



## **SPECIAL EVENTS**

Thank you for your interest in holding a Special Event in the City of Joliet. The City recognizes that Special Events involve acts that are different from daily business routine. Therefore, there is a need to ensure such events are compatible with the surrounding property uses. Factors to be considered in issuing a Special Event Permit include, but are not limited to, pedestrian safety, increased traffic, parking, and noise.

### **DEFINITION**

A “special event” is defined as a temporary outdoor activity that may include one or more of the following:

1. Use of a Structure such as a tent or stage
2. Live Outdoor Entertainment
3. Use of Public Right-of-way; including parades, foot races, marathons, walk a thons, bike a thons, bike races, open air public meetings, or any other group sponsored activity occupying or using any street or public place in the city (not including block parties)
4. Use of additional City Services
5. Use of a parking lot for use other than parking
6. Filming / Media Production

### **PERMIT REQUIREMENT**

Any activity that meets the definition above requires a Special Event Permit. Listed below are examples of Special Events (but not limited to):

- Car Show
- Carnival
- Circus
- Concert
- Filming Event
- Parade
- Public Event with Food Consumption
- Race (5K, 10K, etc.)

Fees related to Special Events are based on individual criteria; i.e., Sound Amplification, Inspection Fees, Amusement License, City Services (Police, Fire, or other City employee assistance). A Temporary Liquor License may also be required with additional fees.

## **SUBMITTAL REQUIREMENTS**

All applications for Special Event permits require administrative review and must be submitted *60 days* in advance of the event. The following documents must be submitted with this application:

1. Letter from property owner providing permission for the use of the property for the event, if applicable. Letter must be on business letterhead and include the following: dates of operation, business name and contact information, along with property owners name, contact information and signature
2. Detailed Route Map showing all streets and/or sidewalks to be used, if applicable
3. Detailed Site Plan, drawn to scale and dimensioned depicting the following:
  - a. All rights-of-way, drive aisles and permanent structures
  - b. All proposed activity locations (tents, VIP areas, vendors, restroom facilities, alcohol sales, non-alcohol sales areas, stages, seating, carnival rides, attractions, etc.)
  - c. Proposed parking locations including handicap spaces
  - d. Event security and/or first responder/first aid areas (if applicable)
  - e. Street closures (if applicable)
  - f. Barricade locations (if applicable)
4. Certificate of Insurance naming the City of Joliet as an additional insured
5. Copy of paid receipt from either the Will or Kendall County Health Department if food is being prepared and/or sold on site

6. If the event is a circus or carnival, additional information must be provided and you must appear before the Joliet City Council for review and approval of your event. Please contact Office of the City Clerk - Business Services at (815) 724-3905 for additional information
  
7. If a Charity Raffle is being drawn at the event, a Charity Raffle License is required. Please contact Office of the City Clerk - Business Services at (815) 724-3905 for additional information (application available on website: [cityofjoliet.info](http://cityofjoliet.info))

Please note other documents may be required after a full review of your applications.

**Applicant Signature**

I have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct, to the best of my knowledge. Knowingly providing false information will automatically void this application and cancel the event. It is unlawful for any person, firm, corporation or other entity to sell, offer for sale, display or store goods, merchandise, publications, products or service of any kind on any public right-of-way, street, sidewalk or parkway unless a Special Event Permit authorizing such commercial activity on such public way has been issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date