



City of Geneva, Illinois Special Event Policy and Procedures *(August 2014)*

1. **Purpose:** The public health, safety, and welfare of the citizens of Geneva require the regulation of special events within the city. Accordingly, special events involving the use of city streets, parking lots, and other City owned properties as well as city staff support may be permitted in the city only upon approval of the special events committee and/or Mayor and City Council. The City of Geneva reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator. Special Event Applications are reviewed by representatives from each department.
2. **Permission required-** A person shall not sponsor, conduct or promote a special event on city property unless the person first obtains permission for the event from the City of Geneva. Low impact events may be approved by the City Administrator. The City of Geneva code requires that the medium and high impact which use public "right of way" and public property can only be used for special events after approval from the City Council.
3. **Definitions-** "Special Events" means any transient amusement enterprise, outdoor temporary gathering, and any similar event that is to occur on city-owned or controlled property and/or requires support of city staff, financial or other resources. Events include but not limited to a fundraiser, theatrical exhibition, musical performance, public show, entertainment, amusement or other exhibition. Block parties and car washes are exempt from filing an event application but organizers should contact Geneva Police Department regarding such events.

Special Event categories-

- a. **Low Impact-** No physical activity by participants and no severe exposure to spectators, such as but not limited to outdoor meetings, small theatrical performers, auctions, and social gatherings. 100 people or less in attendance and no alcohol. This category includes walk/runs on courses pre-approved by the Geneva Police Department. This category includes requests to fundraise on street corners within the City's business districts ("tag days"). Generally, events of this type may use the Administrative Approval Special Events Application.
 - b. **Medium Impact** – Limited physical activity by participants and no severe exposure to spectators, such as but not limited to dances, animal shows, political rallies, flea markets, picnics, parades with no floats, and "family type concerts" or music. Crowd size of events under 1,000.
 - c. **High Impact-** Major participation by participants and/or moderate to severe exposure to spectators, such as but not limited to: team or individual sporting events (nonprofessional), circuses and carnival rides, parades with floats and marathons or similar races or any event with crowd size of over 1,000 and all functions where alcoholic beverages are served for any type of event.
4. **Use of (Tent or Sign) Stakes and Posts prohibited on City Right-of-Way** – No stakes will be driven into City right-of-way without prior permission from the City of Geneva. In approved cases, a utility locate, via a "JULIE" call will be performed. After January 2014, requests for large tents to be placed into public ROW via "stakes" will require the use of tent anchors, installed in the pavement; contact the Department of Public Works for permit information at (630) 232-1501. Permit application fees will apply.
 6. **Procedures:** An application for a low impact event which may be approved administratively by the City Administrator must be submitted to the City Administrator at least fourteen (14) days prior to the date of event. For purposes of planning, Medium to High Impact Special Events must be submitted sixty (60) days prior to the event date.
 7. **Hold Harmless and Indemnification Agreement:** All events will require a written hold harmless and indemnification agreement holding harmless and indemnifying the City and City Officials. The Hold Harmless and Indemnification Agreement are to be submitted with the event application packet.

8. Insurance Requirements for the various categories for Special Events: The City of Geneva and City Officials shall also be named as additional insured and the insurance certificate is to be submitted with the event application packet according to these levels of hazard:

- a. **Low Hazard**-Specific coverage for most events in this category can be waived based upon a review of the special events committee and approval of the City Administrator. If a private, and/or nonprofit group is sponsoring this event, a minimum of \$300,000 per occurrence and/or aggregate limit of liability for personal injury, bodily injury and property damage.
- b. **Medium Hazard**-General Liability – with Broad Form general liability endorsement or equivalent. Limits of liability shall not be less than \$500,000 per occurrence if alcohol is NOT to be served; and no less than \$1,000,000 if liquor license(s) are a component of the event approval, and/or aggregate combined single limit for personal injury, bodily injury and property damage.
- c. **High Hazard** – General Liability – with Broad Form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage.
- d. **Special Hazard** – To be reviewed on an individual basis, but in no instance shall the insurance required be less than that required for High Hazard events.

9. Revocation: The City may revoke permission whenever the applicant fails to comply with any provision of the Permit or when it is determined to be in the best interest of the City.

10. Staff Service Fees: Whenever possible, City crews providing services and/or providing utility connections will schedule work during normal work schedules. If overtime or additional City resources are required or damage is incurred to City property, your organization is obligated to pay for these services. The waiver of certain fees and costs applies to events as determined by the City of Geneva municipal code:

Private, for-profit entities and non-Geneva, non-profit entities sponsoring or operating a special event covered under this Policy will pay all required fees and reimburse the City for 100% of the cost for all services rendered for said event, as billed by the City. The City will work to accommodate requests for non-profits during normal work schedules, but this is not always possible.

Unless waived by City Council, pursuant to a request in a special event application, the City will charge for electric use and connections as follows:

1. At a minimum, whenever the use of City power is requested, the event organizer will agree to pay for any wage costs to set up or restore temporary service incurred outside electric utility work hours of 7:30 – 3:30 PM.
2. There will be a flat fee of \$25 to ensure power is working at Courthouse and a \$150 charge if a new temporary service is to be run (current code - METER READING AND BILLING 9-2A-15).

Unless waived by City Council, per a request in a special event application, the City will charge for temporary water service during Festivals as follows:

1. Temporary water service charges shall include a monthly customer service charge based on meter size and a consumption charge based on the reading from the meter. Consumption will be billed at one and a half (1.5) times of the tier one (1) rate under this title. All fees and charges shall be payable within thirty (30) days of the date of invoice from the city.
2. There will be a minimum charge of \$50 and all charges shall be payable within thirty (30) days of the date of invoice from the city. (current code - METER READING AND BILLING 9-3A-9).