

# SPECIAL EVENTS

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2018 Training



# Planning for a Special Event

- When do you need a Special Event permit?
  - View the Special Event FAQ
- Village of Oak Park Contact Information
  - [Specialevents@oak-park.us](mailto:Specialevents@oak-park.us)
  - (Phone)
- Special Events Online Application
  - <https://villageview.oak-park.us/CityViewPortal>  
*First time users will be required to create a profile before starting their application.*
  - Review the “Special Event Portal Training” for specific Instructions on how to use the portal



# SPECIAL EVENTS

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Health Department Checklist



# Health Department

- Applications and Fees
- Booth Set-Up
- Food Source
- Transporting Food
- Hand Washing Stations Provided
- Safe Food Handling Procedures
- Sufficient Hot/Cold Holding Equipment
- Proper Cooking Procedures
- Manual Warewashing Equipment
- Health and Hygiene
- Preventing the Presence of Pest/Rodents

(Reference 2009 State of Illinois Food Code and 2017  
Food Code)



# Applications & Fees

- A fully completed Temporary Food Permit Application (pages 3 - 8) is required to be submitted.
- \$100 annual fee (make checks payable to *Village of Oak Park*)
- Only one fee is due per business per calendar year, but applications must be completed for each temporary event.
- Organizations that have Illinois not-for-profit status or are a federally recognized charitable organization that are using the event as a fund-raising activity are exempt from temporary permit fees.
- Fee-exempt organizations must still obtain a permit and comply with all requirements.



# Additional Paperwork Required

- Food vendors using a commercial kitchen/licensed food truck outside of Oak Park for food preparation, will be required to submit a copy of the last inspection report from their local health department.
- Applications and fees not received 7 days prior to the event will be **denied** participation in the event.
- It is the Event Organizer's responsibility to ensure food vendors submit the required paperwork/payments on time.



# Booth Set-Up

- Food vendors are required to have overhead protection when operating food. This will help protect against any contamination such as birds, rain, tree leaves, etc.
- All food operations need to be set-up to restrict customer/animal access from contaminating food during food storage or food preparation.
- The Event Organizer will have to establish with the food vendor whether or not potable water and electricity will be provided for food vendors or if the food vendor will be required to provide their own.



# Food Source

- The application requires food vendors to provide the food source from which they have received their food items (meats, vegetables, fruits, etc.).
- All items on the proposed menu from the event are required to come from an approved source. (Restaurant Depot, Walmart, Costco, etc.).





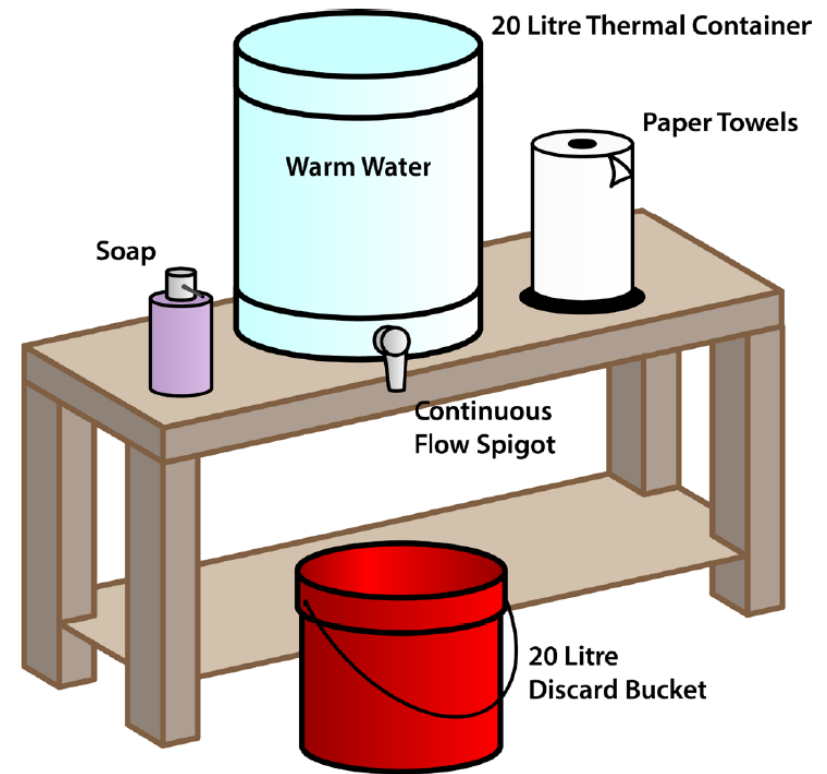
# Transporting Food

- Transporting potentially hazardous food is the most important step when aiming for a successful inspection.
- Potentially hazardous food must have already been pre-chilled at 41F degrees or below, or pre-cooked to 165F, 155F degrees, etc. prior to transporting in hot/cold holding facilities.
- If foods are being made at the event (tacos, crepes, etc.) the potentially hazardous ingredients will be required to maintain a temperature of 41F degrees or below even if the product will be cooked at the event.
- This will ensure no pathogens are growing on food items that will be served to the public.



# Hand Washing Station Provided

- Hand washing stations are required for all food vendors.
- Hand washing stations cannot be placed in areas that may cross-contaminate food, equipment or single service articles.



# Safe Food Handling Procedures

- Some safe food handling procedures include having gloves, tongs, spatulas, etc. to prevent bare hand contact with ready-to-eat food.
- Ready to eat food includes: Cooked food that is ready to be served, fresh fruits/vegetables, baked goods, snacks (chips, crackers, pretzels, etc.), or any other unpackaged food items ready to serve.
- Food handling should prevent any possible cross-contamination.
- Proper Hygienic Practices



# Sufficient Hot/Cold Holding Equipment

- Food vendors must provide hot and cold capacities to support their menu operation.
- Local food vendors may **not** travel back and forth to their licensed kitchen to replace the need of hot and cold holding facilities.
- Hot foods that are being made in large quantities and then served per order must have hot holding capacities. Examples include: Gumbo, Chicken, Italian Beef, Taco meat, etc.
- Cold foods that are being made in large quantities and then served per order must have cold holding capacities. Examples include: Sub sandwiches, pasta salads, sushi, etc.



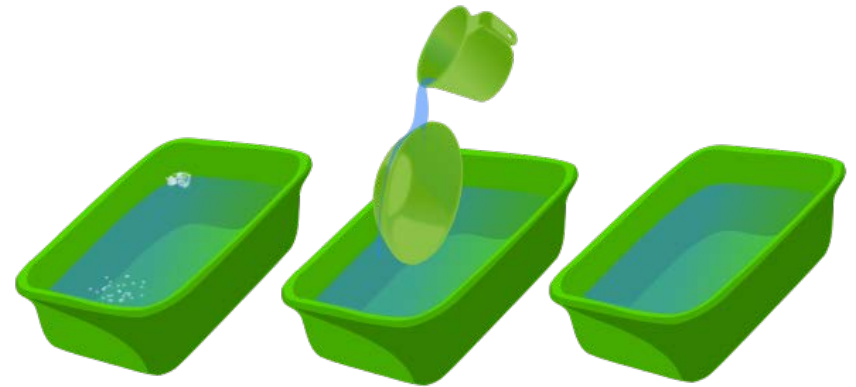
# Proper Cooking Procedures

- Food vendors are required to practice proper cooking and safe food handling procedures.
- Prior to removing food items from a grill, stove, fryer, etc., cooks should check the internal temperature of the food product to ensure that it has been cooked to the correct temperature.
- Foods intended to be kept cold should also be monitored by temperature checking.
- In order for food employees to demonstrate food safety procedures, thermometers are required when serving hot/cold potentially hazardous food items.



# Manual Warewashing

- Food contact surfaces of equipment and utensils are required to be washed, rinsed, and sanitized every 4 hours.
- For events that last more than four hours, food vendors are required to provide 3 bins to properly clean equipment.



# Health and Hygiene

- Food employees who demonstrate any illness are restricted and excluded from all food handling activities.
- By properly excluding food employees with illnesses, we are able to minimize the risk of disease transmission.
- Per Food Code regulations, employees must maintain clean and sanitary hygiene. This includes clean, trimmed fingernails, hair/beard restraints, and bandages for any open wounds on hands, arms or fingers, clean clothing, etc.



# Preventing The Presence of Insects and Rodents

- It is important to keep customer food covered when stored in hot and or cold holding facilities.
- Toppings such as onions, relish, pickles, etc. should be left stored with lids so that flies and other insects do not have access to contaminate.
- Waste receptacles are required to be provided and frequently disposed of to reduce the risk of attracting insects and rodents (birds, flies, etc.)
- Keep waste receptacles closed with lids to reduce the amount of insects and rodents from harboring around your food operation.





# SPECIAL EVENTS

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Finance Department



# 2019 Fee Schedule

- The 2019 fee schedule is anticipated to be reviewed by the Village Board by the end of January 2019.
- Fee schedule is based on the following:
  - Current adopted budget
  - Applicable employee wages and benefits as determined by then-current collective bargaining agreements as well as non-union employee pay schedules.



# Fee Discount Schedule 2018-2020

- For events which occurred **on or before October 15, 2018**, the Village shall provide discounts as follows (excluding application fees):
  - Waive **30%** of fees set for **2018**
  - Waive **20%** of fees set for **2019**
  - Waive **10%** of fees set for **2020**
  - Beginning in calendar year 2021, one hundred percent (100%) of all fees shall be due and payable.
- All prior fees must be paid in full in order to receive discount.
- Discounts for 2018 will not result in a cash refund but rather a credit against 2019 fees.



# Application Fee and Deposit

- Upon applying for the permit, the event sponsor shall pay a **nonrefundable fee of one hundred dollars (\$100)** per application.
- Committee decisions will be made **within twenty-one (21) days** after receipt of a completed application.
- If the event is approved, the event sponsor shall pay to the Village at least seven (7) calendar days prior to the date of the special event a **fifty percent (50%) deposit** on the total estimated cost of personnel and equipment for the requested event based on the approved fee schedule.
- There will be an additional **late fee of one hundred and fifty dollars (\$150.00)** for any late application
  - If alcohol is not made available at the event, the application must be submitted **at least 60 days** in advance of event
  - If alcohol is made available at the event or more than 500 people are anticipated to attend, the application must be submitted **at least 90 days in advance of the event**



# Invoicing and Payments

- **Within thirty (30) days** of the conclusion of the event, the Village will issue the event sponsor a **bill for the actual amount** of the additional police, fire, public health and public works services incurred, less the deposit previously paid.
- Furthermore, the event sponsor shall pay **within thirty (30) days** after the conclusion of the event any direct and reasonable costs incurred for **cleanup of the public property** and any **loss and/or damage to Village property**.
- Event sponsors that are **governmental entities** are **exempt** from payments for **cleanup costs** of public property.



# How Do I Pay?

- Payments and applications can now be made directly through the Village website
- If you make a manual payment, you are responsible for communicating your receipt number through the portal



[www.oak-park.us](http://www.oak-park.us)



# LIQUOR LICENSES

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## Liquor Licenses



gg78001098 www.gograph.com

# Where Can I Get Liquor License Information?

- Village Code
  - [www.oak-park.us](http://www.oak-park.us)
    - Dropdown Menu – “Your Government”
      - Tab – “Village Code”
      - Tab – “Chapter 3 (Alcoholic Liquor Dealers)”
      - 8 Articles Totaling Approximately 60 pages
      - Article 4 of Chapter 3 (Terms & Classifications)





# Chapter 3, Article 4, E – 1

## Special Events Liquor Licenses

- Authorize the sale of liquor for consumption on premises owned or leased by the nonprofit.
- Ten (10) events per year.
- Separate permit for each event. \$15 each.
- Apply more than 30 days in advance of event.
- No exterior signage promoting liquor sales.



# General Requirements

- Outdoor – General layout showing where alcohol sold and where IDs checked. Description of procedure to check IDs and ensure age restricted consumption.
- Indoor – Written procedure detailing how IDs will be checked.



# SPECIAL EVENTS

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DCS-Parking & Mobility Services Division



# DCS-Parking & Mobility Services Check List

- Village Parking Lots
- Parking Closures on Village Streets
- Disability Event Parking
- Travel Demand Management
- Questions



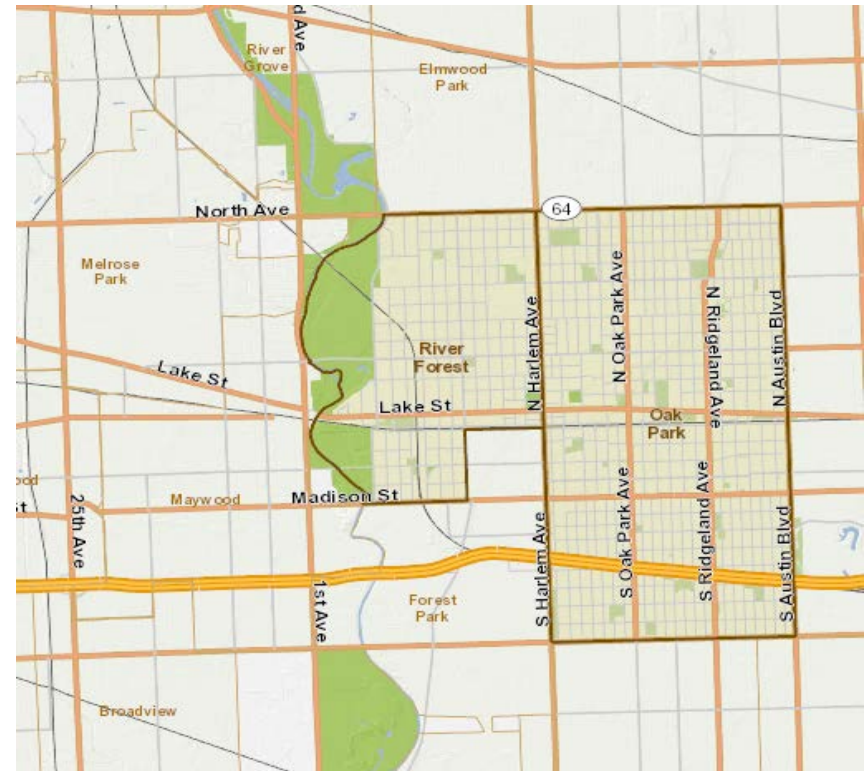
# Village Parking Lots

- Use and or Closure of lots during any event must be requested in the original application.
- Applicant must specify time period for lot usage. This should include setup and dismantling.
- Signs will be provided to post in parking lot 48 hours prior to event.



# Parking Closures on Village Streets

- Applicant must specify which particular parking closure is needed for village streets on the original application.
- Applicant must specify time period for parking closures on Village streets. This should include setup and dismantling.



# Parking Closures on Village Streets

- A map of parking village street closures is requested with application. Applicant can use the Village's online map as a base:

<https://www.oak-park.us/online-services/village-maps>

\*Alley Closures are typically not allowed. This request must be directly approved by Department Director of Public Works and Development Customer Services.

\*The Village cannot allow closure on private property. Owner of property must be contacted directly.



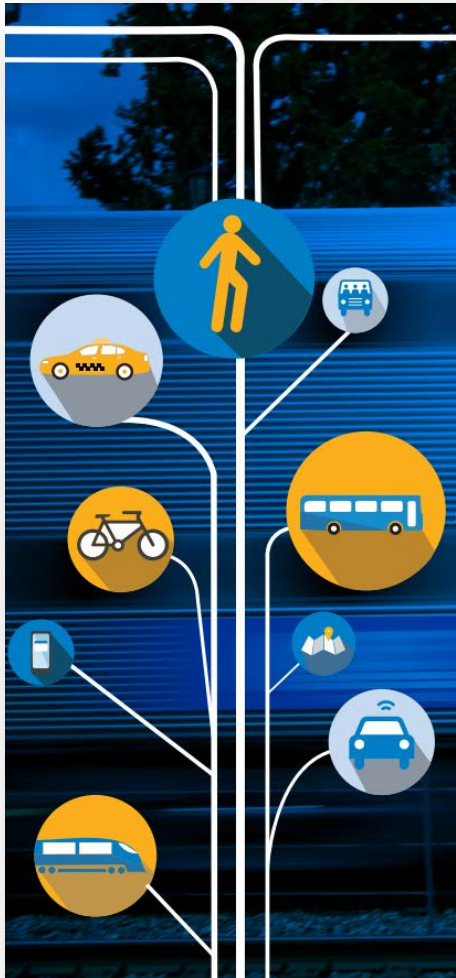
# Disability Event Parking

- If you are in need of disability parking please submit a disability parking plan.
- If event will close an entire lot, count the number of disabled parking spaces and submit plans for their use.
- Any unauthorized use of disabled spaces for purposes not approved in the event application will result in possible disqualification from further events. This also may result in various fines.





# Travel Demand Management



- Organizers must include an estimated attendance number.
- This number assists the Village in determining whether existing parking resources are sufficient or if other mobility options, such as public transit, rideshare, others need to be emphasized.
- Estimating demand assists the organizer in developing a parking and mobility communications plan to reduce congestion, ensure public safety and make accessing the event easier.

# SPECIAL EVENTS

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**Public Works Department**

Engineering Division

Streets Division

Environmental Services Division



# Which Roads can be Closed?

- Generally the perimeter streets around Oak Park cannot be closed as they are not within Oak Park jurisdiction.
- Within Oak Park limits, the following may require IDOT permit:
  - Washington Blvd
  - Ridgeland Ave (south of Augusta)
- Fire and Police should have input on which roads are closed in order to maintain response routes and access to all buildings.
- Alleys not allowed to be closed



# Which Roads can be Closed?

- Some of the roads in town have bus-routes: Prior to the event the organizer needs to coordinate with the Streets superintendent so that the bus companies are notified of the change in service. This notification should take place 2 weeks in advance so that the bus company has time to make arrangements.
- In some cases, Public Works personnel will need to close and open the streets depending on the location, time, and level of traffic. In some rare cases, if conditions warrant it (time, type of street, etc.), training is available on safe street closing/opening techniques.



# Types of Barricades and Signage

- Generally Type-III barricades. IDOT has a good exhibit detailing the names and types of traffic control devices  
[http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Standards/Highway-Standards/PDF/220-701901-07\\_TrafCntrlDevices.pdf](http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Standards/Highway-Standards/PDF/220-701901-07_TrafCntrlDevices.pdf).
- IDOT also has diagrams available online for different types of traffic control configurations for reference as needed.



Don't forget sandbags!



# Types of Barricades and Signage

- Depending on the type and size of the event, Public Works will supply a limited amount of barricades, signage and/or cones at no cost. However, you will be charged for the time and equipment for barricade delivery and set-up/break-down.





# Types of Barricades and Signage

- Paper No Parking Signs are available from Public Works for 25 cents apiece and should be installed 48 hours in advance.
- These can be put up by the organizer or Public Works can put them up at an hourly charge.
- Signs hung on trees shall be either with string or tape (no staples or nails).
- Police have the sole authority to tow vehicles



# Costs Associated With Public Works

**3 Hour Minimum for Each Public Works Employee  
When on Overtime or Double Time**

- Current Rates:\*
- Straight Time (work done on a weekday between 7:30AM & 4:00PM)- \$42.00 per hour
- Over Time (Saturdays & weekday off hours) \$53.00 per hour
- Double Time (Sundays & Holidays) \$70.00
  
- Vehicles:\*
- Pickup Truck- \$15 per hour
- Dump Truck- \$20 per hour
- Street Sweeper- \$20 per hour

\*Rates Subject to change





# How to plan for Construction

- Most of the public Engineering projects are designed during the winter with construction starting late spring or early summer, although some start in the fall.
- Oak Park online construction map is a great resource for looking up planned construction projects:  
<https://gisconsortium.org/WebApps/StoryMaps/VOP/CapitalImprovementProjects/index.html>
- Major projects to highlight for 2019:
  - Madison Street Improvements: summer through fall 2019
  - Lake Street Streetscape: spring through fall 2019
- Business-cards with the construction map web address are available at the back of the room at the conclusion of the presentation.



# “So If there is planned Construction Does that mean that I can’t have an event?”

- Not necessarily. With advance notice of the special event, language can be added to the construction documents requiring the contractor to accommodate the event.
- Construction schedules are variable and can change; even after event approval it is a good idea to call Engineering two weeks before the event to get the current construction schedule for that location (708-358-5700).



# Water for Events

- A \$1500 deposit for a hydrant meter is required. Payment is made to the cashier at Village Hall.
- Pickup of the meter is available at the central pump-station. Please call Fred Biring in advance prior to pickup (708-358-5747).
- The village will be reimbursed for the water at the current standard rate.



# Refuse Service

Village encourages all events be Zero Waste

- A Zero Waste Event is one in which event organizers plan ahead to reduce landfill waste from the event and set up Zero-Waste Stations for those recyclable and compostable materials such as paper cups, food scraps, and plastic bottles that are generated by the event.

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## zerowaste

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# SPECIAL EVENTS

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Fire Department & Development Customer Services Checklist



# Fire Department

- Special Events Planning Guide - Fire Department
  - Site Plan / Route Map Information / Traffic Modification Plan
  - Tents, Stages, Canopy or Temporary Structures
  - Food and Beverage Concession
  - Medical Plan / First-Aid Station
  - Inclement Weather Plan

Fire Department's checklist is not a complete list of every Special Event requirements, but rather is a list of the major components required by the Fire Department.

Reference: International Fire Code 2009



# Special Event: Site Plan

- The Fire Department is excepting the event planner to provide a site plan and map of the entire event venue to include the following items at a minimum:
  - All streets or areas accessing the venue and surrounding areas. If the event involves moving route of any kind such as a race, run or rally the direction of travel and all street and/or lane closures must be indicated.
  - Entrance and Exit locations must be indicated on the map. Locations points must be labeled alphabetically.
  - Highlight the perimeter of fencing, barrier and/or barricades. Removable fencing, barriers and/or barricades must be indicated for emergency access.
  - Show a minimum of 15 feet wide unimpeded emergency access lane throughout the event venue.
  - Indicated generator locations and/or sources of electricity.



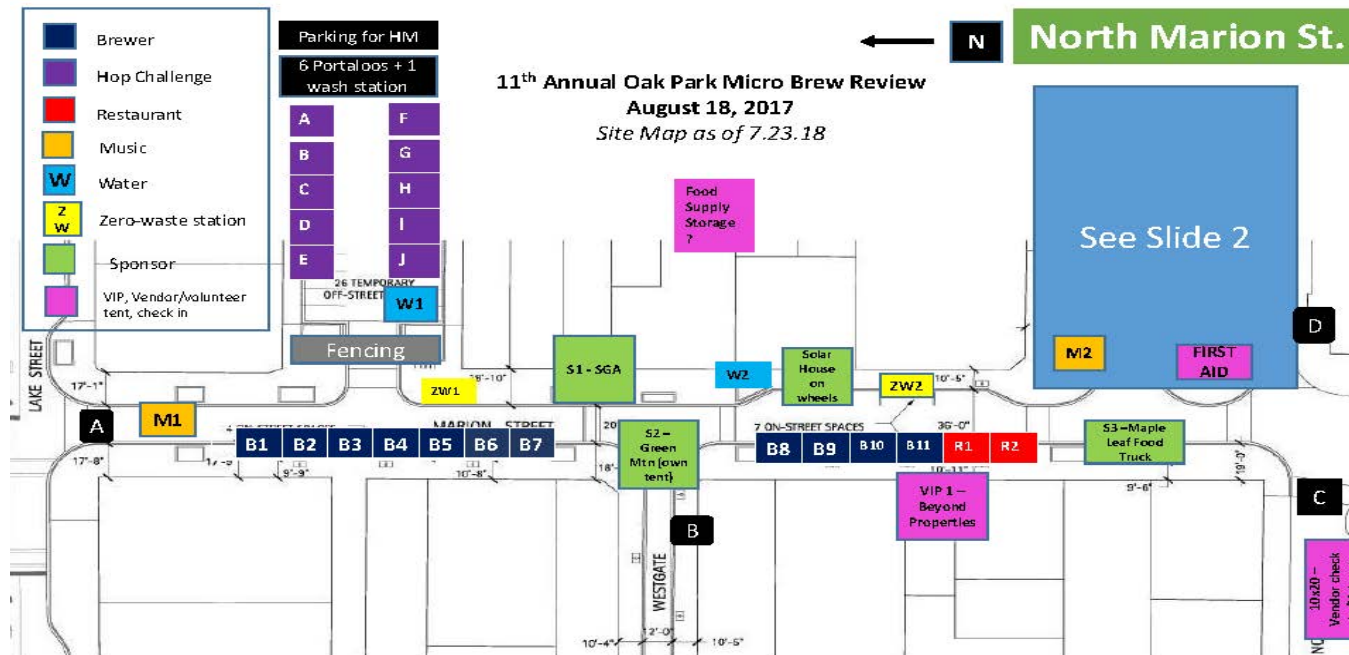
# Special Event: Site Plan

- Placement of vehicles and/or trailers (Food Trucks, Commercial Vehicles, Storage Pods, etc.).
- Any stages, platforms or scaffolding must be shown on plan along with size.
- List all Tents or Canopies that will be onsite; include sizes.
- Location of Food vendors and cooking areas, trash containers, dumpsters and other temporary structures.
- Food booth and cooking area configuration including booth identification of all vendors cooking with flammable gas and grills.
- Location of Fire Extinguishers
- Inclement Weather Evacuation Shelters





# Special Event: Site Plan



# Special Event: Tents

- Tent Requirements:
  - Over 400 Square Feet
  - Tents bracing/supports
  - Smoking shall not be permitted in tent.
  - Cooking/Open Flames
  - Means of Egress/ Exit Doors
  - Floor within tents and ground outside
  - Flame retardant certificate is required
  - Generators



# Special Event: Stages & Generators

- Stages: requires a layout and engineer's report (Signed and Stamped on assembly)
- Generators shall be a minimum of 20 feet from tents.
- All outside electrical receptacles or receptacles in tent shall be a Ground Fault Circuit Interrupter (GFCI) protected.
- Temporary Cords: Only grounded electrical extension cords of the proper amperage rating for the load shall be used. Cords shall not be installed as to be subject to physical abuse or to pose a tripping hazard.



# Special Event: Cooking

- **Cooking Requirements:**
  - 2A10BC rating and/or type K fire extinguishers are required for any open-flame cooking or grilling.
  - Cooking: Open or exposed flame cooking equipment shall not be permitted inside or located within 20 feet of the tent.
  - Cooking and heating equipment shall be a minimum of 10 feet from exits or combustible materials.
  - Refueling/ Storage





# Special Event: Crowd Manager

- Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.
- Online Training is available at: <https://www.crowdmanagers.com/training>
- Proof of certificate will be required at the of application.



# Special Event: Medical Plan/First-Aid Station

- Medical Plan: The goal of a medical plan is to ensure the proper and adequate medical services are in place to protect the health and safety of the participants at a special event.
- First-Aid Station: Fire Department will recommend a first-aid station/ambulance that will be staffed by (2) Firefighter/Paramedic from the Oak Park Fire Department.
- Event Planners may request services for events under 500 people.



# Special Event: Inclement Weather Plan

- The Village of Oak Park can experience severe weather in the form of severe thunderstorms, tornados, extreme heat/cold episodes, and heavy rains. Therefore, depending upon the time of the year special events are going to be held, event planners will need to consider the potential for extreme weather conditions and the following are items that should be considered when planning a special event.
- Fire Department or Police Department has the authority to implement the weather plan during a special event.



# Special Event: Inclement Weather Plan

- Special Events Weather Conditions:
- High/Extreme Heat
  - Event Planners should consider cooling stations and/or water points for participants if weather is expected to be warm.
- Severe weather: Thunderstorms, Wind Storms and Tornadoes
  - Event Planners must identify shelter areas from lightning, flying debris and/or tornados.



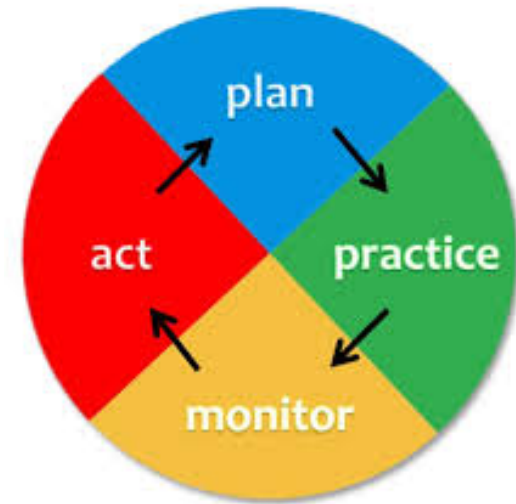


# Special Event: Inclement Weather Plan

- Special Events Weather Plan:

Example Weather Plan Questions:

1. How do you plan to track inclement weather?
2. Who is responsible for getting the word out to attendees regarding inclement weather conditions and how will they do it?
3. Where will your attendees seek shelter and has permission been granted for the spaces(s)?
4. Other related Information:





# SPECIAL EVENTS

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Oak Park Police Department



# Police Department

Police Department staff review all applications received by the Clerks Office and determine those events that require police assistance.

Most common types of events:

- Races / Runs requiring road closures (Frank Lloyd Wright 10K/5K)
- Large scale gatherings such as festivals (Oakttoberfest)



# Application Review

- If the Police Department identifies a need for police assistance, the event organizers listed on the application will be contacted prior to the event.
  - Event organizers can always contact the Department as well if they are unsure or if there are any questions
- Working with the Event organizers, the Police Department will determine the number of officers required to work the event, and the scope of their duties.
  - Factors can include the number of road closures, expected number of participants, alcohol sales, etc.



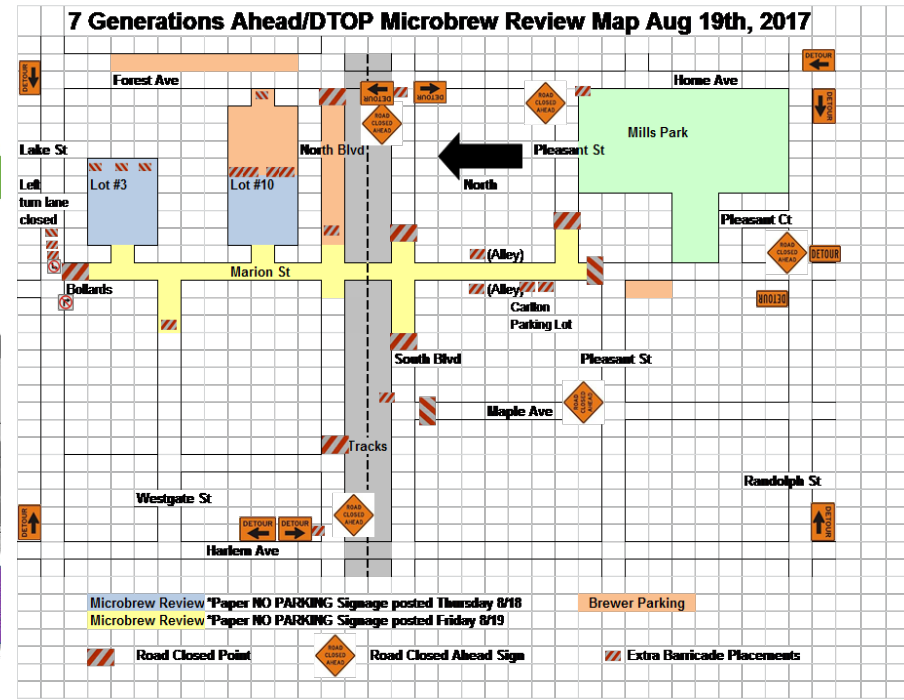
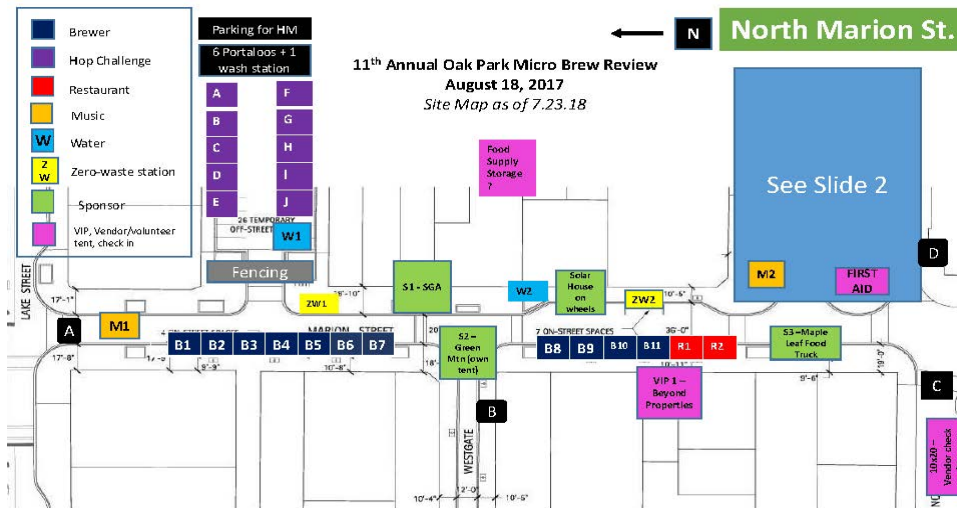
# If Police Assistance Necessary:

- Police Department will determine if on-duty personnel can staff the event or if off-duty officers will be required.
- If Off-Duty officers are required, the assignment will be filled on a voluntary basis. If not enough off-duty officers volunteer for the assignment, on-duty staff will be utilized.
- The Police Department, in consultation with the event organizers, will determine the Officers schedule and duties during the event.
  - Duties mainly comprised of traffic control / crowd control / security



# Special Event: Festivals

- Example of a Special Event Site Map / road closures



# Special Event: Races

- Example of Special Event Race Route:



*Map should be clear and concise, including locations for start/finish, local landmarks, main street names, etc. Hand-drawn maps are NOT preferred.*



# \$\$ Billing For Officers \$\$

## Off Duty Officers

- \$38 per hour for each off-duty officer\*
- Minimum 3 hours compensation guaranteed for each off-duty officer

*\*or current CBA rates at time of event*

## On Duty Officers

- Officers actual on duty rate will be charged.\*\*
- Event organizers billed for actual hours worked by each on-duty officer (no 3 hour minimum)

*\*\* Approximately \$46 per hour or as determined by the Village of Oak Park*





# Squad Cars



- Additional costs for any squad cars utilized for the event may be included as well, at the discretion of the Police Department.
- Current hourly rate for each squad car is \$15 per hour.

# SPECIAL EVENTS

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Operations Overview



# Updated Ordinance

- Submission of permit applications will become electronic and will be reviewed and approved in the same manner as other business permits.
- The new ordinance stresses that the Village Police Fire Chief can cancel a permit prior to an event due to an emergency.
  - These emergency cancellations cannot be appealed.
  - Emergency cancellations do not allow for a refund of the 50% deposit.
- Appeals to the Village Manager to overturn a permit request that was denied at the staff level does allow for a refund of the 50% deposit

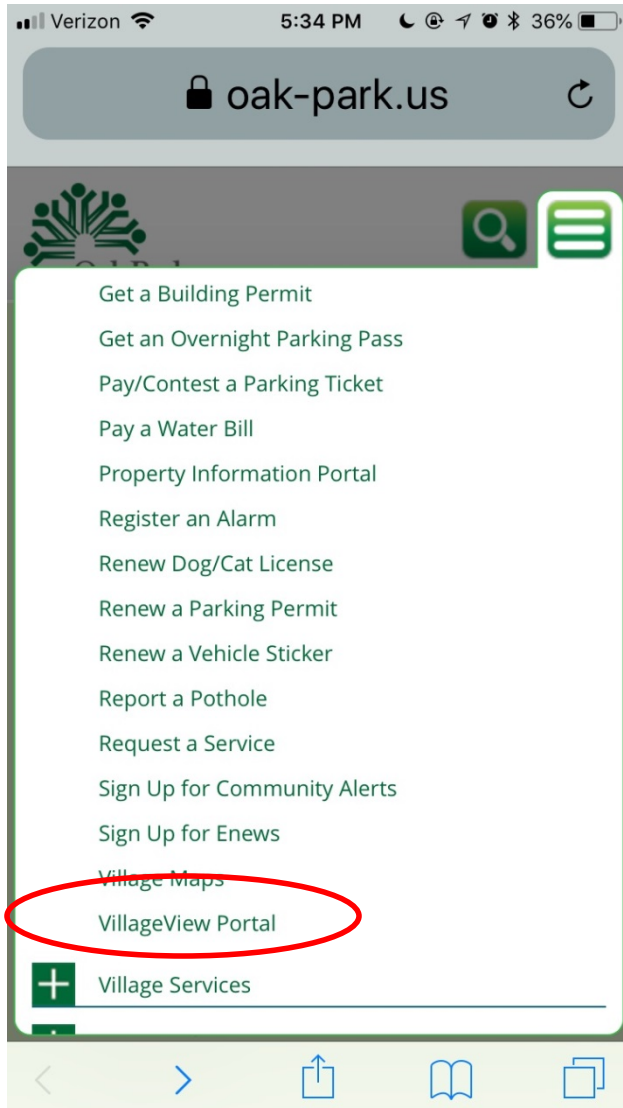


# Updated Ordinance

- The required deposit is now 50%
  - Due at least 7 days before the event.
  - Permits will not be issued if the deposit is not received in a timely manner or if the event has outstanding invoices.
- Timelines have been adjusted:
  - The Village will issue the invoice 30 days after the event.
  - The sponsor shall pay the Village within 30 days.
- Parking and right of way fees have been removed as an event cost.
- Fees as defined in Finance presentation.



# Online Event Application Process



- Go live on April 4, 2019
- Online application via VillageView portal on Village web page at [www.oak-park.us](http://www.oak-park.us)



# Online Event Application Process

- Before you begin: Create an account
  - Note: There is a waiting period for creating an account. We advise you create it a day before you wish to start your application.
  - Contact information should be the name, email and address that you want the Village to use as your main point of contact.
- Step 1: Once you have your account, log in via the VillageView portal.
  - Select Building and Fire Permits
  - Use the dropdown menu to select special events.
  - Use the description box to define your event. Include the location and entire geography of your event (for example your route for a run or walk) and identify why you are holding this event.
  - Note start and end dates and times as well as set up date and time.



# Online Event Application Process

- Step 2: VillageView will auto select Special Event permit.
- Step 3: Select work items. This is a critical step. Pay close attention to what your event will require.
  - For example: your event might be a gathering on a street, serving alcohol and food under a tent with a band on a stage. You would select street closures, electric, liquor, food, stage or raised platform and tent)
- Step 4: This is a numerical description of the work items.
  - The system will automatically default to “1”. You can leave it at “1” for items such as police, fire and EMS.
  - For items such as tents, stages, food vendors, use the appropriate count.



# Online Event Application Process

- Step 5: Identify location allows you to select the address you used in the contact information or select from a map.
  - You can use the contact information if the location of the event is the same address.
  - You can select from a map for a run or street closure.
    - Select the address closest to the start of the event
  - Provide a second address if your event is a run or street closure
    - Select the address closest to the end of your route or end of the street closure.

*Note: We are working with the developer to create a better addressing system for runs and street closures.*





# Online Event Application Process

- Step 6: Contacts allows you to affirm your contact person and to add additional contacts.
  - You must have at least one contact.
    - If only one contact, select “Use Contact”
  - If you want additional contacts, identify the new contacts as “Project Manager” and add appropriate contact information.
- Step 7: Allows you to upload your required files.
  - We advise you upload all of your files before you submit your application.
  - You can go back and upload additional files if needed.

*Remember that your permit will not be approved until all the required files are received.*



# Online Event Application Process

- Step 8: Review and submit requires that you double-check all of your information.
  - Are dates and time correct?
  - Did you define your routes or street closures
  - Did you provide all the required documents such as maps and proof of insurance?
- Step 9: Once you hit the submit button, Village staff will begin to review your request.
  - Requests for additional information will be sent via email
  - Your final permit will be sent via email

*Remember that permits will not be issued until all required documents and payments have been received by the Village.*



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Thank you

