

Village of Shiloh

Special Event Permit Application and Instructions

Thank you for your interest in holding a special event in the Village of Shiloh. This packet contains the information needed to apply for a special event permit, as well as any other required permits related to your event. The first 3 pages should be removed from the completed application packet and kept by the event organizer for reference.

On page 4 of this packet, you will find a special event checklist, which is designed to help you determine permits that are required for your special event. Some of the information will not apply to your special event. However, the event coordinators are required to fill out the Special Event Permit application form in full and submit it with the requested documentation. **All special events must have final approval by the Village of Shiloh.**

Special Event Criteria

Special Event: A Special Event held on public or private property including, but not limited to, parades, festivals, and athletic events which meet some or all of the following criteria:

- Closure of roads, streets or Village blocks
- Demarcation of "No Parking, Tow Zones"
- Issuance of multiple permits or licenses;
- Village Services

Requirements and Conditions

1. **Alcoholic Beverages:** A Special Event Liquor License is required for the sale of alcoholic beverages. All Special Event Liquor Licenses must be approved by the Village of Shiloh's Liquor Commission. Please contact the Village (618-632-1022, 110) **at least 90 days** prior to your event for details on obtaining a license.
2. **Certificate of Insurance:** An original Certificate of Insurance naming the Village of Shiloh and their respective public officials, officers, employees, volunteers, agents and assigns, as an additional insured **\$1,000,000 per occurrence** and **aggregate amount of \$2,000,000**. Workers' Compensation (WC) coverage with statutory limits and employer's liability limits of not less than \$1,000,000 if the entity/vendor would be required by Illinois law to have WC coverage. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of your event registration, an **original copy** of the certificate of insurance will be due at least **30 days** prior to event date. The Village of Shiloh reserves the right to request additional insurance for the event as deemed necessary by Village staff and/or Board of Trustees.
3. **Compliance with Village Ordinances:** The applicant shall comply with all applicable Village ordinances, codes, conditions and requirements.
4. **Compensation for Village Staffing:** Depending on the attendance and type of event, the Village may require personnel, including Public Works and/or Police at the function. All Village personnel involved during the day(s) of the event AND in the preparations of the event will be charged back

to the sponsoring agency. The Village shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the sponsoring agency, as well as the Village. The bill will be transmitted to the coordinator within sixty (60) working days after the completion of the event. The rates are:

Public Works - \$30.00 per hour per person

Police - \$45.00 per hour per officers

5. **Fire Department and EMS Support:** Certain events may require fire/medical support on-site. In these instances, the coordinator will notify the appropriate fire/EMS agencies and provide the Village with written verification that the agencies have been contacted.
6. **Fireworks:** A permit is required for the use of fireworks during a special event. For the fireworks permit application, please contact the Village.

A written contract will be provided to the Village 90 days before the event to allow for review contract. Please include:

1. Hold Harmless Agreement
2. Minimum insurance requirements of:
 - a) Comprehensive General Liability limits of \$1,000,000 per occurrence and \$2,000,000 annual aggregate (preferably with a \$5,000,000 excess/umbrella policy). The CGL coverage **MAY NOT EXCLUDE** coverage regarding fireworks operations or activities and **MUST** include coverage for contractual liability;
 - b) Auto liability limits of \$1,000,000 combined single limit if entity/vendor will transport fireworks to display site;
 - c) Workers' Compensation (WC) coverage with statutory limits and employer's liability limits of not less than \$1,000,000 if the entity/vendor would be required by Illinois law to have WC coverage.
 - d) Obtain an original signed Certificate of Insurance that shows evidence of the insurance requirements listed above prior to the event.
3. Follow the Office of State Fire Marshall Requirements:
 - a) All Pyrotechnic Operators must be employed by a Pyrotechnic Distributor
 - b) If the Pyrotechnic Distributor and Operator is the same person, both licenses must be obtained by that person.
 - c) Other employees of the Distributor, who are not responsible for the actual setting off of the display may act as assistants to the Pyrotechnic Operator but must be at least 18 years old and registered with the OSFM.
4. Sponsoring Party will pay the supplemental insurance for the Village of Shiloh.
 - a) Illinois Municipal League Risk Management Association will determine the cost of the additional insurance.

7. **Food and Beverage Health Inspections:** Food and beverages shall not be sold at an event, unless approved and licensed, if necessary, by the St. Clair County Health Department. The event coordinator is responsible for arranging health inspections for their events. Please call 618-233-7703 for more information.
8. **Hold Harmless Agreement:** The event coordinator must sign a Hold Harmless Agreement, agreeing to indemnify the Village of Shiloh against any and all actions arising from, during, or as a result of the event. (See page 10)
9. **Vendors:** A list for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided to the Village. (See page 11)

The Village of Shiloh is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, codes and requirements.

Application Process

1. **Submitting a Special Event Permit Application**

A. **Application Deadline:** Permit applications for special events are due to the Village at a minimum 90 days prior to your event. This allows the Village staff sufficient time to evaluate your request, determine site availability and provide a recommendation to the Board of Trustees for consideration, if necessary.

Upon completion of your required permit(s) by the Village, you will be notified. At that time, you may pick up your permit(s) at the Shiloh Municipal Building.

B. **Required Documentation:** The following documentation is required by the Village of Shiloh for special events:

C.

- Hold Harmless Agreement:** A Hold Harmless Agreement must be submitted with each application (see page 10 for the agreement).

- Certificate of Insurance:** An original Certificate of Insurance naming the Village of Shiloh and their respective public officials, officers, employees, volunteers, agents and assigns, as an additional insured **\$1,000,000 per occurrence** and in the **aggregate amount of \$2,000,000**.

- List of Vendors:** Vendor list with sales tax numbers (See page 11)

C. **Submission Process:** Please return all required permit applications and supporting documentation, to:

**Village of Shiloh
1 Park Drive
Shiloh, IL 62269
Phone: 618-632-1022, 119**

Village of Shiloh

Special Event Permit Application

GENERAL INFORMATION

Name of Event: _____

Type of Event: ____Walk/Run ____Festival ____Fireworks ____Other

Location of Event: _____

Date(s) of Event: _____ Hours on Site: ____to____ Hours of Event: ____to____

Estimated attendance: _____ Event Web site: _____

Purpose of event: _____

Name of Organization/Company: _____

Address City State Zip

Organization/Company's

Phone Number: _____ E-Mail _____

Name of Event Organizer: _____

Address City State Zip

Event Organizer's

Primary Phone: _____ Cell Phone: _____ E-Mail: _____

1. **Does your event include the use of a tent?** YES NO

If yes, will require a J.U.L.I.E locate.

2. **Will there be inflatable devices at the event?** YES NO

If yes, please discuss the Village's insurance requirements with the Village.

3. **Will you be using stages, speakers and/or sound equipment at your event?** YES NO

4. **Are you holding a raffle at your event?** YES NO

If yes, you must submit a Raffle Permit Application ninety (90) days prior to the event. (See page 12)

5. Are you planning to put up signs to promote your event? YES NO

If yes, including the proposed sign details/designs and locations. There may be fees associated with temporary signage in accordance with Municipal Code.

6. Will you serve alcohol at your event? YES NO

Please contact the Village (618-632-1022, 110) a minimum of 90 days prior to the event for information on liquor license requirements. Please note you will need to contact the State of Illinois for a state liquor license. Upon receipt of state license please provide a copy to the Village.

Liquor license information for liquor sales (including hours of sale):

Village License Copy of State License on File at Village of Shiloh

7. Will you serve food at your event? Yes NO

If yes, please indicate the number of vendors _____

Note: A list of food vendors must be submitted to the Village prior to your event. Please coordinate all food concessions with St. Clair Health Department at (618) 233-7769

Permit Required (Please attach a copy if available at time of application. Must be presented prior to event activities to validate the Village Permit.) Not Applicable

8. Will you have other vendors at your event? YES NO

If yes, please complete the vendor form on page 11.

9. Do you have a signed lease, for at least 6 months or written permission from the property owner?

YES NO *If yes, please attach.*

10. American Disability Compliance Certification. Attached Not Applicable

11. Proof of not-for-profit status. Attached Not Applicable

12. Proof of Liability Insurance. Attached

13. Damage bonds or letters of credit to protect Village facilities (this would be mainly for out-of-town sponsors). PAID or bond attached Not PAID

14. Liquor license information for liquor sales (including hours of sale):

Village License Copy of State License on File at Village of Shiloh

15. Is electric necessary for the event? Yes No

If yes, how will electric service be delivered to your event? _____

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

16. Are you requesting the use of any other Village-owned property, i.e. parking lots, utilities, restrooms etc: YES NO

If yes, please indicate the property that you are requesting to use _____

17. 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 streets: closings and Village detour routes. Sidewalk closure. Field lighting, Village buildings use, concession stands restroom cleaning, trash disposal, utility use, facility maintenance which includes 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**

Upon Village review of the scope of your event, additional restrooms maybe required at the expense of the sponsoring party.

Print Name

Signature of Event Coordinator

Date of Submission

FOR OFFICE USE ONLY

Application, associated fees and attachments received by _____
Staff Member

Date: _____

SITE PLAN AND/OR ROUTE MAP

If applicable, please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

If applicable, the following must be included:

Location of food vendors (FV)

Location of beverage vendors (BV)

Location of toilets (T)

Location of hand washing sinks (HWS)

Location of retail merchants (RM)

Location of First Aid (FA)

Location of garbage receptacles (G)

Location and number of barricades (B)

Location of fire lane (FL)

Location of fire extinguishers (FE)

Public entrances and exits (PE)

Location of sound stages and amplified sound(S)

HOLD HARMLESS AGREEMENT

The applicant agrees that it will indemnify, hold harmless and defend the Village of Shiloh, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of Shiloh of any changes in the application at least 60 days prior to the event. I agree to the terms and conditions listed above.

Signature of Event Organizer

Date

Signed and sworn before me on this _____ day of _____, _____

Notary Public

All applications must be signed and notarized.

After submitting all forms, your application will be reviewed by the Village. All departments that will be involved in providing services or permits for the event will be notified. The Village will notify you if the event has been approved. **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.**

The Village of Shiloh reserves the right to cancel any event at any time for reasons deemed necessary by the Village.

Please call for an appointment to submit your application. A courtesy review will be given at the time of submittal to verify all documents are present. Then the application will be reviewed by staff.

List of Vendors

Vendor's Name

Vendor's Tax ID

ORDINANCE 2018-03-05 A

AN ORDINANCE RESCINDING CHAPTER 112 – AMUSEMENTS (RAFFLES) OF THE SHILOH MUNICIPAL CODE AND ADOPTING THIS LANGUAGE IN ITS PLACE ESTABLISHING A NEW POLICY FOR RAFFLES WITHIN THE VILLAGE OF SHILOH, IL

NOW, THEREFORE, be it ordained by the Mayor and Village Board of Trustees of the Village of Shiloh, Illinois as follows:

Section 1.

That the current language contained in Chapter 112 – Amusements (Raffles) be replaced with the following:

Chapter 112: Amusements

112.01 Definitions	pg
112.02 Construction of Chapter	pg
112.03 License Require	pg
112.04 License Approval	pg
112.05 Fees	pg
112.06 Issuance, Denial of License	pg
112.07 Restrictions	pg
112.08 Raffle Manager; Bond	pg
112.09 Records and Reports	pg
112.10 Penalty	pg

112.01: Definitions:

For purposes of this Chapter, the following words and phrases shall have the meanings respectively ascribed to them:

CHARITABLE ORGANIZATION: An organization or institution organized to benefit an indefinite number of the public. The service rendered to those eligible for benefits must also confer some benefit on the public.

EDUCATIONAL ORGANIZATION: An organization or institution organized and operated to provide systematic instruction in useful branches of learning by methods common to schools and institutions of learning which compare favorably in their scope and intensity with the course of study presented in tax-supported schools.

FRATERNAL ORGANIZATION: An organization of persons having a common interest, the primary interest of which is to both promote the welfare of its members and to provide assistance to the general public in such a way as to lessen the burdens of government by caring for those that otherwise would be cared for by the government.

LABOR ORGANIZATION: An Organization composed of workers organized with the objective of betterment of the conditions of those engaged in such pursuit and the development of a high degree of efficiency in their respective occupation.

NET PROCEEDS: The gross receipts from the conduct of raffles, less reasonable sums expended for prizes, local license fees and other reasonable operating expenses incurred as a result of operating a raffle.

NONPROFIT ORGANIZATION: An organization or institution organized and conducted on a not-for-profit basis with no personal profit inuring to anyone as a result of the operation.

RAFFLE: A form of lottery, as defined in section 28-2(b) of the Criminal Code, being 720 Illinois Compiled Statutes 5/28-2. conducted by an organization licensed under this Chapter in which:

- A. The player pays or agrees to pay something of value for a chance, represented and differentiated by a number or by a combination of numbers or by some other medium, one or more of which chances is to be designated the winning chance;
- B. The winning chance is to be determined through a drawing or by some other method based on an element of chance by an act or set of acts on the part of the persons conducting or connected with the lottery; except that the winning chance shall not be determined by the outcome of a publicly exhibited sporting contest.

RELIGIOUS ORGANIZATION: Any church, congregation, society or organization founded for the purpose of religious worship.

VETERANS' ORGANIZATION: An organization or association comprised of members of which substantially all are individuals who are veterans or spouses, widows or widowers of veterans, the primary purpose of which is to promote the welfare of its members and to provide assistance to the general public in such a way as to confer a public benefit.

112.02: Construction of Chapter:

Nothing in this Chapter shall be construed to authorize the conduct or operation of any gambling scheme, enterprise, activity or device other than raffles as provided for this Chapter.

112.03: License Required:

No person shall conduct a raffle, or sell chances for a raffle, in the Village without first having obtained a license therefor pursuant to the provisions of this Chapter. Such license shall be issued pursuant and subject to the provisions of the Illinois Raffle Act. (230 ILCS 15/0.01 et seq.). License shall be issued only to bona fide religious, charitable, labor, business, fraternal, education or veterans' organizations that operate without profit to their members and which have been in existence continuously for a period of five (5) years immediately before making application for a license and which have had during that entire five (5) year

period a bona fide membership engaged in carrying out their objects, or to a nonprofit fundraising organization that the Village determines is organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident or disaster.

112.04: License Approval:

Application for a raffle license shall be made on forms provided by the Village at least fourteen (14) calendar days prior to the sale of any raffle chances. Such applications shall contain the following information:

- A. Name and Address of the applicant.
- B. Authorized representative of the applicant.
- C. Date of incorporation, where applicable.
- D. Names and Addresses of officers and directors.
- E. The area or areas within the Village in which raffle chances, tickets, and the like will be sold or issued.
- F. The time period during which raffle chances will be sold.
- G. The maximum price which may be charged for each chance issued or sold.
- H. The time of determination of winning chances and the location or locations at which winning chances will be determined.
- I. A sworn statement attesting to the not for profit character of the prospective licensee organization signed by the presiding officer and the secretary of the organization.
- J. A statement that the applicant agrees to comply with all laws of the State, the United States, and the Village in the conduct of the raffle.

112.05: Fees:

A license shall be issued when the requirements of this chapter have been met and the fee contained in Section 34.01 has been paid to the Village and received by the Village Clerk. A license authorizes the licensee to conduct one raffle.

112.06: Issuance, Denial of License:

Within fourteen (14) calendar days from the date of an application for a license, the Village Clerk or designee shall either issue a license or advise the applicant in writing of the reason for denial of a license.

112.07: Restrictions:

- A. Each license is valid for one raffle only.
- B. No more than six (6) raffle licenses shall be issued to any organization in any calendar year.
- C. The aggregate retail value of all prizes or merchandise awarded by a licensee in a single raffle shall not exceed two hundred fifty thousand dollars (\$250,000.) The maximum retail value of each prize by a licensee in a single raffle shall not exceed one hundred thousand dollars (\$100,000.) The Village Board may authorize a higher aggregate retail value and/or retail value of a single prize written upon request of applicant.
- D. The maximum duration which chances may be issued or sold shall be six (6) months prior to the drawing. The drawing shall be held at the time and location set forth in the license.
- E. Each Licensee shall keep records as required under the Act.
- F. The conduct of raffles with in the Village is subject to applicable restrictions and conditions as set forth in the Raffle Act. (230 ILCS 15/0.01 et seq.)
- G. In no event shall the price of each raffle chance issued or sold exceed two hundred fifty dollars (\$250.00.)
- H. The entire net proceeds of any raffle must be exclusively devoted to the lawful purposes of the organization permitted to conduct the raffle.
- I. No person except a bona fide member of the sponsoring organization may participate in the management or operation of the raffle.
- J. No person under the age of eighteen (18) years may participate in the conduct of raffles without the permission of a parent or guardian. A person under the age of eighteen (18) years may be within the area where winning chances are being determined only when accompanied by his/her parent or guardian.
- K. Raffle chances may be sold or issued only at the location(s) as set forth in the license.

112.08 Raffle Manager; Bond:

All operation and conduct of raffles shall be under the supervision of a single raffle manager designated by the organization. The raffle manager shall give a fidelity bond in an amount not less than the anticipated gross receipts for the raffle. The bond shall be in favor of the organization and conditioned upon the raffle manager's honesty and the performance of his/her duties. The terms of the bond shall provide that notice shall be given in writing to the Village not less than thirty (30) days prior to its cancellation, provided, the Village may waive this bonding requirement when, due to the nature, past experience or competence of the organization involved, the Village determines that such bond would be unnecessarily burdensome.

112.09: Records and Reports:

A. Records Kept:

1. Each organization licensed to conduct raffles shall keep records of its gross receipts, expenses and net proceeds for each single gathering or occasion at which winning chances are determined. All deductions from gross receipts for each single gathering or occasion shall be documented with receipts or other reason for the deduction, and the recipient. The distribution of net proceeds shall be itemized as to payee, purpose, amount and date of payment.
2. Gross receipts from the operation of raffles programs shall be segregated from other revenues of the organization, including bingo gross receipts, if bingo games are also conducted by the same nonprofit organization pursuant to license thereof issued by the Department of Revenue of the State of Illinois, and placed in a separate account. Each organization shall have separate records of its raffles. The person who accounts for gross receipts, expenses and net proceeds from the operation of raffles shall not be the same person who accounts for other revenues of the organization.
3. Records required by this section shall be preserved for three (3) years, and organizations shall make available their records relating to operation of raffles for public inspection at reasonable times and places.

B. Reports Required:

1. Each organization licensed to conduct raffles shall report monthly to its membership and to the Village its gross receipts, expenses and net proceeds from the raffles, and the distribution of net proceeds itemized as required by this section.

112.010: Penalty:

Any person found to be in violation of any provision of this chapter shall be subject to the penalties contained in Section 34.02 of the Shiloh Municipal Code.

Passage. This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Village Board of the Village of Shiloh, Illinois, on the 2nd day of January, 2018, by the following vote:

Yes: Burrelsman, Herrmann, O'Neil, Powers, Warchol, Weilmuenster

No: None

Abstain: None

Absent: None

Approved this 2nd day of January, 2018.

Attest:



James A. Vernier II

JAMES A. VERNIER, II
MAYOR

Brenda A. Kern

BRENDA A. KERN, MMC
VILLAGE CLERK

**VILLAGE OF SHILOH
PAMPHLET COVER SHEET**

Ordinance 2018-03-05 A

Published in pamphlet form by the authority of the Village Board of Trustees of the Village of Shiloh, St. Clair County, Illinois.

POSTED FROM MARCH 6, 2018 TO MARCH 16, 2018

CERTIFICATE OF PUBLICATION

I, Brenda A. Kern, certify that I am the duly appointed Municipal Clerk of the Village of Shiloh, St. Clair County, Illinois.

I further certify that on March 5, 2018 the corporate authorities of such municipality passed and approved this document.

The pamphlet form of this document, including the document and a cover sheet thereof, was prepared, and a copy of such document was posted, commencing on March 6, 2018, and continuing for at least ten days thereafter. Copies of such document were also available for public inspection upon request in the office of the Municipal Clerk.

Dated at Shiloh, Illinois, on March 6, 2018.

Brenda A. Kern

**Brenda A. Kern, MMC
Village Clerk**

