

## SPECIAL EVENT PERMIT PROCEDURES VILLAGE OF SHILOH, IL

1. Applicant obtains an application from the Village. This may be secured in person, via fax or email (shiloh@shilohil.org). It is suggested that the applicant communicate with Village Staff at (618) 632-1022 or shiloh@shilohil.org prior to submitting the application to review the requirements. Staff can also advise if additional permits will be required (i.e. electrical, plumbing), how long the approval process may take and if it can be approved administratively or if it needs to be brought before the Village Board. We request that the application be completed and submitted with all documents, drawings and associated application review fee of \$50.00 *at least* six weeks prior to the event to allow proper review time, response time and meeting agenda timetables. Per 2 below the application review fee is not applicable to “Non-Profit” organizations.
2. The “For-Profit” applicants will pay the associated permit review fee to the Village. “Non-Profit” organizations will not be charged a fee; however, proof shall be provided of non-profit status at the time of application.
3. The applicant will be contacted by Village Staff to advise them how long the approval process will take if it has to go before the Board for approval. If it can be approved administratively, the applicant will be sent a follow-up letter. If it has to go before the Board, the applicant will be advised of the meeting date (s).

A copy of the ordinance that regulates the “Special Event Permit” is attached for your use. Portions include the required applicant submissions.

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# Village of Shiloh

1 Park Drive  
Shiloh, IL 62269-3648  
Ph: (618) 632-1022  
Fax: (618) 632-8942  
shiloh@shilohil.org

## APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name:

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Location of Event:

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Name of Event Organizer:

\_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of person in charge of event:

\_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Beginning Date/Times:

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Ending Date/Times:

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THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.

1. Narrative (including hours of operation; activities provided; signage including dimensions, quantity, and location; traffic/parking plan; contingency plans for rain; plans for sanitary facilities; security plan; expected attendance; etc).

2. Sketch plan of site.  
 ATTACHED  NOT APPLICABLE
3. Permission letter from property owner, if applicant is not the property owner.  
 ATTACHED  NOT APPLICABLE
4. Proof of not-for-profit status.  
 ATTACHED  NOT APPLICABLE
5. Proof of Liability Insurance should be provided and if event is held on Village property, the Village of Shiloh and its elected officials and staff shall be named as an additional insured in the amount of One Million Dollars (\$1,000,000.00). The only insurance companies acceptable for this insurance shall be those authorized to transact business in the State of Illinois and shall be in the Best's Key Rating Guide with a rating no lower than B+ provided the financial size category is VII or larger.  
 ATTACHED  NOT APPLICABLE
6. Damage bonds or letters of credit to protect village facilities (this would be mainly for out-of-town sponsors). See above for acceptable bonding companies.  
 PAID or bond attached  NOT PAID
7. Liquor license information for liquor sales (including hours of sale):  


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 (Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability if available at time of application. Must be presented prior to event activities to validate the Village Permit)
8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided to event:  


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9. Special consideration requests such as Village provided assistance. (Fees shall be charged for these services). Please include specific considerations requested in narrative or as an attachment.  
 NONE REQUESTED  
 Public Works Department (for Village street closings, Village detour routes, field lighting, concession stand use, Village building use, restroom cleaning, trash disposal, utility use, sidewalk closure, facility maintenance, set up and take down etc.)  
 IDOT (for State street closings, signalization, and detour routes and signs on State right of way)  
 St. Clair County (for County road closings, detour routes and signs on County right of way)  
 Police Department  Fire and EMS Department

10. Coordinate all food concessions with St. Clair Health Department at (618) 233-7769.  
 PERMIT REQUIRED (Please attach copy if available at time of application. Must be presented prior to event activities to validate the Village Permit.)  
 NOT APPLICABLE
11. American Disability Compliance Certification  
 ATTACHED       NOT APPLICABLE
12. Do you have a signed lease from the property owner for at least 6 months?  
 ATTACHED       NOT APPLICABLE
13. Concurrent consent for background check.     Yes
14. Is any electrical work necessary for the event?     Yes     NOT APPLICABLE  
 (If yes please see electrical permit and inspection requirements)

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the Village Sign Ordinance. Further information may be found on our web site at [www.shilohil.org](http://www.shilohil.org). If you look at the left side of the page, click on ordinances, then Title XV, then Chapter 151, then Section 151.105.

Electrical permit and subsequent inspections are required for all new exterior electrical connections. The Village must be contacted a minimum of 48 hours prior to schedule an inspection.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature of person in charge of event

\_\_\_\_\_  
 Date of Submission

FOR OFFICE USE ONLY

Application, associated fees and attachments received by \_\_\_\_\_  
 Staff Member

Date: \_\_\_\_\_

# CHAPTER 114: SPECIAL EVENTS

## Section

### 114.01 Definition

### 114.02 Permit required; procedures:

### 114.03 Permit consideration: permit fee

## § 114.01 DEFINITION

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

*SPECIAL EVENT*: Any outdoor or seasonal event such as a tent sale, warehouse sale, sidewalk sale, craft fair, carnival, picnic, contest, game, sporting event, rodeo, organized running, organized biking, organized jogging, produce stand, tree sales lot, tropical snow or snow cone stand, food sales stand or similar promotion event. A *SPECIAL EVENT* shall not exceed six months in duration per calendar year.

## § 114.02 PERMIT REQUIRED; PROCEDURES; FEE.

- (A) Special events as defined in § 114.01 require a special events permit.
- (B) An application for a special events permit must be filed with the Village and should be filed as soon as practical to allow for processing and coordination activities. In no event shall this be filed less than 7 days prior to the first day of the special event. Applicant is advised to review the conditions under which a permit cannot be issued administratively and time application accordingly (See 114.03). Please check with staff on how permits are handled. Village will coordinate review of the application with affected departments. The Cost for the application review is \$50 for “for profit” applicants. There will be no application review charge for nonprofit organizations. Proof shall be provided of nonprofit status.
- (C) With each special events permit application, the applicant must also provide the following related information (if applicable):

(Note: If necessary, conditional permits (liquor, health) may be obtained after village approval for event, but must be presented to the village prior to event activities to validate Village Permit).

- (1) Traffic and parking plan (parking area; street closing or one-way restrictions; traffic control points where police assistance may be needed; overflow parking areas); anticipated crowds; estimated attendance;
- (2) Contingency plans for rain (relocation or rescheduling of events; alternative parking areas; method of notifying the public of changes);
- (3) Proof of liability insurance; and if the event is held on Village property, the city Village of Shiloh and its elected officials and staff shall be named as an additional insured in the amount of One Million Dollars (\$1,000,000.00). The only insurance companies acceptable for this insurance shall be those authorized to transact business in the State of Illinois and shall be in the Best's Key Rating Guide with a rating no lower than B+ provided the financial size category is VII or larger.
- (4) Damage bond or a letter of credit to protect village facilities (this would be mainly for out-of-town sponsors). See above for acceptable bonding companies
- (5) Health permits for all food concessions;
- (6) Liquor license information for liquor sales (including hours of sale);
- (7) Plans for sanitary facilities;
- (8) A list of for-profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event;
- (9) A security plan;
- (10) ADA compliance;
- (11) The name, phone number and email for the person in charge of the event and a secondary contact;
- (12) Special consideration requests, i.e., Village-provided assistance requested Engineering, police, fire and EMS support), being as specific as possible (fees shall be charged for these services).
- (13) Signed lease from the property owner for the duration of the requested permit time. Or property owner's written permission, if no lease.
- (14) Intentionally left blank.
- (15) Consent for background check.

(16) Deleted

(D) Temporary signs for said special event shall be permitted as provided for in the sign ordinance of the Village. Further information may be found on our web site at [www.Shilohil.org](http://www.Shilohil.org). If you then look at the left side of the page, click on ordinances, click on Title XV, click on Chapter 151, then Section 151.105.

(E) Electrical permits and inspections are required for all exterior electrical connections. Electrical Permit applications are available from the Engineering Department. The Village must be contacted a minimum of 48 hours prior to schedule an inspection.

Water/Sewer/Waste permits and inspections are required for all exterior connections other than portable water. Water/Sewer/Waste Permit applications are available from the Engineering Department. The Village must be contacted a minimum of 48 hours prior to requiring an inspection.

(F) Village staff shall prepare an application review letter which will be sent to the applicant. The review shall list any items in the application that are not in compliance with the requirements or advise the next step in the process.

## § 114.03 PERMIT CONSIDERATION

(A) *Administrative Approval.* The Village Administration may approve certain special events provided the applicant has completed the application process and also meets the following requirements:

- (1) The event is requested by an existing licensed business within the Village and is located on its business property or is held on Village property and does not require the closure of public streets.
- (2) The duration of the event will not exceed 4 days.
- (3) Outside party at restaurant – on business property.
- (4) A special event has not or will not be held more than four previous times during any calendar year at the same location.
- (5) The applicant has paid the associated permit fee.
- (6) The applicant has no outstanding accounts due to the Village.

(B) For permit fees see Chapter 34 under administration.

NOTE:

To put under Chapter 34

Permit fees

30 days or less \$50.00

31 – 180 days \$200

The permit fee for an event for which the applicant has at least a 6 month lease shall be \$200.00 per year.

There will not be a permit fee for “Non Profit” organizations. Proof of status shall be filed with the Village Clerk.

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