

CITY OF QUINCY SPECIAL EVENT POLICY

I. POLICY STATEMENT

The City recognizes that special events often bring certain benefits to the community. At the same time, the City must have sufficient notice prior to an event so that it can evaluate the potential impact such an event might have on the resources of city departments, city-owned properties and facilities, and ultimately on the community as a whole. Each event has unique characteristics and will have a different impact on these services and resources. It is the intent of the City of Quincy to preserve the public's health, safety, welfare, and to promote the responsible use of publicly owned facilities, property and resources. Therefore, each event shall be considered on a case-by-case basis.

II. SPECIAL EVENT CRITERIA

The following criteria shall be used to determine if an event falls under the scope of a special event covered under this policy:

1. All outdoor events held on City property (i.e. street, sidewalk, etc.) and/or events that have an impact on the public health, safety, and welfare of the community, including events held exclusively on private property.
2. An event that requests any of the following actions, which must be approved by the City Council:
 - Street and/or parking facility closures
 - Events that require the posting of No Parking signs.
 - Any event to be held on public property where liquor is to be served.
 - Any event that requires City Public Safety support services (police and/or fire)

III. FEES

1. Governmental Entities: The City shall waive all fees and costs associated with a special event, covered under this Policy, which is operated by a governmental entity (i.e. School District, Civic Center, Park District, Adams County, etc.) The potential waiver of fees and costs also applies to events and activities that are co-sponsored by the City of Quincy.
2. Non-governmental Entities: Non-governmental entities shall pay all required fees and reimburse the City for 100% of the cost for all services rendered for said special event. A non-governmental non-profit entity sponsoring or operating a special event covered under this policy shall also pay all required fees and reimburse the City for 100% of the cost for all services unless waived by the authority of the City Council in the best interests of the City.

IV. REQUIREMENTS AND CONDITIONS

Alcoholic Beverages: A Class C Liquor License is required for the sale and/or dispensing of alcoholic beverages on a temporary basis. The Mayor of Quincy, serving as the Liquor Commissioner, must approve all Class C Liquor Licenses. Please contact the Liquor Commissioner's Assistant at 217-228-4500 for an application.

Amplification: The use of loudspeakers or amplifiers connected with any radio, phonograph, microphone or any such device on any public street or public place is permitted, however, the City of Quincy reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the City of Quincy Police Department. (*Note: No amplification of sound is permitted after 10:00pm per City Code*)

Block Party: Special event application is not necessary for block parties; however, the City of Quincy requires that permission be obtained for this type of gathering. For a block party request, please visit www.quincyl.gov to contact the appropriate aldermen for the event location. Notice of a block party must be given by at least 2 weeks prior to the event and does require Council approval. (*Note: Block Parties that believe their attendance will be higher than 250 people will fall under the normal Special Event Policy and must submit a formal application as outlined herein*)

Carnival / Circus: A carnival permit must be obtained to give, conduct, produce, operate or present a carnival as defined in the Quincy City Code (Chapter 112 – Amusements). Please visit www.quincyl.gov or contact The City Clerk to obtain an application. All carnivals must be inspected by the city prior to opening.

Certificate of Insurance/Hold Harmless Agreement: A Certificate of Insurance is required for special events, naming the City of Quincy as an additional insured. In addition, the event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the City of Quincy against any and all actions arising from, during, or as a result of the event. *See Section VI. Insurance Requirements for insurance requirements.*

Closure of a Public Street or Sidewalk: Closing or blocking a public street or sidewalk has public safety and labor/material implications. Events proposing a blockage or closure may need to coordinate safe passage/detours for pedestrians/vehicles, barricades, traffic control, and state (IDOT) permits. A map should be provided in order to give an accurate picture of any public streets or sidewalks that will need to be blocked. For a street closure request, please visit www.quincyl.gov to contact the appropriate aldermen for the event location. Notice of a street closure must be given at least thirty (30) days prior to the event and does require Council approval.

Compliance with City Ordinances: The applicant shall comply with all applicable City ordinances, codes, conditions and requirements. The organizer should be aware that depending on the type of special event, this may require plan reviews and inspections by the Fire, Police, Central Services Department, Engineering Department and/or Planning & Development Department.

Compensation for City Staffing: Depending on attendance and type of event, the City may require personnel, including Police and/or Fire at the function. City personnel involved during the day(s) of the event shall be charged back to the event organizer, if applicable. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents and reduce the public liability exposure to the sponsoring agency, as well as the City. The invoice for these costs will be transmitted to the event organizer within sixty (60) days after the completion of the event.

COVID-19 Procedures: The applicant must submit a written plan to identify measures to be implemented to fit within the current phase of the State of Illinois Restore Illinois or Adams County COVID-19 Guidelines. The plan should address procedures put in place for employees, volunteers, and attendees.

Downtown Events: The number of special events that require street closures in the downtown district (as defined in the City's Zoning Code) for more than one (1) hour may be limited to one (1) every thirty (30) days per organization. This restriction does not apply to event(s) on private property that require no street or parking lot closures.

Electrical Service: Events requiring electricity should specify the size of electric service needed and the proposed source (self-provided generator or city-provided temporary service). A map of the electrical installation should also be included, particularly if there will be multiple power cords involved in providing service. Event organizers must work with a licensed electrician and submit a plan showing location where power will be provided. Electrical Installations shall comply with Article 590 of the National Electrical Code.

If temporary electric service will be provided by the City of Quincy, then the Engineering Department will need to review the permit application to ensure safe loading on City owned equipment.

Fireworks & Pyrotechnics: The City of Quincy Code (Chapter 99 – Explosives and Fireworks) requires a permit for public exhibition of fireworks or pyrotechnics. Applicants should work with the Quincy Fire Department to obtain the required permit. Permits for fireworks and pyrotechnic displays can take an extended amount of time to be processed, as additional requirements are present. In order to comply with these requirements, permit application should be submitted at least sixty (60) days prior to the intended date of the display to the Quincy Fire Department. The fireworks permit is required in addition to approval of the special event policy application and must be approved by City Council.

Food and Beverage Inspections: Food and beverages shall not be sold at an event, unless approved and licensed, if necessary, by the Adams County Health Department (ACHD). Any special event serving food must provide a sign-off letter from the ACHD. Event organizers are responsible for arranging health inspections for their events. Please call the ACHD at 217-222-8440 for more information. In addition, all cooking devices used under a tent need to be approved by the Quincy Fire Department. No open flame devices will be allowed under a tent. All cooking equipment shall be accompanied by a dry chemical fire extinguisher of suitable size with a current certification tag.

Portable Sanitation Facilities (Water/Sewer/Portable Toilets): Typically, portable sanitation facilities may be necessary based on the nature and length of the event, especially if serving food or drink is a part of the event. The number of portable toilets required can be found in *Appendix B*. Also, the Adams County Health Department may require hand washing facilities for those engaged in food preparation. For more information on county requirements, contact the Adams County Health Department at 217-222-8440. Any request for a domestic water hook-up should be directed to the City of Quincy Water Department at 217-228-4580.

The event site shall be cleared of all debris within eight (8) hours of the close of the event, and temporary structures and/or sanitation facilities must be removed from the site within seventy-two (72) hours of the close of the event. Any extension of time for said clearance and/or removal must be submitted with the permit application.

Raffles: A City and County permit is required for a raffle if the total aggregate value of the prize(s) is over five hundred dollars (\$500). Please contact the City Clerk's office at 217-228-4510 for the City's raffle permit. For the Adams County raffle permit, please visit <http://www.co.adams.il.us> or contact the Adams County Clerk's Office at 217-277-2150.

Reservation of Annual Event Dates: If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve special event dates more than one year in advance.

Resident and/or Business Notification: For those events that require street closures, or may cause disruption for City of Quincy residences or businesses, mailed or hand delivered notification must be provided to the affected parties thirty (30) days prior to the event. The City of Quincy will determine which parties are to be notified and the City will provide the event organizer with a mailing list for the affected areas.

Emergency Response, Security & First Aid:

Events anticipating 250 participants or more, must provide the following:

1. Provide a plan to address portable toilet number and location and cleanup procedures. (See Appendix B for more details)
2. Provide a security and first aid plan identifying the number of security and first aid personnel that will be present during the special event with their duties and responsibilities specified (See Appendix C for more details)
3. A site plan and route map that addresses the event area and locations of the major components of the event and the areas of ingress and egress to the event. (See Appendix D for more details)

Events of 1,000 participants or more must satisfy all of the above #1-3 plus the following:

1. At least one emergency medical unit (ambulance or alternate response vehicle) licensed by the Illinois Department of Public Health or a waiver issued by the Adams County Emergency Management Systems Department.
2. Completion and approval of an Event Crisis Procedures plan (See Appendix E for more details)

Tents & Temporary Structures: The use of tents (larger than 120 square feet) requires an inspection and permit prior to use. All tents shall have current fire-retardant certification attached and be in compliance with section 3101 Temporary Structure of the 2006 International Building Code. *(Note: Public events and event held on public land are eligible for a waiver of the temporary structure fee but are still required to be inspected per the applicable codes)*

Trash/Recycling Receptacles and Collection: Typically, trash/recycling receptacles are necessary at most events. Event sponsors will need to contact a suitable waste hauler to schedule the placement of trash receptacles and one or more refuse pick-ups during and/or after the event. The numbers of necessary trash/recycling receptacles and frequency of collections will vary based on the nature and length of the event.

The event site shall be cleared of all debris within eight (8) hours of the close of the event. Any extension of time for said clearance and/or removal must be application. The City encourages event sponsors to observe recycling practices whenever possible during the conduct of their event.

Two or More Applications for the Same Date and General Location: In the event that two or more Special Event Applications are received for the same date and general location, the date and time that each application was received by the City of Quincy shall determine the order of preference. Once a special event has been granted, it shall be the policy of City Council not to allow further events for the same date and general location.

Volunteers: Certain events may need to provide a minimum number of on-site volunteers to support the event. In these instances, City staff will work with the event organizer to determine the number of volunteers required.

Waiver of Requirements and Conditions: Special event requirements and conditions may be waived by the City Council in those instances as deemed to be in the best interests of the City.

V. SPECIAL EVENT APPLICATION PROCESS

Application: The Special Event Application is due to the City of Quincy, at a minimum, thirty (30) days prior to the event. A minimum of ninety (90) days is required for events that require closure of public streets, use of public parking lots, or the dispensing of alcoholic beverages. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration. Notwithstanding the time requirements above, event organizers are encouraged to submit in as much time in advance of their event as possible to ensure adequate time for review and planning is afforded.

Application Form & Submission: A City of Quincy Special Event Application may be obtained online at *(Insert proper website link)*. Once complete, the application, all required permit applications, copies of other permits, and any other supporting documentation should be emailed to *(Insert proper email)* Paper copies may be mailed or delivered to: *(Insert proper mailing address)*

Applications that do not include all of the necessary supporting documentation shall be considered incomplete and not processed for review and approval.

Application Review: Every City department affected by the special event (Fire, Police, Engineering, Central Services, Planning and Development, etc.) shall review the Special Event Application based on the following criteria:

- Use of resources and cost to the department;
- Proposed benefit of the event to the community;
- Any perceived public health or safety problems; and
- Proposed use of city property.

Using the established criteria, the departments shall evaluate and comment on the application, and note any changes that need to be made to the proposed special event. The department(s) must also estimate the cost of support services, if any, which have been requested by the sponsoring entity or will be required by the department for the special event.

Application Review Meeting: An application review meeting with the affected departments and the sponsoring entity may be held, if necessary, to discuss the application, comments by department staff, questions from the sponsoring entity and any other relevant information. At times, the entities charged with reviewing the applications may call a special review meeting to address multiple issues or multiple applications. Applicants will be required to attend meetings to discuss their respective applications.

Consideration and Approval: City staff shall issue an approval for an event once all requirements and conditions described under this policy have been satisfied (with the exception of liquor licenses and other items requiring approval by the City Council). Event sponsors may petition the City Council for a waiver of special event requirements and conditions, and the City Council shall grant such waivers in those instances as deemed to be in the best interests of the City (see *Waiver of Requirements and Conditions*).

City of Quincy Permit/License Applications and Fees: All required permit applications must be submitted at the same time as the Special Event Application. The event sponsors shall be contacted upon completion of the required permit(s). At that time, the event sponsor may pick up the permit(s) from the City of Quincy City Hall or arrange to have them sent via mail.

Permit/license fees are payable upon submittal of your permit/license application(s). A schedule of the permit/license fees can be found in Appendix A. For permits/licenses administered by the City, make checks payable to the City of Quincy and note the name of the event on the check. The City shall not collect permit/license fees required by other governmental entities.

At the discretion of the Director of Administrative Services, or his/her designee, a deposit of up to 50% of the cost of services to be provided may be required to be paid at the time of application. Factors to be considered in requiring this deposit include the number of years the event sponsor has existed, the prior payment history of the event sponsor, experience of the event sponsor in working with other municipalities, and total cost of staff time required to evaluate, plan, and execute the event.

Other Permits: When applicable, the sponsoring organization is required to obtain permit(s) from other governmental entities (i.e. Quincy Park District, Adams County, etc.). The sponsoring organization is required to submit copies of such permits to the City, at a minimum, fifteen (15) days prior to the event.

VI. INSURANCE REQUIREMENTS

If required, the applicant shall furnish the City with an original Certificate of Insurance naming the City of Quincy as an additional insured. The Certificate of Insurance will be due at least thirty (30) days prior to event date and shall be issued by a company licensed in the State of Illinois, approved by the City, and covering any and all liability. In addition, the special event must be named on the Certificate of Insurance. The following minimum coverage limits are required for special events occurring in the City of Quincy:

Commercial General Liability: \$1,000,000 per occurrence /\$2,000,000 in the aggregate

The City of Quincy reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by city staff and/or City Council.

Performance Bond: The applicant shall provide a Performance and Payment Bond of no less than \$5,000 which shall be used to reimburse the City for actual expenses incurred should the applicant fail to pay the City in a timely manner. The form of the bond and the surety instrument shall be acceptable to the City. The Performance and Payment Bond shall be effective unless a Release of Lien is signed by the City.

APPENDIX A

SCHEDULE OF PERMIT AND LICENSE FEES

<u>PERMIT/LICENSE</u>	<u>FEE</u>
Carnival	\$300 per week
Circus	\$25 per day + \$5 per sideshow
Class C-1 Liquor License	\$50 per day for up to 3 days
Class C-2 Liquor License	\$400 for any period one to 15 days
Fireworks Permit / Review	\$200
Live Entertainment Permit (1-3 days)	\$150 (Not for Profit may be exempt)
Parades	\$150
Rides / Runs / Walks	\$100
Permit Application Review Fee	\$75
Tents	\$100 (<i>this fee may be waived if the event is held exclusively on public lands</i>)
Raffle	\$25

Note: Failure to pay the above required fees at least 72 hours before the event may result in cancellation of the permit and loss of ability to apply for event permit applications in the future.

APPENDIX B

SPECIAL EVENT PORTABLE TOILETS BREAKDOWN

The following table provides a guideline to the amount of portable toilets that will be recommended during the permit application review process. This is based on the premise that one portable toilet can accommodate 200 uses during a 4 hour period and that an equal number of men's and women's toilets is required.

Average Crowd Size	Average Hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	186
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313

APPENDIX C

Special Event Security Staffing Matrix

Estimate # of Attendance	0-100	101-500	501-2500	2501-5000	5000+
Rallies / Protests	2 Officers	2 Officers	4 Officers 1 Sergeant	6 Officers 1 Sergeant	For each 500 attendees, 2 additional officers
Fairs / Festivals / Street Events	0	0	4 Officers 1 Sergeant	4 Officers 1 Sergeant Private security staff	For each 500 attendees, 2 additional officers
Dances	0	Private security staff or officers	2 Officers	4 Officers 1 Sergeant Private security staff	For each 500 attendees, 2 additional officers
Live Concerts	0	Private security staff or officers	2 Officers Private security staff	4 Officers 1 Sergeant Private security staff	For each 500 attendees, 2 extra officers and extra private security staff are needed. Additional security supervisors may be required.
Dignitary visitors	To be determined by the Chief of Police/Sheriff or designee.				

Law Enforcement Officer Costs

Officers: \$45.00 per hour

Supervisors: \$60.00 per hour*

*If needed, a Command Post will be provided with a supervisor at no additional cost.

APPENDIX D

SITE PLAN/ROUTE MAP

Your event site plan/route map must include the following items:

- An outline of the entire event area including the names of all streets or areas that are part of the event and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.

APPENDIX E

EVENT CRISIS PROCEDURES

1. In the case of any incident, accident or anything deemed “out of the ordinary” (including inclement weather and its potential effects on patrons, property and/or equipment). _____ (Group Name) has designated _____ (Person of Contact) with the responsibility of being the CRISIS MANAGER (CM).

This position will empower the designated person to make decisions on behalf of _____ (Group Name), coordinate with local authorities for an action plan and to make any statements to the press (if applicable).

2. In the case of any incident, accident or anything deemed “out of the ordinary” (including inclement weather and its potential effects on patrons, property and/or equipment) all _____ (Group Name) staff and volunteers will be instructed to:

- a. Act as quickly and professionally as possible;
- b. To contact their immediate supervisor and/or the on-site Crisis Manager;
- c. Have as much factual information available as possible – not to speculate as to the cause of the incident, accident, etc., unless requested by the CM;
- d. Follow the directions of the immediate supervisor and/or the on-site _____ (Group Name) representative explicitly;
- e. Recommend that people leave the area first, or at the very least go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use best judgement and seek best available shelter and/or protection.
- f. If at a location with food vendors or ride operators: turn off all power, gas and grills so unattended energy sources do not catch on fire.

3. These steps should be taken immediately following any incident / accident:

- a. Get medical help to the parties involved (if applicable).
- b. Work with sound / announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patron's attention.
- c. Resume scheduled activity as soon as possible (subject to #5 below).

- d. Call the police or other authorities and report an accident.
 - e. Identify witnesses to the incident to obtain statements if necessary.
 - f. Contact a Site Manager for an Incident Report.
4. The CM will communicate to all _____ (Group Name) staff, volunteers and other festival personnel that all communication with the press, police, or any other authority will be handled solely by the CM. Police may request information from event personnel and everyone associated with _____ (Group Name) will cooperate with the police department. We will not interfere with police investigations and/or action plans and we will provide the police with materials available upon their request. Any and all materials requested should not be given out until copies of all information can be reproduced for _____ (Group Name) Management.
5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with _____ (Group Name) Management to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by _____ (Group Name) management. No personnel or staff should offer any information to any media other than the provided statement. No media questions should be answered unless otherwise instructed.
7. Always remember to follow these guidelines.
- a. Keep as cool and calm as possible
 - b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including _____ (Group Name) personnel
 - c. Direct any and all media questions to CM, and only read official statements prepared by _____ (Group Name) Management.
 - d. Use common sense. Think before you act and always be professional.
 - e. Fill out Festival Incident Report as accurately as possible.
 - f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable)

 (Signature of Group Representative)

 (Date)