible leaders of the organization; the name, address and telephone number of the headquarters of the organization and any state, regional, or local affiliate that will participate as a sponsor or organizer of the Special Event.
- 4.4.3 A description of the Special Event.
- 4.4.4 The dates, times, and location of the event, including but not limited to the hours that the event will commence and terminate, the location of the assembly area, the time when the participants will begin to assemble, and the times necessary for any assembly and/or dismantling of any support structures.

- 4.4.5 The estimated number of people who will be in attendance at the event.
- 4.4.6 A statement as to whether food and/or alcoholic beverages will be sold or available during the Special Event. If food and/or alcoholic beverages are proposed to be sold or available during the Special Event, the permittee shall be responsible for obtaining all necessary permit(s), license(s), and/or approval(s) from the City, County health department, and/or such other applicable authorities and provide to the City a copy of said permit(s) and/or approval(s).
- 4.4.7 A Special Event Site Management Plan shall accompany the application which may include, but not be limited to:
 - 4.4.7.1 For Parades, the route to be traveled, including the starting point and the termination point;
 - 4.4.7.2 Proposed traffic and pedestrian circulation plan;
 - 4.4.7.3 Number and location of portable sanitation facilities, when appropriate, and other equipment, services or support structures necessary to conduct the Special Event, giving due regard for participant and public health and safety and the requirements of the Americans with Disabilities Act;
 - 4.4.7.4 The location of any Support Structures or Special City Services that are requested to be used for the event; and
 - 4.4.7.5 The location of proposed parking facilities or public rights-of-way that are requested to be used for the event.
- 4.4.8 The approximate number of persons, animals, and vehicles expected to participate in the Special Event.
- 4.4.9 A statement as to whether the Special Event is proposed to occupy all or any portion of the width of any public streets, sidewalks, or other rights-of-way.
- 4.4.10 A statement identifying the Special City Services, if any, the applicant is requesting.
- 4.4.11 The number of persons or volunteers proposed to monitor or facilitate the Special Event, including provisions for spectator or participant control and direction.
- 4.4.12 Provisions for first aid and emergency medical services, based on risk factors attendant to the event.
- 4.4.13 If the permittee or sponsoring organization is a not-for-profit organization, a copy of the tax exempt letter for the organization must be provided.
- 4.4.14 Such other information as may be reasonably necessary to determine compliance with this Policy, including but not limited to:
 - a. A statement as to whether in the past the applicant has been granted such a permit from the City;
 - b. A statement as to permits granted by any other state, municipality, governing body or licensing authority, and a statement as to whether any such authority has ever revoked or refused to issue or renew such a permit to the permittee, event manager or sponsoring organization, and an accurate statement as to the reasons for any such revocation or refusal; and

- c. A statement as to whether the Permittee, Event Manager, Sponsoring Organization, and/or responsible representatives of the Sponsoring Organization seeking the Permit has ever been convicted of a felony, and if so, the nature of the offense and the punishment or penalty assessed therefor.
- 4.4.15 In the event a Special Event includes activities for which a separate permit is required (e.g. fireworks display, carnival rides/amusements, park reservation, etc.), the applications and fees for such permit(s), as well as any other license(s) which may be required, shall be filed simultaneously with the application for the parade, public assembly, or special event permit and payment of all applicable fees for the permit and related license(s).
- 4.4.16 Any additional information which the City Manager or the Corporate Authorities shall find reasonably necessary to make a fair determination as to whether a permit should be issued.

5.0 EXCEPTIONS.

Notwithstanding any of the provisions set forth in this Policy, the following shall not constitute Special Events and do not require a Permit under this Policy. These exemptions shall not preclude any event or similar activity from complying with all applicable laws, regulations, and ordinances including building and life safety codes, licensing requirements, and all applicable permit and inspection requirements.

- 5.1 Events sponsored by governmental entities;
- 5.2 Events sponsored by educational institutions approved or authorized by the State of Illinois, provided that said event does not require the use of any Special City Services or use of any city-owned property or rights-of-way;
- 5.3 State-licensed daycare centers holding private special events shall be exempt from special event permitting, provided that said event does not require the use of any Special City Services or use of any City-owned property or rights-of-way;
- 5.4 Private events when held within the confines of a building on private property where no Special City Services are required;
- 5.5 Private events when held within the confines of a public park and/or other facility governed by the City Parks and Recreation Department, including Park Reservations, provided, however, that the Number of Participants is one hundred (100) or fewer;
- 5.6 A residential neighborhood block party, as defined herein;
- 5.7 A garage sale, as defined herein;
- 5.8 Commercial filming requests and/or activities;
- 5.9 A funeral procession;
- 5.10 A private or public event that has been authorized in all respects by the City by ordinance, resolution, agreement, special use permit, or other approval, provided that said event does not require the use of any Special City Services;

5.11 City-Sponsored Events; and

5.12 Programming or special events administered by the Parks and Recreation Department of the City.

6.0 STANDARDS FOR ISSUANCE OF PERMIT; PERMIT CONDITIONS.

6.1 **General:** The City Manager or the Corporate Authorities shall issue a permit for an event as provided for under this Policy when, from a review of the application and other information as may otherwise be obtained, it is found that:

6.1.1 The Special Event will not unreasonably interfere with the safe and orderly movement of traffic;

6.1.2 The Special Event will comply with all applicable laws, regulations, and ordinances and not present an unreasonable danger to the health and safety of the Permittee, Special Event participants, City employees, or members of the public;

6.1.3 The Special Event will not unduly interfere with the movement of emergency personnel and equipment or the provision of proper fire and police protection or ambulance service in responding to emergencies;

6.1.4 The Special Event will not unduly interfere with previously-scheduled City functions or the normal activities of the public;

6.1.5 Any Parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route;

6.1.6 The Special Event is not being conducted for an illegal purpose; and

6.1.7 If the Special Event is proposed to be held in whole or in part on City property or rights-of-way, it is not being conducted purely for private profit or for the sole purpose of advertising goods or products.

6.2 **Limitations:** Except as expressly set forth in Section 6.1.7, Special Event Permits may not be denied on the basis of the purpose, content, or message of the proposed Special Event or any First Amendment-protected speech or expressive activities anticipated to occur at the Special Event or in response or opposition to the Special Event.

6.3 Insurance; Hold Harmless Agreements.

6.3.1 **Insurance:** Before the issuance of any Permit, the Permittee must furnish evidence of public liability coverage insurance in the amount of \$1,000,000 naming the City and its officers, employees, agents, and volunteers as additional insureds in such form as may be determined by the City Manager to provide for the payment of any claims for personal injuries (including death and any injuries to City employees, agents, or contractors), property damage or other suits arising out of or connected with the Special Event.

6.3.1.1 Each insurance policy required hereunder shall provide that it is not subject to cancellation, reduction in any coverage, or to other material changes until notice thereof has been received by the City Manager not less than thirty (30) days prior to such cancellation or change and the City Manager has approved in writing such cancellation and/or change. The City Manager shall be authorized to approve or disapprove any such material change in an insurance policy,

and the City's disapproval thereof may result in the non-issuance, suspension, and/or revocation of said permit.

6.3.1.2 Each permittee, event manager, and/or sponsoring organization shall be required to maintain the insurance required hereunder in full force and effect for the duration of the permit period. Failure of the permittee, event manager, and/or sponsoring organization to maintain such insurance during such period shall result in automatic revocation of the permit. For the purposes of this Policy, the permit shall be effective during the event and include the time required before and after the event for construction, assembly, dismantling and removal of all materials, equipment and/or support structures, as well as the time following the event during which the public property shall be cleared and restored to the condition which existed prior to commencement of such event.

6.3.1.3 Waiver or Modification: A Permittee may request a waiver or modification of the insurance requirements of this Section, and such waiver shall be granted if the Permittee demonstrates that strict compliance with such insurance requirements would inhibit the Permittee's exercise of First Amendment rights.

6.3.2 **Hold Harmless Agreement:** As part of each Permit application, the Permittee shall execute a hold harmless agreement with the City to indemnify and hold harmless the City, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the Special Event, the special City services provided for the Special Event, and/or the Permit issued for same, and/or the condition, maintenance and use of City property in connection with the Special Event, as well as for any injury to or sustained by a City employee, agent, or contractor in conjunction with the Special Event.

6.3.2.1 Modification: A Permittee may request that the hold harmless agreement required by Section 6.3.2 be modified to limit the Permittee's obligation to indemnify and hold harmless the City and its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of the acts or omissions of the Permittee or any Sponsoring Organization in connection with the Special Event. Such a request shall be granted if the Permittee demonstrates that strict compliance with the requirements of Section 6.3.2 would inhibit the Permittee's exercise of First Amendment rights.

6.4 **Agreement for Payment of Costs of Special City Services:** Prior to the issuance of any Permit, the Permittee, Event Manager, and/or Sponsoring Organization shall agree to pay all applicable costs for Special City Services for the Special Event, at the rates or in the amounts determined by the City Manager in accordance with Section 8 of this Policy. The basis for such costs shall be specifically set out in writing to the Permittee.

6.5 **Multiple Applications for Same Time and Day:** If the City Manager receives more than two (2) Class "A" event applications for Special Events to be held at the same day and time, the two (2) applications filed first in time shall take precedence. If the City Manager receives two or more Special Event applications for use of the same event space at the same day and time, then the application filed first in time shall take precedence. Two Special Events shall be considered to be "at the same time" if the second Special Event begins during, or within two hours after the scheduled end of, the first Special Event.

6.6 **Maximum number of Special Event Permits to be issued in a calendar year.** Unless otherwise approved by the City Council, the number of Special Event Permits shall be limited in number, and granted on a first-come first-served basis, as follows:

- 6.6.1 “Class A” Special Event Permits – Shall not exceed five (5) permits in a calendar year
- 6.6.2 “Class B” Special Event Permits – Shall not exceed forty-five (45) permits in a calendar year
- 6.6.3 “Class C” Special Event Permits – Shall not exceed fifty (50) permits in a calendar year
- 6.7 **Emergency Vehicle Access:** Whenever a Permit issued pursuant to this Policy authorizes the closure of a street, a clear path of not less than fifteen feet (15’) must be maintained throughout the duration of the Special Event for the passage of emergency vehicles.
- 6.8 **Conditions for Issuance of Permits:** The City Manager, or Corporate Authorities, may impose reasonable conditions on Permits to ensure compliance with this Policy and all applicable laws, regulations, and ordinances and to protect the public health, safety, and welfare. The City Manager shall have authority to promulgate additional rules and regulations consistent with this Policy as necessary or desirable for implementation of this Policy. Additionally, all Special Events shall be subject to the following conditions, unless otherwise authorized by the Corporate Authorities or City Manager in connection with Permit approval:
 - 6.8.1 No Permit shall authorize the operation of a Special Event for a period longer than three (3) consecutive days.
 - 6.8.2 No Permit shall authorize the operation of a Special Event for a period longer than sixteen (16) calendar days per year.
 - 6.8.3 No permit shall be issued for two (2) years from the date of acceptance of this Policy, which authorizes a Special Event to operate within the Forest Park “Tableland” Area or Market Square “Greensward”.
- 6.9 **Conditions for Events in Market Square:** Unless otherwise authorized by the Property Owner, City Manager, or Corporate Authorities, a Permit to conduct a Special Event in the Market Square Greensward shall be subject to the following conditions:
 - 6.9.1 The use of support structures which are to be erected or placed upon the brick pavers or sidewalks in Market Square Greensward shall be prohibited. This provision shall include, but not be limited to, the installation of tents, canopies, barrels, weights, tables, chairs, or other structures that may adversely impact the structural integrity of the sidewalk or restrict pedestrian traffic and flow.
 - 6.9.2 The use of anchoring systems for support structures within the Market Square Greensward shall be prohibited. This provision shall include, but not be limited to, spikes, stakes, or other similar anchoring systems.
 - 6.9.3 The use of animals, as defined within the City Code, for Special Events in the Market Square Greensward shall be prohibited.
 - 6.9.4 Special events proposed to occur in the Market Square Greensward shall have prior written approval by the Property Owner.

7.0 PROCEDURE FOR REVIEW OF APPLICATIONS; LATE APPLICATIONS.

- 7.1 The City Manager will assign to each event a City Liaison who will assist the applicant throughout the application process and will be the primary contact.

- 7.2 Upon receipt of an application for a Permit, the City Manager shall forward the application to the assigned City Liaison. Each applicant will be required to identify, as the applicant's primary contact, an Event Manager to coordinate the application process and implementation of the Special Event. The Event Manager will be notified by the City Liaison if the Special Event requires additional permits, such as, but not limited to, a tent permit, carnival/amusement ride permit, fireworks permit, electrical permit, or liquor license permit, all of which must be obtained before a Special Event permit will be issued.
- 7.3 The City Liaison shall supply the Event Manager with information or a list of permit requirements or additional permit application(s), if applicable.
- 7.4 The City Liaison shall forward copies of the Special Event application and other related application(s) to the heads of City departments that may be affected by the proposed Special Event such as, but not limited to, the Chief of Police, Fire Chief, Director of Community Development, the Director of Public Works, and Director of Parks and Recreation, or their designees. Following review by each department of the application(s), the City Liaison shall coordinate the comments and recommendations from the various departments and submit such information and make recommendations to the City Manager or Corporate Authorities. Each City department shall analyze the application in light of the applicable criteria set forth in of this Policy, including Section 6.1.
- 7.5 After receipt and consideration of the recommendations from all relevant department heads, the City Liaison shall make a recommendation to the City Manager on the classification of the Special Event.
- 7.6 For Special Events classified as "Class B" or "Class C" Events, the City Manager shall consider the application and the review and recommendations of the relevant City department heads, and approve or disapprove the requested Permit in writing based upon a criteria set forth in this Policy.
- 7.7 For Special Events classified as "Class A" Events, the City Manager shall distribute to the Corporate Authorities copies of the application and the review and recommendations of the City Liaison, relevant department heads, and City Manager. The Corporate Authorities shall approve or disapprove the requested Permit based upon the criteria set forth in this Policy.
- 7.8 The permit, once issued by the City, is nontransferable and can only be used on the designated dates and times as approved.
- 7.9 **Late Applications:** The City Manager, or the Corporate Authorities, when good and compelling cause is shown, may consider a Permit application that is filed less than the required period before the proposed Special Event date. Said consideration, review and/or approval may be subject to additional fees, as set forth in the City's Fee Ordinance.

8.0 SPECIAL CITY SERVICES.

- 8.1 **General:** The City may require Special City Services be provided for a Special Event. The determination of whether Special City Services shall be required shall be based upon the nature of the event and related activities, safety of the participants, inconvenience to the public, location of the event, expected vehicular and pedestrian traffic and congestion, estimated attendance, density of the area, size of the area, number of street closures, affected intersections, public facilities required, and other relevant considerations consistent with this Policy. The City Manager will have final authority, based on recommendations provided by the City Liaison or department heads, to determine the level, quantity, and location of Special City Services that will be required for the Special Event.

- 8.2 **Compensation for Special City Services:** The City may require a Permittee, Event Manager, and/or Sponsoring Organization to compensate the City for the costs of providing Special City Services for a Special Event in accordance with Section 8.1, whether such services are provided in advance of, during, or after the Special Event. However, the Permittee, Event Manager, and/or Sponsoring Organization shall not be responsible for any costs associated with City efforts to manage activities or events anticipated to occur in response or opposition to a Special Event. Prior to a Special Event, the City will provide the Event Manager with an estimate of costs for the necessary Special City Services. A final invoice will be transmitted to the Event Manager reflecting the actual Special City Services provided for the event within thirty (30) days after its completion.

9.0 FEES.

- 9.1 **General:** All application fees or deposits for a Permit, or any other required permit(s) for a Special Event, are non-refundable. Once an event has commenced, and regardless of whether a Permit is suspended or revoked, the Permittee, Event Manager, and Sponsoring Organization, if any, shall be obligated to reimburse the City for all costs incurred by the City for provision of Special City Services consistent with Section 8 of this Policy. Permit fees and/or license fees shall be those amounts established by the Corporate Authorities from time to time in the Annual Fee Ordinance the City Code.
- 9.2 Cash deposits shall be paid at the time of application submittal, and in accordance with subsection 4.3 of this Policy.
- 9.3 Permit fees, or fees for special City services, shall be paid within thirty (30) days of the end date as indicated in the permit.

- 10.0 DUTIES OF PERMITTEE.** All Permittee(s), Event Manager(s), and Sponsoring Organization(s) shall comply with all Permit directions and conditions and with all applicable statutes, Codes, ordinances and rules and regulations. The Event Manager, or another designated leader of the Special Event, shall carry the permit issued pursuant to this Policy on their person during the conduct of the Special Event.

- 11.0 FEE WAIVER; HARDSHIP REQUEST.** If the Permittee for an event that has been classified as a “Class A” Event requests a waiver of permit fees, fees for Special City Services, or other fees related to the Special Event, approval by the Corporate Authorities of such waiver shall be required. If the Permittee for an event that has been classified as a “Class B” or “Class C” Event requests a waiver of permit fees, fees for Special City Services, or other fees related to the Special Event, approval by the City Manager of such waiver shall be required. A Permittee may file a fee waiver request with the City Manager not less than forty-five (45) days before the date for which an event will occur. In reviewing a fee waiver request, the City shall consider the following criteria:

- 11.1 The event is open to the public and is non-discriminatory;
- 11.2 The event is being administered or sponsored by a local not-for-profit organization that is based out of the City of Lake Forest, Illinois.
- 11.3 The event provides significant economic, cultural and social benefit to the City;
- 11.4 The event provides significant financial support or advantage to a local not-for-profit organization that is based out of the City of Lake Forest, Illinois.
- 11.5 The event has a limited impact on the community or surrounding neighborhoods;
- 11.6 The event has a limited financial impact on the City or requires minimal City services;

- 11.7 The formal fee waiver request has been provided in a timely manner;
- 11.8 The Permittee has demonstrated a financial hardship or inability to pay the applicable fees and costs; and
- 11.9 Any other criteria which may provide the City Manager or Corporate Authorities a reasonable ability to grant such fee waiver or hardship request.

12.0 SUSPENSION OR REVOCATION OF PERMITS.

- 12.1 The City Manager may at any time suspend or revoke a Permit if:
 - 12.1.1 The operation or conduct of the Special Event is in violation of any conditions, rules, and/or regulations imposed on the Permit, any applicable provisions of the City Code or any other applicable law;
 - 12.1.2 Revocation is necessary to preserve the health or safety of the public;
 - 12.1.3 The Permit application is materially incomplete or contains a false, fraudulent or misleading material statement;
 - 12.1.4 The Permittee, Event Manager, and/or Sponsoring Organization provided false, fraudulent or misleading material information regarding the Special Event; or
 - 12.1.5 The Permittee, Event Manager, and/or the Sponsoring Organization have conducted any activities in the City in an unlawful manner.
- 12.2 The Event Manager shall be given such notice as is reasonably possible prior to Permit suspension or revocation. A Permit suspension or revocation may be appealed to the Corporate Authorities in accordance with Section 13 of this Policy.

13.0 DENIAL OF PERMIT; APPEAL:

- 13.1 Upon disapproval by the City Manager, and/or the Corporate Authorities as herein provided, of an application for a Permit, the City Manager shall forward written notification thereof to the Permit applicant by regular U.S. Mail, e-mail, or by facsimile transmission. For purposes of this Policy, such notification shall be deemed received three (3) days after mailing such notification to the applicant at the applicant's address shown on the respective application, or at the time of facsimile or e-mail transmission to the applicant.
- 13.2 A decision by the Corporate Authorities to deny a Permit application shall be a final decision. A decision by the City Manager to deny a Permit application shall be subject to appeal to the Corporate Authorities as provided in this Section 13.
- 13.3 Any person aggrieved by a decision of the City Manager to deny, suspend, or revoke a Permit shall have the right to appeal that decision to the Corporate Authorities, provided that such appeal is in writing and is filed with the City Clerk within ten (10) days after the applicant's receipt of the notification of denial by the City Manager.
- 13.4 The Corporate Authorities shall set a time and place for a hearing on such appeal within **[14 days]**, and notice of the date, time, and location of the hearing shall be given in writing to the appellant by regular U.S. Mail, facsimile, or e-mail transmission.

- 13.4.1 The appellant shall have the right to be represented at such hearing by counsel at the appellant's expense.
- 13.4.2 All interested persons, including but not limited to the appellant, City residents, and representatives of community groups, shall be given an opportunity to be heard.
- 13.4.3 The Corporate Authorities shall also accept any relevant written testimony or documentation regarding the proposed Special Event.
- 13.4.4 The Corporate Authorities shall issue a written decision granting or denying the appeal within **[10]** days after the hearing is completed. The City shall promptly forward a copy of the decision to the appellant by regular U.S. mail, facsimile, or e-mail transmission.
- 13.4.5 The decision and order of the Corporate Authorities on an appeal shall be final.



Robert R. Kiely, Jr.
City Manager