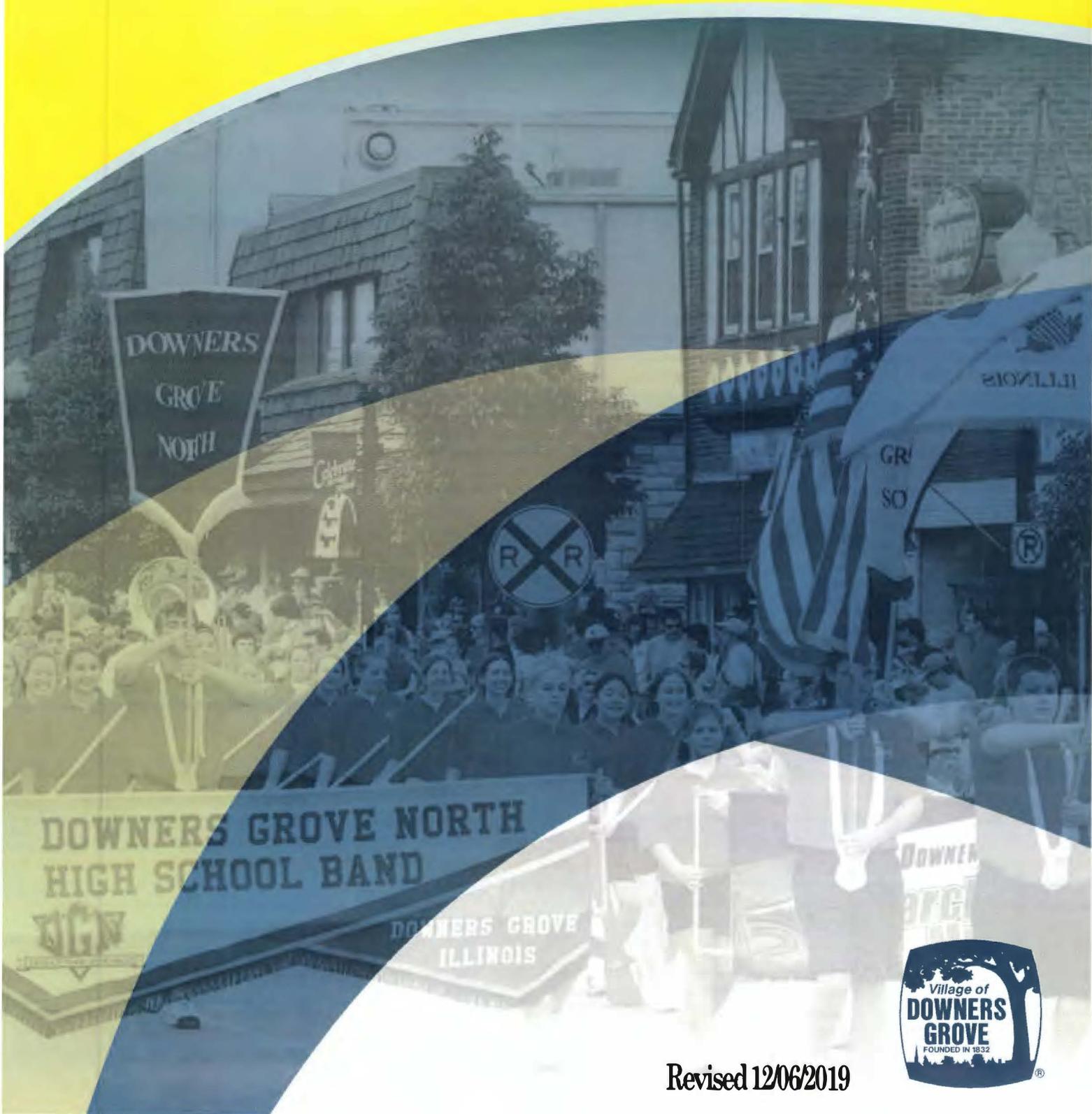
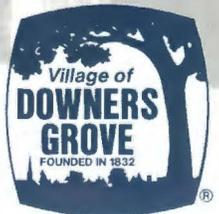


Guide to Special Events Planning in Downers Grove



Revised 12/06/2019



Special Events

A Special Event is defined as a carnival, circus, festival, parade, road race or similar event held on the streets or public right-of-way.

This brochure has been prepared by the Village of Downers Grove to:

1. Assist organizations in planning and conducting a Special Event.
2. Educate applicants of the numerous considerations that must be taken into account when planning an event.
3. Advise applicants of the application process.

HOW TO SUBMIT AN APPLICATION

The *Temporary Use Permit* application is included in the Appendix of this brochure, as well as online at www.downers.us/govt/departments/community-development

Applications must be received by the Village a minimum number of business days in advance, as follows:

Type A:

Festivals, carnivals, circuses or similar activity on the streets and public ways of the Village:

Event Date	Completed Application Due by:
January 1 to March 31	October 1
April 1 and June 30	January 1
July 1 and September 30	April 1
October 1 and December 31	July 1

Type B:

Athletic Events such as foot races, marathons, bike races, etc:

60 days minimum in advance of event date.

An ample amount of lead time (60 days or more) is necessary to allow for review by staff and/or the Community Events Commission, plus take into account the possibilities of plan revisions and possible approval by the Village Council. The applicant must select a route approved by the Village, as provided in the appendix. **The Village limits the use of each race route to once per calendar month and the applicant is required to provide the number of volunteers identified on each race route.**

Type C:

Parades and Open-Air Meetings

14 days minimum in advance of event date.

REQUIRED DOCUMENTS FOR TYPE A EVENT:

A. Operations Plan (See sample in Appendix pages 16-23)

This is a written proposal describing how every aspect of the event will be handled.

Below is a comprehensive list of event considerations that should be included in the operations plan, if applicable.

Event Security/Traffic

- How many attendees are anticipated?
- Who will provide security services? i.e., volunteers, sub-contractor/vendor, off-duty police, Village of Downers Grove Police Department. Include contact name and number.
- Where will staff be stationed within the event site?
- List number of staff provided for each task i.e., direct traffic, assist in vehicle parking, barricade set-up, money handling, overnight security, gate security.
- List of supervisors, contact telephone number and time and date of shifts.

Street Closure

- List proposed street closure dates and times.
- List of “No Parking” areas and map showing detour routes.
- Date and time “No Parking” signs and detour routes will be put in place and removed.
- Who will provide street closure services i.e., sub-contractor/vendor, Village of Downers Grove Public Works Department? Include contact name and number.
- When will streets be open after the event?

Parking

Applicants should provide a comprehensive parking plan that includes:

- Where will attendees/event staff park?
- Will the event site displace any parking spaces? Number of spaces?
- Will the event impact parking in the surrounding neighborhood? How will that be accommodated?

Emergency/Severe Weather/Crisis Plan

- What provisions will be in place to provide first aid staffing and equipment?
- Include name and phone of emergency medical provider/s.
- Where will first aid be located within the site?
- Indicate the communication and emergency plan, including names and numbers of persons responsible.
- What method will be used to notify Village emergency services?
- How will staff and volunteers communicate information to with each other?
- What method will be used to monitor current and future weather conditions?
- How will participants be notified of severe weather?

Clean Up

Applicants are responsible for cleaning and restoring the site to its prior condition. The Village will inspect public property at the conclusion of the event to ensure that no damage has been incurred. Additional fees may be charged to the applicant if clean up is not performed to satisfaction.

- Who will provide this service? Volunteers or sub-contractor/vendor? Include contact name and number.
- How many staff?
- If applicable, when will streets and/or public parking lots be re-opened?

Garbage/Sanitation

- Number, type and location of trash/recycle receptacles.
- How often will it be collected?
- Who will provide this service? Volunteers or sub-contractor/vendor? Include contact name and number.

Portable Restrooms

- Will portable restrooms be in use? State number and location.
- How many accessible restrooms will be provided?
- How often will they be cleaned/emptied?
- Who will provide this service? Include contact name and number.
- Will stations be provided for hand-washing?

Electrical Needs

- Type and number of distribution panels requested, amps needed, etc.
- What is the power source? Generators, hook into building power, etc.
- How is grounding provided? Will cable ramps be needed?
- Who will provide electrical service? Volunteers, an outside vendor? Include contact name and number.

An electrical plan must be provided to the Village at least 14 days in advance of the event.

Certificate of Insurance

The Village will require a Certificate of Insurance be submitted with the initial Temporary Use Permit application. The Certificate of Insurance should cover the event dates, including any set-up and tear-down dates.

For road races, the insurance shall be in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate covering bodily injury, including death and property damage. The certificate shall include the following language indemnifying the Village:

“The Village of Downers Grove, its officers, boards, commissions, elected and appointed officials, employees, agents and its heirs, successors and assigns, are named as additional insureds.”

For larger special events, insurance amounts will be determined by the Village. Certificates of Insurance shall be required for the applicant and also each subcontractor/vendor associated with the event. The certificate shall include the following language indemnifying the Village:

“The Village of Downers Grove, its officers, boards, commissions, elected and appointed officials, employees, agents and its heirs, successors and assigns, are named as additional insureds.”

Stage Specifications

If a stage is proposed the following information shall minimally be provided for Village review:

- Stage drawings and specifications
- Stage drawings and specifications must be current and may not contain expired engineering stamps or certifications.

Accessibility Plan

An accessibility plan addressing the following issues must be submitted:

- Accessible parking
- Accessible entrances
- Accessible routes and travel paths
- Accessible seating areas
- Accessible restrooms

Carnival Rides/Circus

As indicated on the Temporary Use Permit application, must complete Part C and adhere to the Carnival and Amusement Rides Safety Act (430 ILCS 85/1 et seq.)

The Village may exercise its discretion to perform background checks, including fingerprinting, of any volunteer that may assist in the operation of an amusement ride or attraction or that will have physical contact with the public.

Sale/Consumption of Liquor

As indicated on the Temporary Use Permit application, if liquor is to be a part of the event, applicant must also file for a Special Event Liquor License at least 60 days prior to the event.

Include:

- Number of wait staff (if applicable).
- Proposed menu and beverages and price list (if applicable).
- If liquor will be served, how will site entrances/exits be controlled?
- What is the plan to card and adhere to liquor control regulations?

Sale/Cooking of Food

As indicated on the Temporary Use/Permit application, contact DuPage County Health Department ASAP for requirements. Please be aware cooking under tents may be permitted only at the sole discretion of the Village.

Copies of vendor licenses must be provided to the Village 7 days prior to the event.

Include:

- Location of food sales.
- Will food be cooked on site or pre-cooked and warmed?
- How will foods be cooked?
- What is the cooking source to be used i.e., propane tanks, charcoal, etc.

Raffle

As indicated on Temporary Use/Permit application, contact the Village Clerk at least 14 days prior to the event.

Entertainment

- Type of entertainment.
- Hours scheduled for performances.
- Who will perform?
- Will amplification devices be in use? If so, note the hours.
- Will staging and sound be brought into the site?
- Who will provide this service? Include contact name and number.

A final schedule of performances is due 14 days prior to the event.

The Village maintains ordinances with respect to sound levels. Amplification systems may be used between the hours of 7:00 a.m. and 9:00 p.m., Monday through Saturday, and on Sundays between 8:00 a.m. and 9:00 p.m. (See Sections 15.5.1 and 28.10.040.B of the Downers Grove Municipal Code.) In any case, please be aware that if police personnel are called to the scene of your event for noise violations, you may be asked to immediately discontinue the activity causing the disturbance, no matter what time of day.

Fireworks

As indicated on the Temporary Use Permit application, contact the Fire Prevention Bureau at least 30 days in advance.

The Village of Downers Grove has final discretion over all public safety needs including, but not limited to, street closures, traffic plans, and the use of police, fire and public works personnel in carrying out the event.

REQUIRED DOCUMENTS FOR ALL EVENTS:

B. Detailed Site Plan (See Sample in Appendix pages 40-41)

A Site Plan is a bird's eye view of the proposed event location as if you were looking down at it from above. It shows everything that is on the property now (parking lots, buildings etc.) and any other proposed structures for the event such as tents, barricades, tables and chairs, stages, portable restrooms, etc.

Dimensions should be included for each item, and the drawing should be done to scale, if possible.

If the event is a road race, the applicant must select a route approved by the Village, as provided in the APPENDIX. The Village limits the use of each race route to once per calendar month. The availability of each route is also dependant on the Village's Capital Improvement Plan.

Specifically, the site plan should show the following:

- Street names.
- "North" arrow
- The location, number, and size of all proposed temporary structures, such as tents, tables, chairs, stages, portable toilets, etc.
- The size of all proposed structures should be noted.
- Certificates of flame resistance shall be provided for each proposed tent.
- **Distance between points:** If more than one structure, how many feet between points? What is the distance of the structure from the entrance? What is the distance of the structure from other points such as streets, sidewalks, fences and other buildings?
- **Show travel distances**, egress paths and widths.
- **Emergency vehicle access routes** (A minimum 15 ft. clearance is required for vehicle passage.)
- **Indicate loss of parking:** If temporary structure/s will impede parking, indicate the number of parking spaces that will be lost.
- **Show flow of traffic, parking areas, etc.**
- Location of volunteers, barricades, police officers, etc.
- Location of temporary signs

NEIGHBORHOOD NOTICE

Applicant must provide written notice to those residents/businesses affected by street closures, parking restrictions, the use of amplification devices or any other event element that may impact the surrounding neighborhood at least **two weeks** in advance. The letter that needs to be sent out is attached in the appendix. (page 26) Texts shown in red and underlined are to be completed by the applicant. A draft letter must be submitted with your application for review by the Village. The Village must approve the contents of the letter prior to distribution.

CONCEALED CARRY

Concealed carry firearms are prohibited from public gatherings and special events that are:

- conducted on public property;
- are open to the public; and
- require a temporary use permit.

The applicant shall ensure that the sign shown to the right is posted at all entrances to the event. The sign shall be printed in color, measure at least 4"x6" and be visible at all entrances to the event. For certain events, additional signage may be required on a case by case basis.



FEES/SECURITY DEPOSIT

All fees are listed in the Village's User-Fee, License and Fine Schedule. It is available on-line at this location: <http://www.downers.us/public/docs/code/UserFee.pdf>. The Village has established a standard fee for each of the pre-approved race routes listed in the Appendix. This fee must be paid prior to the Village issuance of the permit. For all other Special Events, the applicant shall be invoiced for the cost of any services rendered before, during or after the event by any Village department.

A security deposit may apply to any Temporary Use Permit, as determined by the Village Manager and Director of Community Development.

SITE INSPECTION

Temporary structures and tents are subject to inspection by the Community Development Department and Fire Department officials prior to the commencement of any activity for which a *Temporary Use Permit* is to be issued.

A site inspection will be conducted by the Fire Prevention Department prior to the start of the event.

If the event site uses public property, the site will be inspected after the event to ensure no damage has been incurred.

Any markups made on the public streets or sidewalks shall be completed using washable marking chalk. If non-washable paint or similar markings are used the applicant shall be responsible to powerwash and remove all paint markings. If removal is not completed in a timely manner, as determined by the Village, the Village will complete the paint removal and invoice the applicant.

APPENDIX

Contacts

Community Development (630) 434-5515
Downers Grove Fire Prevention (630) 434-5983
DuPage County Health Department (630) 682-7400.
Liquor License (630) 434-5542
Raffle License (630) 434-5534

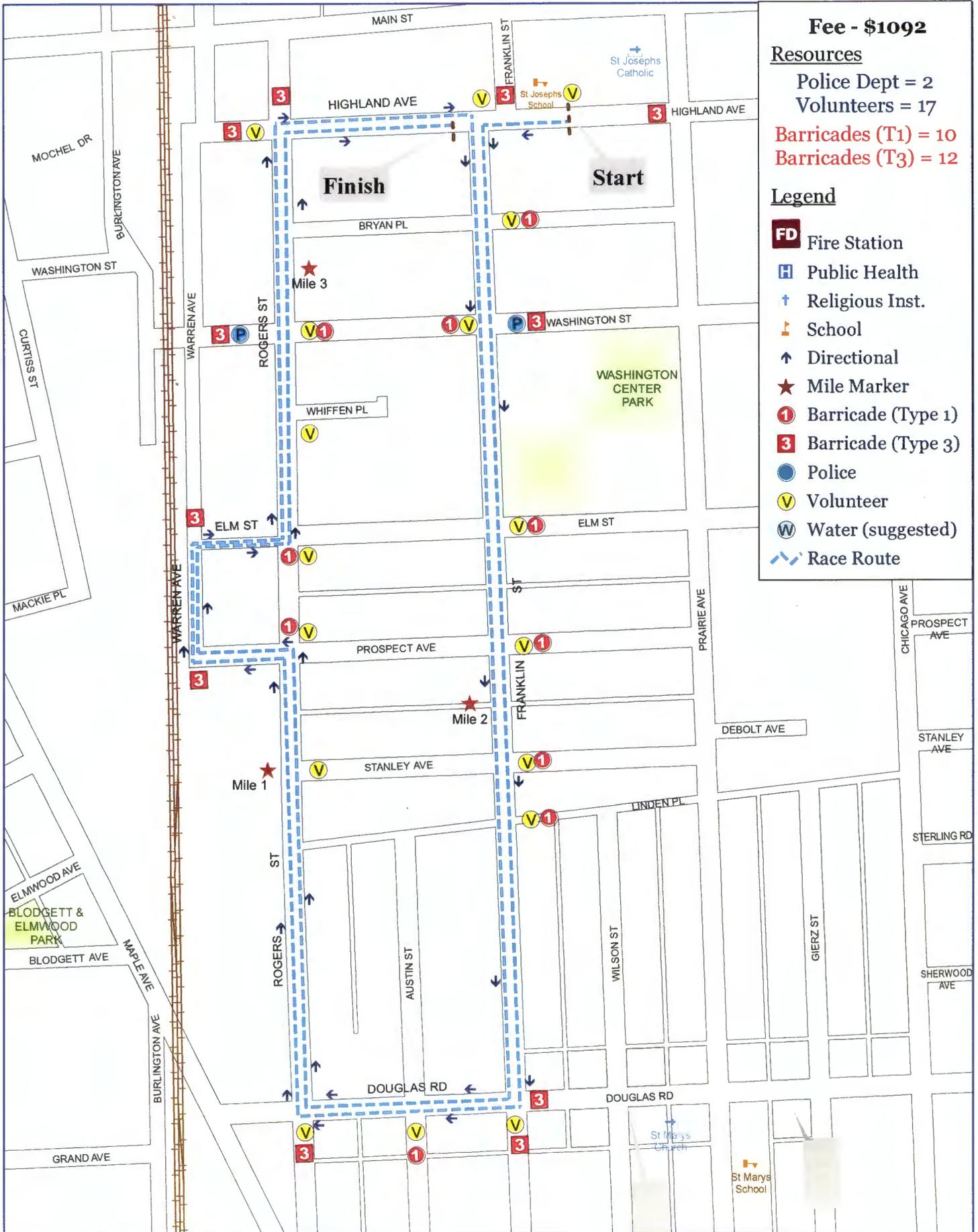
1. Approved Race Routes
2. Sample Operating Plan
3. Sample Site Plan
4. Sample Neighborhood Notice Letter
5. Applicant Checklist

Approved Race Routes

Pages 10-17



Race Route - North 5K #1



Fee - \$1092

Resources

Police Dept = 2
Volunteers = 17

Barricades (T1) = 10
Barricades (T3) = 12

Legend

- FD** Fire Station
- PH** Public Health
- +** Religious Inst.
- S** School
- ↑** Directional
- ★** Mile Marker
- 1** Barricade (Type 1)
- 3** Barricade (Type 3)
- P** Police
- V** Volunteer
- W** Water (suggested)
- Race Route

Race Route - North 5K #2



Fee - \$987

Resources

Police Dept = 2
Volunteers = 19

Barricades (T1) = 13
Barricades (T3) = 13

Legend

- FD** Fire Station
- PH** Public Health
- +** Religious Inst.
- S** School
- ↑** Directional
- ★** Mile Marker
- 1** Barricade (Type 1)
- 3** Barricade (Type 3)
- P** Police
- V** Volunteer
- W** Water (suggested)
- Race Route

Race Route - North 5K #3



Fee - \$875

Resources

Police Dept = 2
Volunteers = 19

Barricades (T1) = 17
Barricades (T3) = 9

Legend

- Fire Station
- Public Health
- Religious Inst.
- School
- Directional
- Mile Marker
- Barricade (Type 1)
- Barricade (Type 3)
- Police
- Volunteer
- Water (suggested)
- Race Route

Race Route - North 5K #4



Note: This route partially takes place on Northwestern University property. Coordination with and approval of Northwestern is required prior to Village consideration.



Fee - \$989

Resources
 Police Dept = 2
 Volunteers = 12
 Barricades (T1) = 10
 Barricades (T3) = 2

Legend

- FD** Fire Station
- H** Public Health
- †** Religious Inst.
- 🏫** School
- ↑** Directional
- ★** Mile Marker
- 1** Barricade (Type 1)
- 3** Barricade (Type 3)
- P** Police
- V** Volunteer
- W** Water (suggested)
- Race Route

Race Route - South 5K #1



Fee - \$989

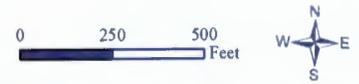
Resources
 Police Dept = 2
 Volunteers = 20

Barricades (T1) = 13
Barricades (T3) = 6

Legend

- FD** Fire Station
- P** Public Health
- †** Religious Inst.
- School** School
- ↑** Directional
- ★** Mile Marker
- 1** Barricade (Type 1)
- 3** Barricade (Type 3)
- P** Police
- V** Volunteer
- W** Water (suggested)
- Race Route

Race Route - South 5K #3



Fee - \$987

Resources

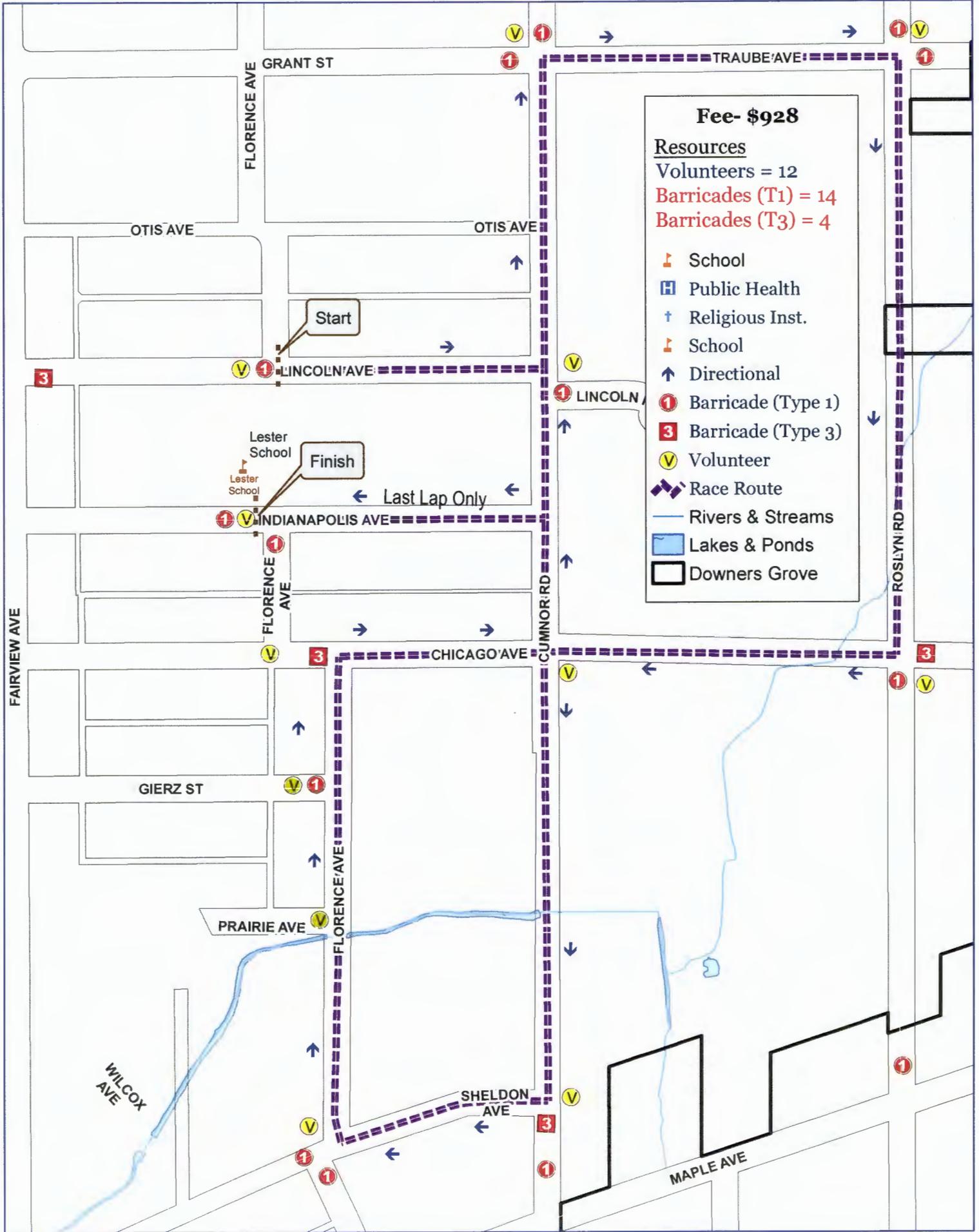
Police Dept = 2
Volunteers = 17

Barricades (T1) = 10
Barricades (T3) = 8

Legend

- Fire Station
- Public Health
- Religious Inst.
- School
- Directional
- Mile Marker
- Barricade (Type 1)
- Barricade (Type 3)
- Police
- Volunteer
- Water (suggested)
- Race Route

Lester School 5k



Race Route - Belle Aire Elementary



Fee - \$1016

Resources

Police Dept = 3

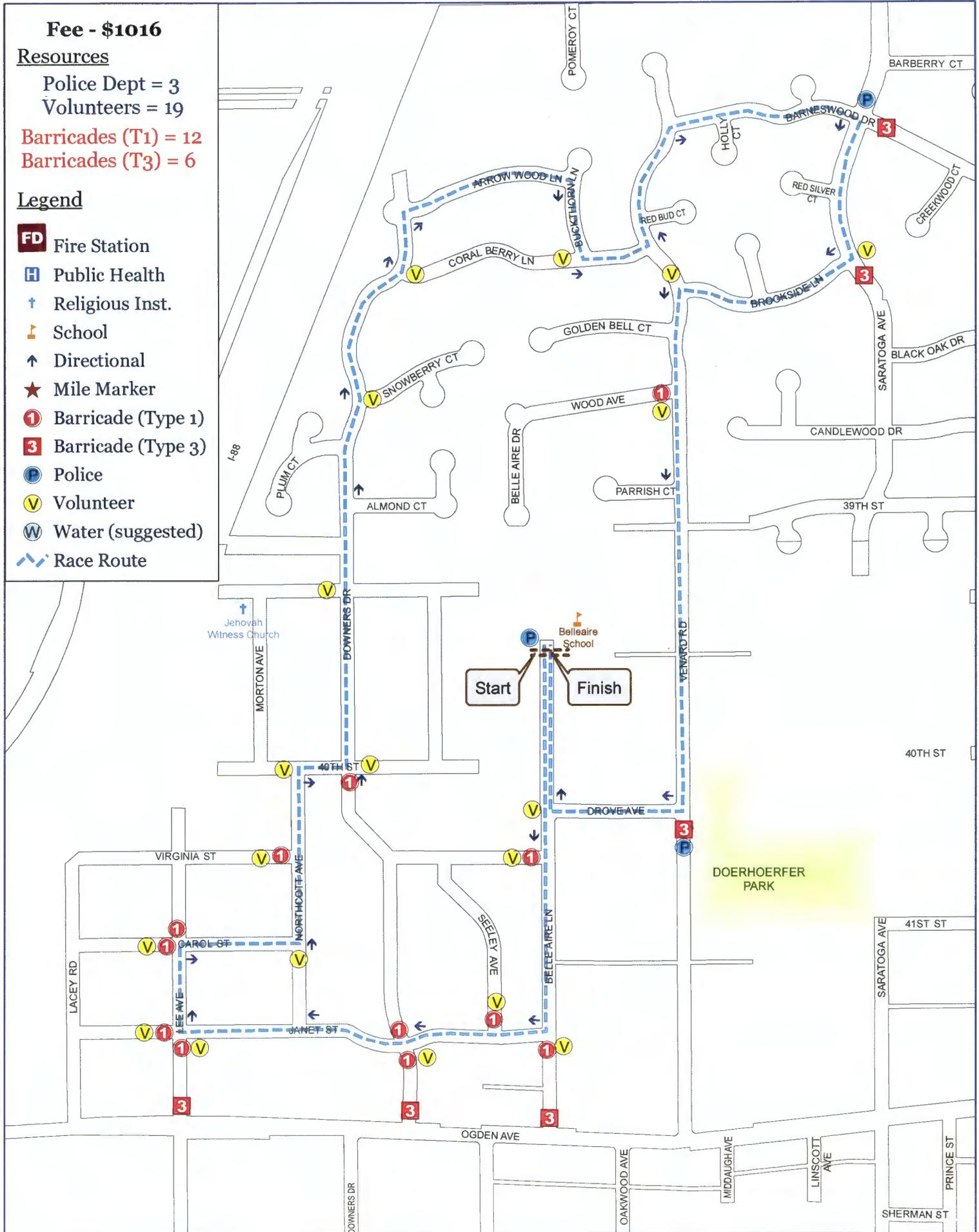
Volunteers = 19

Barricades (T1) = 12

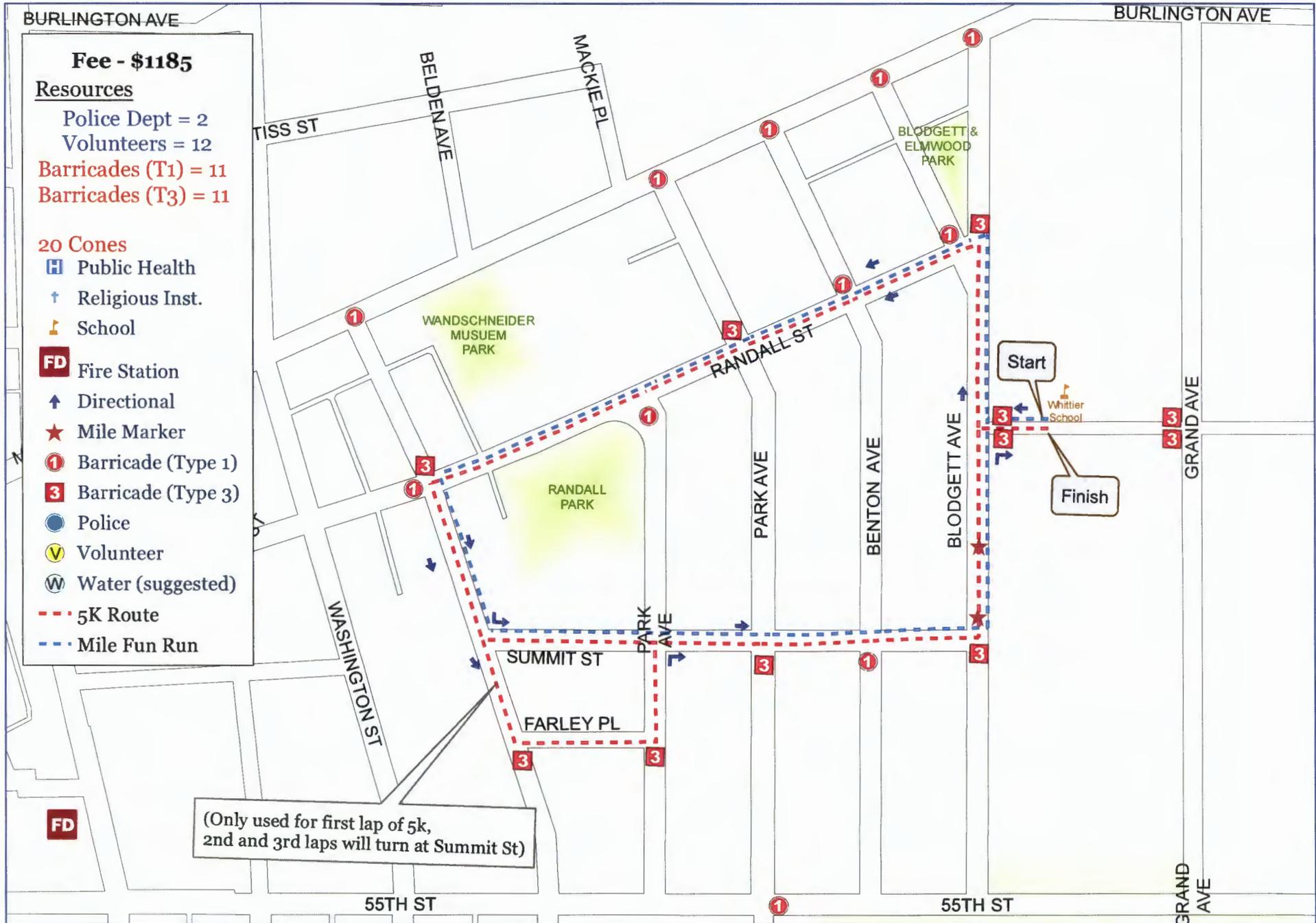
Barricades (T3) = 6

Legend

- Fire Station
- Public Health
- Religious Inst.
- School
- Directional
- Mile Marker
- Barricade (Type 1)
- Barricade (Type 3)
- Police
- Volunteer
- Water (suggested)
- Race Route



Whittier School Jaguar Jog



Race Route - Hillcrest School



Fee - \$928

Resources

Volunteers = 9

Barricades (T1) = 5

Barricades (T3) = 3

Legend

- FD** Fire Station
- H** Public Health
- +** Religious Inst.
- S** School
- ↑** Directional
- 1** Barricade (Type 1)
- 3** Barricade (Type 3)
- V** Volunteer
- Race Route

Race Route - Pierce Downer Run



Fee - \$901

Resources

Volunteers = 6

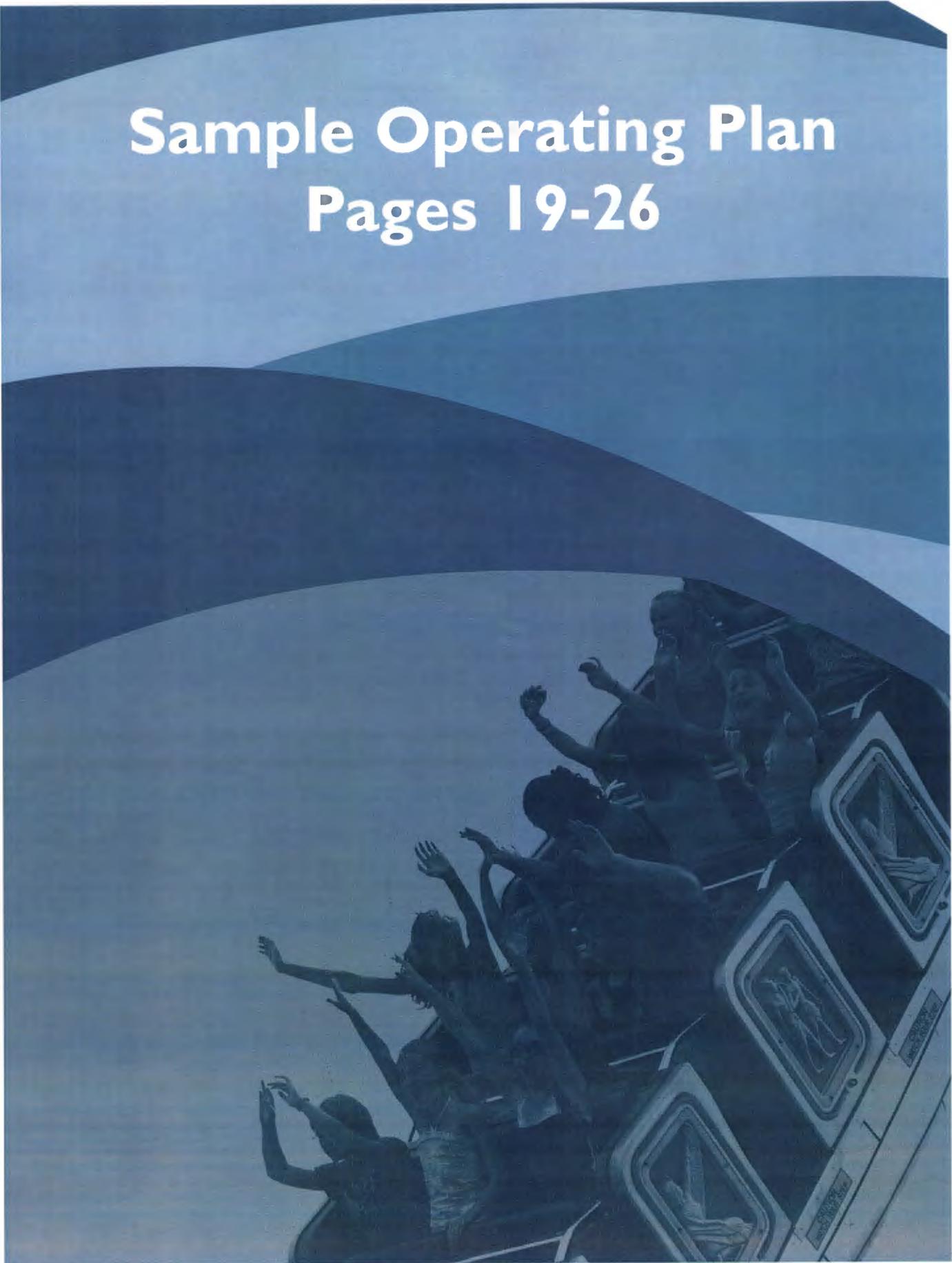
- Barricades (T1) = 5
- Barricades (T3) = 9
- Road Closed Sign = 8

Legend

- FD** Fire Station
- H** Public Health
- +** Religious Inst.
- School** School
- ↑** Directional
- ◆** Road Closed Sign
- 1** Barricade (Type 1)
- 3** Barricade (Type 3)
- V** Volunteer
- Race Route

Sample Operating Plan

Pages 19-26



Emergency Operations Plan (Name of event) _____ 20____

Event Site Location:

The _____ (organization) _____ is requesting to utilize (Fill in Location) _____ for our festival.

(include site layout)

Dates of operations:

The _____ event will take place on (Fill in date and time) _____ through _____ 2014.

Street Closure /Parking Plan: The following Street closures along with dates and times are requested as follows: (example below)

Street: Main St. between Maple and Curtiss	Date and Time: June 21, 2020 at 7:00pm
Street: _____	Date and Time: _____
Street: _____	Date and Time: _____
Street: _____	Date and Time: _____

Parking Available

<u>Vendor providers:</u>	<u>Business Name</u>	<u>Name and 24/7 Number</u>
Refuse:	_____	Contact: _____
Portable Toilets:	_____	Contact : _____
Equipment Rental:	_____	Contact : _____
Electric Provider:	_____	Contact : _____
Amusement rides: Sub-	_____	Contact: _____
contractor:	_____	Contact : _____
Sub-contractor:	_____	Contact : _____

Communications: The _____ Fest will utilize _____ (number) radios to communicate during the operations of the festival. _____ Festival Managers, will conduct radio training to all festival volunteer personnel.

Volunteers: Your event management plan including names, phone numbers, schedules, and roles and responsibilities for event managers, and assistance managers as well as your volunteer schedule must be submitted two weeks prior to the event. All managers, assistance managers and volunteers will attend training, set up and facilitated by the applicant, two weeks prior to the event.

Event Management

Contacts: Name	Title	24/7 Phone Number	Schedule: Date, Time

Non-Emergency Police..... 630-434-5600

Village of DG 630-434-5500

Insurance:

The Village will require a Certificate of Insurance be submitted with the initial application. insurance shall be in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate covering bodily injury, including death and property damage. The certificate shall include date and time of the event (including setup and tear down) and the following language indemnifying the Village:

“The Village of Downers Grove, its officers, boards, commissions, elected and appointed officials, employees, agents and its heirs, successors and assigns, are named as additional insureds.”

Marketing: The _____ festival should have at least three ads leading up to the event. Additionally, social media will be utilized to advertise the event. An event website will be established with information regarding the event as well as a contact name, phone number and email for the public to leave messages for the event management to respond.

Weather Policy and Procedures:

The Festival Event Team will keep informed of current and future weather conditions. Guests, vendors, and Festival Event Team will be notified promptly of impending bad weather. Training on severe weather procedures by the applicant will take place two weeks prior to the event. (See Severe Weather Training Template at the end of the document).

When threatening conditions occur, the first priority is to relocate participants indoors to local businesses and/or to the _____, or _____ while communicating with the participants during the event. _____ members will be assigned to areas mentioned above in assisting participants to safety as well as assisting businesses and restaurants and also providing assistance in the ride area.

Announcement: Due to inclement weather, today's scheduled activities will be temporarily postponed and/or cancelled. Please seek shelter at the above locations immediately. If you stay at the fest, it will be at your own risk.

If severe weather is predicted for the day of the event, follow these steps:

- Check weather up to 3 hours prior to the start of the event.
- Stay in contact with participants, band/performers, carnival and _____ Fest staff on possibility of postponing, relocating activities, and/or cancelling the event.
- If severe weather will end by event start time and conditions are safe, proceed with event.
- If severe weather will continue through the start of the event, postpone event if possible and relocate participants to the above mentioned locations.
- Make announcement to participants of safe locations and when to expect an update.

If the _____ is decided as the waiting area prior to the start of the event:

- Inform vendors, bands and sponsors, of postponement, available safe locations, and what time a decision will be made about continuing or cancelling the event.

If severe weather begins during the event:

- Delay the start of the event no more than 30 minutes if weather pattern is going to pass.
- The Fest Event Team will stay in contact with participants, staff, band/performers and shelter areas that have been designated.
- Make announcement to participants of any event, cancellations or delays.

Safe Locations (locations may change depending on event site)

- Fishel Park Restrooms and Storage Area
- Downtown Businesses
- Train Station

Lightning:

The Downers Grove Park District has a lightning prediction system called Thor-Guard. One location includes Fishel Park.

Thor Guard will activate when there is immediate lightning threat in the area. One 8-second blast indicates lightning is imminent. When this occurs you must:

- Halt event activities immediately.
- Make an announcement to participants to seek shelter immediately, if event will relocate to safe locations or if event will be cancelled for the remainder of the day.
- Contact safe locations (site commander) as soon as possible to inform participants of any event changes and possible location change of residents. The Fest Event Team will make contact at safe locations.

The unit will deactivate when the immediate threat has passed. Two short blasts indicate danger has been reduced and it is all clear. After the threat has passed and the siren and strobe are no longer seen or heard you may resume outdoor activity.

Tornado Procedure:

Tornado Watch is a forecast of the possibility of one or more tornadoes, funnel cloud or extreme high winds.

Tornado Warning means that a tornado, funnel cloud or extreme high winds causing severe damage has been detected and may be approaching.

- In the event of a tornado watch, the Fest Event Team will discuss with staff and band/performers and make an announcement that we are under a tornado watch.
- In the event of a tornado warning, the event will be cancelled. Staff will make the announcement at the main stage to participants to seek shelter immediately. If anyone stays at the Fest it will be at their own risk.

In the event that a **TORNADO IS SIGHTED** or the **CIVIL DEFENSE SIREN IS ACTIVATED**, the following plan goes into action:

1. **ALL** activities shall come to a halt.
2. **ANNOUNCE** that we are under a tornado warning and the event has been cancelled for the remainder of the day and to please seek immediate shelter.
3. **ASSIST** in the evacuation to the following shelters: restrooms, nearby businesses, and train station. If there is no time to move that far, ask them to lay in a ditch or low depression/cover their head.
4. **AFTER** weather passes, Fest Event Team will assess all areas for injured people and damage and follow appropriate protocol described for particular situations.

Staff Instructions at Businesses and Train Station:

1. Announce, via radio, "Meet in Tornado Shelter" so staff knows to seek shelter.
2. Staff shall assist in directing patrons to designated shelter areas (ground level). Make sure all handicapped persons are assisted.
3. Keep away from windows or doorways.
4. Instruct patrons to sit on the floor, facing internal walls and cover heads with arms.
5. Keep patrons quiet, communication is important.
6. Locate first aid kit. Render first aid if needed.
7. Announce "ALL CLEAR" as needed.

Medical Emergency:

Protocol for Fest Event Team:

- Identify exact location and identify condition, to extent possible.
- Call 630-968-2131 (direct number to Downers Grove 9-1-1).
- Radio staff to inform them of situation, ask for assistance as needed.
- Stay with the person until medical assistance arrives.
- Obtain the person's name, age, known medical conditions and medications taken.
- Keep spectators/crowd back at a safe distance.

Fire:

Protocol for Staff:

- Identify exact location.
- Call 630-968-2131 (direct number to Downers Grove 9-1-1).
- Obtain additional support, as requested, from other staff to secure the area.

Extreme Heat:

- Make frequent announcements to participants to stay hydrated.
- Provide band/performers and staff/volunteers with bottled water.
- Provide water cooler for community under information tent located at _____.
- Observe crowd for any signs of heat related illness.
- Call 630-968-2131 for any heat related emergencies.
- When the heat index is above 110, the event may be cancelled. The recommendation will be made two hours prior to the start of the event and the Fest Event Team will be notified.

Missing Child:

- Get a description of the child. (i.e. – name, hair color, what they are wearing, etc.)
- Have staff assist parent with finding child.
- Search local businesses and amusement ride areas.
- Interrupt event and make announcement, "Looking for _____. Would you please come to the front of the stage to meet _____."
- If child is not found immediately call 630-968-2131 to report missing child.

Lost Child:

- The event staff member who discovers the apparent missing child will alert the rest of staff, and bring the child to the information booth located at _____ and _____.
- Get a description of the child. Ask child if they can describe parent/guardian. (i.e. – name, hair color, what they are wearing, etc.)
- Have staff search for parent. Search restrooms, businesses and ride areas.
- Interrupt event and make announcement, "Looking for _____. Would you please come to the front of the stage to meet _____."
- Keep child calm by asking them questions. (i.e. – what is your favorite color? Do you have any pets, etc.).

- Ask if the child remembers where they were sitting. Search area for guardian.

Public Health Issues:

The Village of Downers Grove Emergency Management Coordinator will be notified of any "Cease Operations" of any vendor, and the reason for the closure.

DuPage County Health Department contact is _____ at 630-__-_____.

Americans with Disabilities (ADA) : Parking, Access/entrance routes, Seating areas and Restrooms

The Village of Downers Grove strives to ensure that individuals with disabilities have equal opportunities to access and enjoy special events held in Downers Grove. All sites for special events must be accessible to persons with disabilities. In planning an event, it is advisable to review the American's with Disabilities Act (ADA) and the Illinois Accessibility Code.

The Village of Downers Grove recommends that each special event designate one person as the "Accessibility Coordinator" who should ensure that staff and volunteers are knowledgeable of the accessible features of the event. Each special event is unique and the amount and location of accessible accommodations is dependent upon the scale and type of special event.

Accessibility Coordinator: _____ Phone: _____

The _____ festival / event will adhere to the following checklist:

Parking

- If parking is provided for an event, accessible parking is required and should be available near the accessible entrance.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required, and must be identified using the international symbol for accessibility.

Access/Entrance Routes and Travel Paths

- Accessible routes must be stable, firm, slip-resistant, and have no changes in level that exceed ½ inch. Loose gravel and grass do not meet the accessible route requirements.
- Accessible routes should be provided from accessible parking areas and from the passenger loading and unloading zone to an accessible event entrance.
- Accessible routes should be provided within the event to allow barrier free access to event areas.
- The accessible route should be clear and unobstructed.
- All cords, wires, hoses, etc., that are located within an accessible path of travel must be ramped under a cord cover.
- Accessible paths must be at least 36 inches wide.

- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, with visibility optimized.

Seating Areas

- Accessible seating/viewing areas must be provided for performances (concerts, parades) etc.) and must allow for at least one companion to accompany the person(s) with disability.
- The area(s) must be identified using the international symbol for accessibility and placed for maximum visibility.
- Accessible and companion seating/viewing areas must have accessible routes from accessible entrances and to accessible restrooms. Identify routes with the international symbol for accessibility, including directional arrows, with visibility optimized.
- The accessible seating area should be located to provide a clear and unobstructed line of sight for the performance.

Restrooms

- There should be at least 1 fully accessible male and 1 fully accessible female rest room or 1 accessible unisex restroom for the special event.
- When portable toilet facilities are provided;
 - At least 5% of the total number of portable toilets, but no less than one portable toilet must be accessible and located on a level area not to exceed a 2% slope in any direction.
 - An accessible route to each accessible portable toilet is required and must be identified using the international symbol for accessibility.
- Signs directing attendees to accessible restroom facilities must be provided.

TEMPLATE: Severe Weather Training- remove this line when document is completed)

Severe Weather Procedures: (Name of Event) _____

_____(event)_____ Management Team will keep informed of current and future weather conditions.

_____(event)_____ will request to meet with Village officials on fest duty to discuss impending weather and notifications.

First Priority is Notification:

Guests, vendors and event workers will be notified promptly by _____(event)_____ Management Team of impending bad weather in the following manner:

- An announcement to guests via the entertainment stage stating current and expected or forecasted conditions and where to take shelter if needed.
- Utilizing a team to walk to all vendor booths stating current and expected or forecasted conditions and where to take shelter if needed.
- _____(event)_____ Management Team to notify Amusement Ride or Game Management (if applicable) stating current and expected or forecasted conditions and where to take shelter if needed.

*****Shelter locations include:**

1. Open local businesses
2. Train Station
3. _____(state additional location)_____
4. _____(state additional location)_____

If the severe weather does occur:

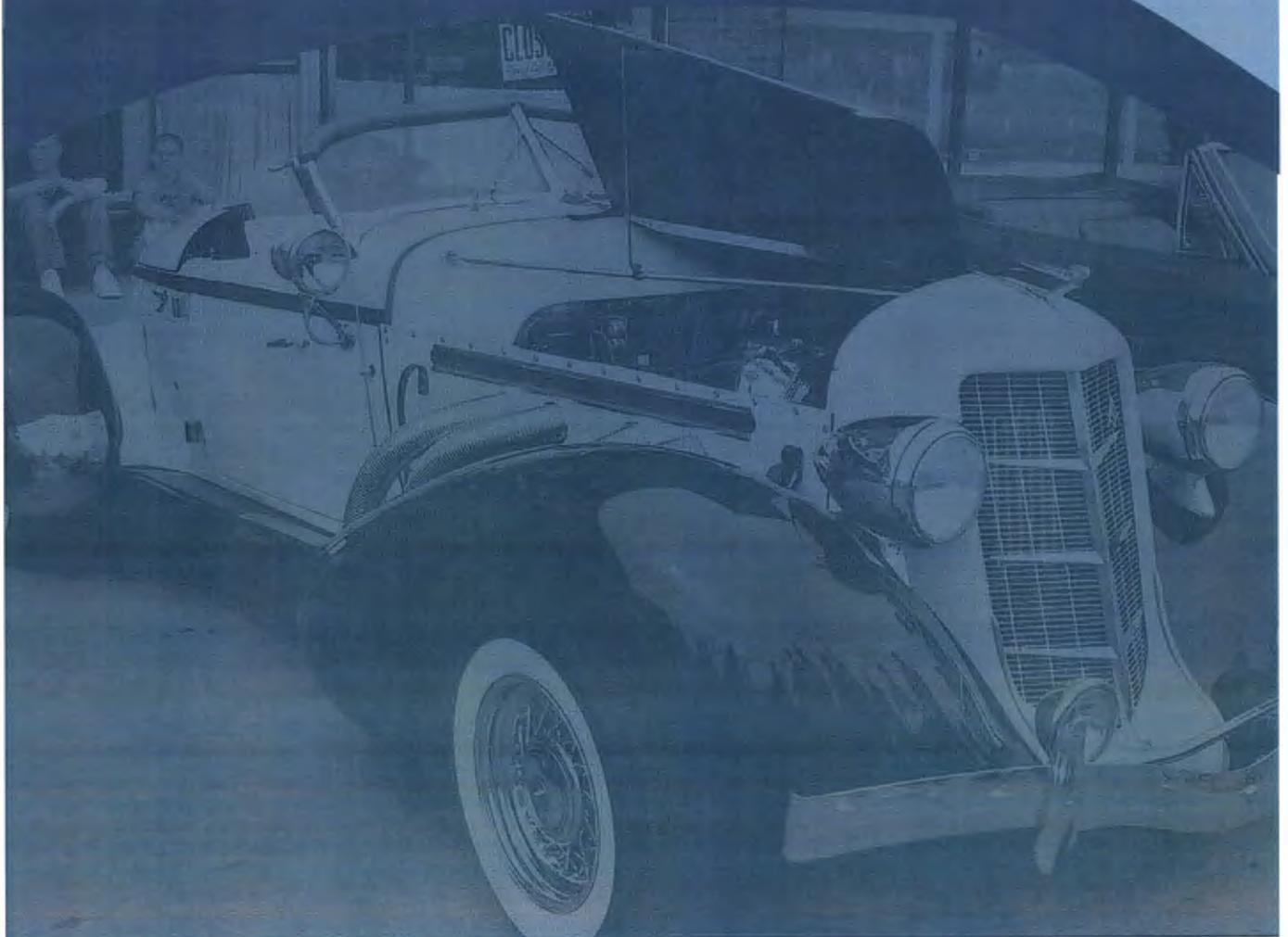
- _____(event)_____ Management Team to shut down all festival activities
- Make announcements as stated above and assist attendees to safety
- Advise shelters / participants if event will reopen or close for the day.

Tornado Procedures

- In the event of a tornado watch, the _____(event)_____ Management Team will make notifications using the above mentioned methods that we are under a tornado watch and should they need to, where to take shelter.
- In the event of a tornado warning, the event will be cancelled. _____(event)_____ Management Team will make notifications using the above mentioned methods to seek shelter immediately. If anyone stays at the Fest it will be at their own risk.
- In the event that a Tornado is sighted or the siren is activated, _____(event)_____ Management Team will make notifications using the above mentioned methods to seek shelter immediately. If anyone stays at the Fest it will be at their own risk.

Sample Site Plan

Pages 28-30





CAR SHOW

(Sunday Only) 11:00 a.m. - 4 p.m.

Port-o-potties available during car show only.



Application

Application Submittal Checklist

Items due upon submittal:

- Application: Temporary Use/Permit
- Operating Plan
- Emergency/Severe Weather Plan
- ADA Accessibility Plan
- Site Plan
- Neighborhood Notification Letter (Village must approve copy; Distribute two weeks prior to event.)

Additional documents that may be required:

- Letter from Landlord
- Certificates of Flame Resistance
- Certificates of Insurance
- Liquor License (Must apply at least 60 days prior to event)
- Sub-contractor Agreements: Must submit to Village for review PRIOR to signing
- Electrical Plan (due at least 14 days prior to event)
- Raffle License (Must apply at least 14 days prior to event)
- Entertainment Schedule (due 14 days prior to event)
- Copies of Food Vendor Licenses (due 7 days prior to event)
- Sanitation Plan (due at least 14 days prior to event)