



**City of Geneva, Illinois
Low Impact Special Event
Administrative Approval Application**

Thank you for considering Geneva as you plan a special event for your organization. The City of Geneva requires a permit for any low impact special event which occurs on any public street, alley or other public way and/or requires City services. Requests to use public right of way and/or which require City services need to be approved by the City Council.

A permit may be issued administratively in these instances:

- Low Impact events When the event or activity is of Low Impact to public safety such as a sidewalk sale, use of parking spaces, and requests to solicit via tag, or “candy days” on the corner.
- Walk/Runs on Pre Approved Routes For walk/run events on these four pre-approved routes:
 - Fox River Bike Trail Path *(subject to County /Forest Preserve and Park District approval)*.
 - Kane County Government Center *(subject to County / Forest Preserve approval)*
 - Peck Farm *(subject to Park District approval on their property)*
 - Geneva Middle School/Viking Drive *(subject to School District approval)*
- Private Property For events on private property which may impact surrounding streets, property owners, neighboring businesses, and public safety (blocking fire or police access to a building) and *do not require extensive City services*. Organizers complete an event application as a formal mechanism to identify any public safety concerns and to alert all departments to the event. Insurance is not required as the event is on private property. (CHAPTER 1 STREETS, SIDEWALKS AND PUBLIC PROPERTY)

The Special Event Administrative Approval Application should be submitted at least 14 days in advance to maximize the approval possibility and address any conflicts involved with the event if applicable.

Please note that if upon review it is determined the event includes a condition that requires Council Approval, approval for the event would be delayed or postponed until Council has had a chance to review and approve the application.

EVENT INFORMATION

Name of Event _____

Site of Proposed Event _____

Date(s) of Proposed Event _____

Time(s) of Proposed Event _____

Estimated maximum number of persons expected at the event each day _____

Which of the following apply to your event (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Tag Day (solicitation) | <input type="checkbox"/> Race/Walk/Bike (pre-approved route) |
| <input type="checkbox"/> On private Property | <input type="checkbox"/> Use of sidewalk or public parking lots |

Name of Applicant _____
Daytime Phone _____ Email: _____
Address: _____
City: _____ State: _____ Zip: _____

Are you conducting the activity on behalf of an organization? Yes No

Name of Organization _____

Is this organization registered with the Illinois Attorney General? Yes No

Social Security/Federal ID No.: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Website _____

EVENT DETAILS

Description of the proposed event:

If alcohol going to be served, submit a Liquor Application attached along with payment with this form for a Geneva E1 License-Nonprofit or E2 License-For-Profit license. Note, a State of Illinois special event license is also required.

Submit in writing a detailed explanation, including drawings, site plan, and diagrams where applicable, of your plans to provide for the following -

1. **Is food going to be served or provided?** Yes No
If yes, what day did you apply for a permit through the County Health Department?

2. **Will you have sanitation facilities? (restrooms)** Yes No
If so, indicate where.
3. **How will clean up and waste disposal be handled?**
4. **Insurance and bonding arrangements (please attach Certificate of Insurance naming City of Geneva as additional insured, if required).**

5. Will you have a tent(s)? Yes No *If yes, attach tent license payment.*
Address the concerns below in your completed diagram:
 What is the Tent Size and location? (note, tents > 400 s.f with sides require a permit, per national Fire code)
 How will it be secured to the ground? (Stakes must be approved by the City)
 Will it be heated?
 Will there be cooking inside the tent?
 Will the sides be open or closed?
 Is fencing or gates included?
6. Will you have temporary signs? Yes No
 If yes, all signs associated with your special event should be included in application for approval. Such signs shall comply with the temporary sign regulations in section 11-12-7B of Zoning Ordinance). **Permission will be granted through this form.**
7. What, if any, City services or use of City equipment such as barricades, are you requesting?
8. Have there been any problems with your event in the past? If yes, how do you plan to correct the problems?

Applicants Statement of Agreement:

I hereby affirm that the above information is true and correct in describing the intent of this application. I have read, understand, and agree to abide by the rules and regulations included in this application including the instruction section of this application. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Geneva. I understand that the issuance of the special event permit is contingent upon compliance of all conditions, requirements, and City codes. Further, I understand that the City of Geneva, upon direction of the City Administrator or designee may rescind permission to hold any or all portions of a special event within the City if in his/her judgment it is in the public's best interest to do so.

I, _____ the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

Date: _____ Signature of applicant _____

City Council meetings are televised on Comcast Channel 10 and Ameritech Channel 99. Would you like to be placed on an agenda to promote an approved event?

Yes No

*******For Office Use Only*******

Administrative Approval

Date: _____ Signature of City Administrator _____

HOLD HARMLESS AGREEMENT

For most type of activities the City will require a Hold Harmless Agreement on your organization's letterhead using the following suggested language. This form must be signed by an authorized representative of your organization.

In consideration of the City of Geneva permitting, the _____ (“Organization”) to conduct _____ (“Event”), the Organization recognizes, acknowledges, and assumes any and all risks arising from or in any way related to the event.

To the fullest extent permitted by law, the Organization agrees to defend, pay on behalf of, indemnify and hold harmless the City of Geneva, its elected and appointed officials, employees, and volunteers, and others working on behalf of the City; against any and all claims, demands, suits, loss, injuries, deaths, judgments, costs, and expenses (including all attorney fees and costs), arising from, or resulting from or in any way related directly and/or indirectly to the event, except that arising out of the sole legal cause of the City of Geneva, its officers, officials, employees, and agents.

The Organization shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the City of Geneva, its officers, officials, employees and/or agents, in any such action, the Organization at its own expense shall satisfy and discharge same.

The invalidity of any provisions(s) of this INDEMNIFICATION/HOLD HARMLESS or unenforceability of any of its provisions shall not affect the validity or enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS provisions contained herein.

The organization and the authorized signatory below agree to inform the City of Geneva of any changes in the application at least thirty (30) days prior to the event.

(Name of Organization)

(Date)

Authorized Signatory

Signed and sworn to before me this _____ day of _____, 20____.

Notary Public

All applications must be signed and notarized.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Requests for changes or additional services are not guaranteed for approval and/or may require additional cost for the City to provide.**

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. Deliver all completed items to:

**City of Geneva
Attn: Economic Development Director
22 S. First Street
Geneva, IL 60134**