



Special Events Resource Guide

**City of Naperville
Community Services Department
400 S. Eagle Street
Naperville, IL 60540
(630) 305-5300**

February 2024

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INTRODUCTION

The variety of special events held in Naperville enhance the quality of life of our residents, promote tourism, showcase local talent, celebrate diversity, and strengthen the community's overall character.

Special events help contribute to Naperville regularly being named one of the "Best Places to Live" according to *Money Magazine*.

To assist in planning special events, this Special Events Planning and Resource Manual has been created to provide event organizers with information necessary to meet the City's requirements to ensure a safe experience for participants and attendees.

For more information on planning a special event, please contact:

Grace Fratto
Special Events Coordinator
City of Naperville
400 South Eagle Street
Naperville, IL 60540
630-420-6045
E-mail: frattog@naperville.il.us

[Special Event Application and Resource Page](#)

WHAT IS A SPECIAL EVENT AND HOW TO APPLY FOR A PERMIT

Effective January 2024, the following requirements must be met to host an event in the City of Naperville. The City of Naperville reserves the right to modify these conditions at any time without notice.

What is a Special Event?

1. All outdoor events held on City property, e.g. street, sidewalk, parking lot, etc., and/or deemed to significantly impact City or community partner resources are considered special events.
2. An event that requires any of the following actions, which must be approved by the City Council, will be considered a special event:
 - Street closures (with the exception of neighborhood block parties)
 - Closure of parking facilities and/or the use of City-owned property
 - Disruption to parking and/or traffic control measures such as posting of “No Parking, Tow Zones”
3. An event held on Park District property that requires City resources will require application to, and coordination with, the Naperville Park District in addition to the City of Naperville and will be considered a special event.

How to Apply

The City of Naperville Special Event Permit application is available online at: [Special Event Application and Resource Page](#)

For the 2025 event year, the Special Event application process will be open from Monday, June 3rd thru Monday, July 1st, 2024.

All applications must be signed and notarized. Those applications not signed or notarized will be considered incomplete and will not be processed.

For information on the Naperville Park District special event application process, please visit <https://napervilleparks.org/specialevents>

THE APPLICATION REVIEW PROCESS

Once received, the application will be reviewed by the Special Events Coordinator and the Special Events Team.

During this review period, as well as throughout the entire event year, the Special Events Coordinator will be the liaison between the Special Events Team and the event organizer.

The Special Events Team will assess the application and determine if the event will be recommended for approval from the City Council. The Special Events Team may place specific conditions upon the event or recommend the event be denied. The City of Naperville has the discretion to deny any type of event if it is not in the best interest of the City and/or creates an undue burden on resources or a specific geographic area of the community.

First-time events may need to meet with the Special Events Team after the application has been submitted but prior to the event calendar being submitted to the City Council.

The process of reviewing the event applications can take anywhere from a few weeks to a few months to complete depending on the complexity of the event and number of applications submitted. **In order expedite the review, it is critical for event organizers to submit a complete application and meet all required deadlines.**

Upon approval by the Special Events Team, the Special Events Coordinator will prepare a City Council agenda item recommending the event calendar for the upcoming year. This is traditionally done in December.

The event organizer will receive notification from the Special Events Coordinator once the City Council has approved the calendar. Event planning meetings will begin to be scheduled after the first of the year. Topics discussed at the meetings include traffic control plans, security and EMS needs, business/resident notification, required supplement permits/licenses and application timelines.

Some events that are approved will not require meeting with the full Special Events Team, however, due to scope and size of certain events, several planning meetings with the Special Events Team will be necessary throughout the year prior to the event date.

After the event, a debrief meeting will be held to discuss observations and make improvement recommendations, if necessary, for the following year.

ROLES AND RESPONSIBILITIES

Role of the Special Events Coordinator

The Special Events Coordinator is the point of contact for all event organizers and serves as the liaison between event organizers and the Special Events Team. The Special Events Coordinator is responsible for facilitating the entire event process from receiving/reviewing applications, scheduling event planning and logistics meetings, explaining the need for supplemental permits, drafting City Council agenda items, and sharing event information with the public through the Special Events Calendar and the City's website.

Role of the Special Events Team

The Special Events Team is a multi-departmental (Community Services, Police, Fire, Public Works, Naper Settlement, Naperville Public Library, and Transportation, Engineering and Development) multi-jurisdictional (Edward Hospital, Naperville Park District, and the Downtown Naperville Alliance) group that evaluates applications, recommends the upcoming year's event calendar to the City Council, meets throughout the year with organizers to plan event logistics, and provides resources, before, during and after the event day(s).

The Special Events Team has decades of experience coordinating events from small road races to multi-day music and cultural events.

The ultimate goal of the Special Events Team is to facilitate a safe event for event-goers and participants.

The Special Events Team prepares security and emergency medical services plans, detailed maps and temporary traffic control plans including street and parking lot closures, detours, temporary parking restrictions, the placement of all necessary traffic control devices, and conducts site inspections as needed to ensure compliance with all Municipal Code requirements.

Role of the Event Organizer

The event organizer is the point of contact for the Special Events Coordinator and is responsible for submitting all items by the required deadlines and providing any and all materials requested by the Special Events Coordinator. All special events are subject to the conditions outlined in the City's Municipal Code and it is the organizer's responsibility to ensure the event complies with those conditions. Lastly, it is critical that the event organizer be responsive to correspondence (text, phone, email, etc....) from the Special Events Coordinator/Community Services Department to make certain the permitting process progresses smoothly.

GUIDELINES FOR STREET CLOSURES AND USE OF PUBLIC PROPERTY

All approved events, apart from block parties, requesting the use of public streets, parking lots or other public property will require approval of the City Council at least 2 months prior to the event taking place. The Special Events Coordinator will submit an agenda item to the City Council. If granted, a street closure gives the event organizer use of the streets and sidewalks within the areas designated by the Special Event Permit.

Resident and/or Business Notification

For those events that require street closures, or that may cause disruption in a specific geographic area, the event organizer must notify all affected community members (including residents, businesses, schools and places of worship) via U.S. mail or hand delivered notification at least three weeks prior to the event. The City of Naperville will assist in determining which parties are to receive notification and the Special Events Coordinator will provide the event organizer with a mailing list for the affected areas.

Each notification must include the following:

- Name of the event
- Sponsoring organization
- Date and timeframe of event
- Description of road closures (locations and times)
- Organizer's name, phone number and email address
- Website associated with the event

This covers the City of Naperville's minimum requirements. However, we do encourage, for the benefit of both the event organizer and the Naperville community members, that event organizers use additional notification means such as social and broadcast media, local calendars, newspapers, etc.

Compensation for City Services

Depending on several factors such as the type, scope, size, and duration of the event, anticipated attendance, and whether alcohol will be served, the City may require personnel from the Police, Fire, and/or Public Works departments at the event. All City staff involved during the day(s) of the event may be charged back to the event organizer, unless the funds from the Special Events and Community Arts (SECA) Grant Fund have been awarded. The City will work with the event organizer to determine the number of staff necessary to ensure the

safety of participants, minimize the inconvenience to our residents and businesses and reduce the public liability exposure to the event organizer, as well as the City of Naperville.

Traffic Control Plan

It is the event organizer's responsibility to submit a detailed route plan. A route map designed and managed by the Special Events Team listing all street closures, detours, no parking areas, barricades, signage, first aid stations, and all other major facets of the event will be determined by the event organizer and the Special Events Team during the planning meetings.

The City of Naperville reserves the right to modify or deny street closures that will hinder traffic flow on City streets or prove to be unsafe for residents and event participants.

Use of City-owned Property

The use of City-owned property, including parking lots, vacant lots, and buildings may require a lease agreement depending on the nature of the event. The terms of the agreement are at the discretion of the City of Naperville.

GUIDELINES FROM THE SPECIAL EVENTS TEAM

Police Department

Event security and traffic control

The City of Naperville Police Department has designated a Special Events Sergeant to coordinate the security and operations plan regarding traffic control (including road closures, parking restrictions walk/run parade route planning and management of traffic control devices), crowd management, and emergency communication. The sergeant, in consultation with the event organizer, will determine the required level of support for the event.

Liquor license compliance

A dedicated Liquor Liaison Detective manages compliance with liquor license requirements. Specifically, applicant approval, training through B.A.S.S.E.T. (Beverage Alcohol Sellers and Servers Education and Training classes, and other liquor-related event operations.

Event cancellation

Only in times of an occurrence that is a direct threat to public safety will the Police Department cancel an event.

Transportation, Engineering and Development (TED) Business Group

Site compliance and safety

Representatives from the TED Business Group perform event inspections in coordination with the Naperville Fire Department.

Inspections include, but are not limited to, liquor license requirements (fencing), tents, stages and other temporary structures, temporary electrical supply (generators), cooking devices, inflatables, and carnival rides.

If violations are cited, it is the responsibility of the event organizer to ensure that everything has been corrected prior to opening the event to the public.

Inspections can be scheduled after the event organizer attends one of the City's Tenant Build Out (TBO) meetings that take place every Tuesday morning at City Hall. The TBO meeting should be attended 2 months prior to the event. TBO offers a "one-stop-shop" type experience where organizers meet one-on-one with City officials to review supplemental applications and any other documents needed for the event. See Page 14 for more details.

Department of Public Works (DPW)

GIS and event mapping

DPW staff creates an official traffic control plan that encompasses no parking/tow zones, road closures, barricade placement, blocking truck placement, and ADA viewing, also includes shuttle routes if needed. DPW also creates maps of the event footprint and the affected streets.

Traffic control plan support

DPW will close roads, deploy FEMA crowd control fencing, signs, barricades and blocking trucks. They then monitor how traffic is complying with the devices and adjust accordingly. DPW will communicate with city dispatch, regarding road closures and event times.

Event venue oversight

DPW can provide FEMA crowd control fence (for a fee) and labor to set that up (for a fee).

Depending on location, venue staff will work with event organizer for a site cleanup plan. It is imperative that the event organizers have a detailed plan of how they intend to manage and dispose of trash and recyclable materials, as well as a general plan to not only clean up during the event, but to ensure a clean space throughout the duration of the event.

Event organizers may use volunteers or professional cleaning or contracted companies for these services, but all materials must be removed completely from City property.

DPW's role in special events is to support the Police Department in facilitating safe road closures. They do not manage the area within the footprint of the event or supplement labor to event organizers.

Fire Department

Coordination of EMS staff

The Emergency Management Services (EMS) Bureau Chief coordinates on-site EMS/fire services operations plans, including the necessary level of support. The estimated attendance listed on the Special Events application will be one of the tools to determine if it is necessary for EMS to be on-site or can be deployed from a Fire station.

Inspections

The Fire Marshal coordinates with inspectors to evaluate event features such as cooking devices, fireworks, carnivals rides, inflatables, etc.

Emergency Operations

It is recommended that each event develop an Emergency Action Plan. The plan should identify emergency access, crowd managers, emergency notification methods, evacuation protocols, and emergency contacts.

For large scale events, the Naperville Fire and Police departments will have a Mobile Command Center on-site. In cooperation with the event organizer, the departments will develop a formal Incident Action Plan (IAP). The IAP is a tool used to address issues that may be encountered before, during, and after the event and includes specific roles and responsibilities for all involved parties.

Weather conditions

Public safety staff will work in conjunction with event organizer to track and monitor weather and make the decision to cancel an event. Unified Command will be present for larger events and will have weather personnel available to monitor event. This is a team decision; public safety is the ultimate goal.

Severe weather

Severe weather conditions can be the greatest impact to the safety of attendees during an event. Organizers will need work together with City staff and close the event if weather forecasts indicate either lightning within seven miles of the event or high winds (greater than 40 knots or 47 miles per hour). All attendees will be asked to leave the event area or seek shelter in the designated area if one of these issues arise.

The event may reopen once the weather threat has passed.

If the weather occurs prior to the opening of the event, the event opening needs to be delayed until the weather has left the area, but that does not automatically extend the event end time.

GUIDELINES TO OBTAIN SUPPLEMENTAL CITY LICENSES AND PERMITS

The City of Naperville requires supplemental licenses and permits associated with special events, such as:

- Amplifiers
- Carnival and/or circus equipment
- Fireworks
- Liquor
- Tents (Covers tents, food trucks, inflatables and stages)
- Raffles

Based on the final approved event, the Special Events Coordinator will work with the event organizer to determine the necessary supplemental permits.

All required supplemental permit applications must be submitted to the Special Events Coordinator a minimum of 90 days prior to the event. **The review process can take anywhere from a few days to several weeks, therefore it is imperative that the event organizer meet the submission deadlines.**

Amplifier

A permit application must be completed for any person or organization wishing to use amplification equipment or speakers. Amplifier permits are valid until 8:00 pm Sunday – Thursday and 10:00 pm Friday and Saturday. For events needing to amplify sound beyond these times, an amplifier extension must be approved by the City Council.

Amusements (Inflatables/Circus/Carnival)

The following must be filed with the Fire Department's Community Risk Reduction Manager:

Company and contact information supplying inflatables, carnival, or circus services.

A copy of the state inspection for each inflatable and carnival ride.

A site plan and approved and a list of employees working the carnival prior to the issuance of the permit. The list of employees must be approved by the Special Events Sergeant.

Fireworks

A Fireworks permit application must be submitted to the Naperville Fire Marshal or his designee, and approved by the City Council, for permission to use fireworks or pyrotechnics in

conjunction with the event. Fireworks or pyrotechnic displays must be held under the direct supervision of a professional and by representatives of the Fire Department. All fireworks and pyrotechnic displays will be inspected prior to display by the Naperville Fire Marshal or his designee.

Liquor License

If an event involves the consumption of alcoholic beverages on City property, regardless of whether it is being sold or given away, event organizers are required to apply for a Liquor License. If granted, a Liquor License gives the event organizer permission to possess and consume beer, wine, or spirits within the areas designated by the Liquor License. Liquor will not be allowed on the public right-of-way or in any permittable City venue, and event organizers and patrons must remain in compliance with all local and state laws. Having alcohol at an event may result in additional insurance and security requirements.

A Special Event Liquor License is required for all non-profit organizations who plan on selling wine, beer and/or spirits in a specified area of the event. This license is only available to local non-profit community organizations or governmental entities with local goals that directly benefit all citizens of the city; Sales limited to the public at picnic, carnival or similar function on city property; Held on city property such as streets, roads or parks; organizations are limited to two events per year.

The sale and consumption of liquor authorized by a Special Event Liquor License shall be entirely enclosed in a tent or double-fenced area, with at least four feet separating each fenced row. Liquor must remain in a fenced area. Security and trash removal must be provided. Each person who sells, serves, or dispenses alcoholic beverages must be BASSET trained by the Naperville Police Department prior to the opening of the event and prior to the issuance of the Special Event Permit.

For an event where a Liquor License has been issued, a minimum of one Police team (two officers) will be required on site for the duration of the event.

Tents/Temporary Structures

A Tent permit is required prior to erecting a tent, canopy, skybox, or other temporary structure. The permit application must include a site plan, certificate of flame proofing, tent checklist, disclosure of beneficiaries, certificate of insurance, and electrical certification.

A tent is defined as a temporary, soft-sided structure covered with canvas or similar lightweight material and enclosed on one or more sides. It is supported by poles, stakes, beams, ropes, or cables (non-combustible). A canopy is defined as a temporary portable structure covered with canvas, ropes, or cables (non-combustible).

Tenant Build Out (TBO) Meeting

The Tenant Build Out (TBO) Meeting is for event organizers who will need additional approvals from specific City departments prior to the event. Items such as tents, inflatables, stages, carnivals, and food vendors will need additional approvals and inspections.

The TBO meetings take place every Tuesday morning at 8:30am in the lower level of the Municipal Center. This is a first come, first served type of meeting where the event organizer will meet with different City department representatives depending on their individual needs. This meeting should be attended at least 2 months prior to the event date.

Once the review of the event is complete, the event organizer will have the opportunity to schedule the needed inspections that will take place before the event begins.

Raffle

A Raffle permit will be issued only to religious, business, charitable, labor, fraternal, educational or veterans' organizations which operate without profit to their members, which have been in existence continuously for a period of five years immediately before presenting an application for a permit and have had during that entire five-year period a membership engaged in carrying out their objectives. A permit shall be issued by the City for a period of no longer than one year and shall authorize the sale of raffle chances within the borders of the State of Illinois. Each raffle permit shall be valid for the duration of the contest. A permit will be issued only if the raffle takes place in the city of Naperville.

Each raffle must be authorized by a separate license, the drawing takes place within the City of Naperville and must be conducted in accordance with this Title 3, Chapter 4, Article A (Raffles) within Naperville Municipal Code. The fee for each license shall be \$25.00. The fee for a raffle permit may be waived by an affirmative vote of the City Council.

Permit Fees

The fees for all required permits are as follows:

- Amplifier Permit \$5.00 per day
- Circus/Carnival Permit \$ 67.00 *inspection fees not included*
- Fireworks Permit No charge
- Raffle Permit \$25.00
- Temporary Liquor License Contact the Community Services Dept.
- Tent Permit \$88.00

Most of these permits can be applied for and paid for through the City's online portal.

Insurance Requirements

Events using public property (excluding neighborhood block parties) are required to secure an insurance policy for the event. An original Certificate of Insurance naming the City of Naperville and their respective public officials, officers, employees, volunteers, and agents, and assigns, as an additional insured in the **general aggregate amount of \$2,000,000** is required. In addition, the event and the date of the event being 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 the event date. The City of Naperville reserves the right to request additional insurance for the event as deemed necessary by city staff and/or City Council.

The following needs to be listed in the **Description of Operations** section:

- The City of Naperville as Additional Insured
- Name of Event
- Location of Event
- Date(s) of Event

List the **Certificate Holder** as the:

City of Naperville
400 S. Eagle Street
Naperville, IL 60540

GUIDELINES FOR THE SPECIAL EVENTS AND COMMUNITY ARTS (SECA) GRANT FUND

On July 1, 2004, the Naperville City Council adopted an ordinance that established a 1% Food and Beverage tax to cover City services expenses associated with hosting special events.

A portion of the revenue from the Food and Beverage tax funds the Special Events and Community Arts (SECA) Grant Fund Program.

The mission of the SECA Grant Fund Program is to assist the City in furthering special events and artistic cultural experiences that support an inclusive community that values diversity for Naperville and its visitors.

The Special Events Team recommends funding estimates for City services necessary to support events based on details in the application.

Eligibility Requirements

The funds are available to non-profit organizations who host events in Naperville.

Eligible organizations that apply for but are not awarded a SECA Grant will be billed for all City services necessary to support the event. If the cost of City services is higher than the grant award, the organization will be responsible for payment of the City services costs.

Events sponsored by a for-profit organization are not eligible to apply for a SECA Grant and will receive an invoice approximately one month before the event for 20% of the City services estimated for the event. After the event has concluded, the event organizer will receive an invoice for the balance of the cost of services rendered by the City.

The SECA Grant Fund application process is open from September to October each year.

For additional information on the SECA Grant Fund visit the [SECA Grant Fund Program Resource Page](#) or contact Miranda Barfuss, Community Grants Coordinator, at 630-305-5315 or barfussm@naperville.il.us

GUIDELINES FOR THE FOOD AND BEVERAGE TAX

Per City ordinance, food and beverages sold by vendors at events for which any permit is required and approved by the City Council may be imposed a food and beverage tax. A copy of the ordinance and all City tax forms are available on the City of Naperville [City of Naperville Food and Beverage Tax](#). The food and beverage tax is due 30 days after the conclusion of the event and if the tax is not paid prior to the opening of the event the following year, the vendor will not be able to participate in the current year's event.

Notification of the Mayor's Office and Finance Department

An event organizer hiring outside vendors to sell food and beverage must notify the Special Events Coordinator at least 2 weeks prior to the event and provide a list of vendors for a review. Once the Mayor's Office approves the vendors, the organizer must notify Finance Department and provide a vendor list for taxes through the City of Naperville [Help Center](#).

Registration

All affected business owners are required to register online for the payment of Food and Beverage Tax before attending the special event. The Food and Beverage Tax registration is non-transferable. In the event of the sale of the business, the seller must notify the City of Naperville of the last date of business and the new owner is required to re-register. Information on registration and payment of taxes can be found here: [City of Naperville Food and Beverage Tax](#)

Collection

The Food and Beverage Tax is due monthly. Payment of the tax must be made to the City of Naperville no later than the 20th of each month, following the month in which the event was held. If the tax is not paid prior to the event for the following year, the vendor will not be able to participate. The Food and Beverage Tax Return Form shall be submitted online through the City of Naperville [Customer Self Service](#) portal.

Any vendor participating in community festivals, as directed by the City Council, must file a sworn return, and pay the taxes within 30 days of the event's conclusion. Alternatively, a vendor may request an extension to file a sworn return, but pay a good faith estimate of the taxes due on the last day of participation at the event. An extension may only be granted for up to 90 days. On or before the last day of the extension, a final sworn return must be filed by the vendor with the City which reflects actual taxes due. At the time the final sworn return is filed, the vendor shall pay the balance of the taxes due, if any. In the event of overpayment, a refund shall be sent to the vendor by the City.

For additional information, contact the Finance Department through the City of Naperville [Help Center](#)

GUIDELINES FOR FILM AND PHOTOGRAPHY

Film or photography productions that use City streets, sidewalks, or any other City property of facility MAY require a permit. If a permit is needed a Special Event application is required to be submitted to the Special Events Coordinator no fewer than 30 days prior to the filming. Please contact the Special Events Coordinator at 630-420-6045 with questions.

Film and photography on streets and sidewalks

Commercial film or photography taking place on public streets or sidewalks that have any of the following characteristics will require a permit issued through the Community Services Department:

- Partial or full blocking of any street, sidewalk, or alleyway
- Reserved use of any public space
- Road closures
- Amplified noise or loud sounds
- Requires the reservations of public parking spaces
- Production has a significant impact on the City's day-to-day operations
- Involves disruptive or alarming special effects, lighting, technical equipment, or props
- Requires infrastructure set-up on City property

If any of these characteristics are needed, on-site Police services may also be required. The cost of these services will be the responsibility of the film and production company.

If a film or photography production can be classified as "low-impact," a permit may not be needed. Characteristics of a low-impact film or photography production include:

- No disruption of day-to-day operations of community and other permitted activities
- Uninterrupted flow of pedestrian and vehicular traffic
- Production may not block any street, sidewalk, or alleyway
- No exclusive use of City property
- Produce no amplified sound or other prohibited noises as outlined in the Naperville Municipal Code
- Involves no disruptive or alarming special effects
- All production staff must follow all vehicular and pedestrian laws at all times

Required information

Regardless of whether a film or photography production is low-impact or needs a permit prior to the beginning of the production, the following information is needed:

- Type of production
- Specific address(es) of the production
- Number of production staff onsite for filming
- Length of production
- Hours of production each day
- Number of vehicles on site
- Types of vehicles on site
- What is the parking plan for the vehicles

Permit rules and regulations

Production organizations must keep their Special Event Permit accessible for the duration of the production, must produce the permit upon request by any City official and must abide by the conditions and permissions as outlined within the permit.

The on-site production contact must be accessible by cell phone for the duration of any film or photography shoot.

Use of explosives, pyrotechnics, fire, smoke, gunfire (including blanks), weapons (including fake), speeding cars, sirens, public safety personnel actors and similar special effects are prohibited unless specifically approved by the City of Naperville

Alteration to any City property, including removal or trimming of vegetation or the removal or relocation of City vehicles, equipment or infrastructure is prohibited unless specifically approved by the City of Naperville.

Production vehicles may not block fire hydrants, fire lanes, or other emergency access points, driveways and may not violate general posted parking restrictions, unless approved by the City of Naperville and the affected property owner.

Lighting for filming must be directed away from residences and may not be used between the hours of 11:00 pm and 6:00 am unless approved by the City of Naperville.

Production companies are responsible for cleaning and restoring the filming site and the surrounding area to its original condition in a timely manner and will be held responsible and billed accordingly for any damages made to City property.

General liability insurance naming the City of Naperville as the Certificate Holder and additional insured is required for any commercial filming activities on public property.

Notification policies

Production organizers are expected to notify every resident, business, places of learning and worship located within the immediate area of the production or in close proximity, at least 72 hours in advance. The notification must state the date, time, location of the filming and if they will be inconvenienced by road closures, lights, traffic, parking and/or noise impacts associated with the production activities. For extensive filming productions, additional notification requirements and deadlines may be imposed. The organizer can use a flyer, postcard or any form of communication, provided the notification covers all required components listed below:

- Name of production
- Name of production organization
- Date and timeframe of the filming production
- Description of associated road closures
- Description of any noise impacts or unusual sound effects
- Name, phone number and email address for on-site production coordinator

How to apply

The City of Naperville's Special Event Permit Application is available online at:
<https://www.naperville.il.us/services/permits--licenses/special-events-permit/>

Application Deadline: No fewer than 30 days depending on the complexity of the request. The City of Naperville will attempt to accommodate late film requests whenever possible, but reserves the right to deny any request if there is not sufficient time for processing.

Fees: If on-site City Services are required, the costs of these services will be the responsibility of the film and production company.

Filming and photography on the Riverwalk and in parks

Any commercial filming or photography productions taking place on the Riverwalk or in a City park, the Naperville Park District must be contacted at (630) 848-5000. Naperville Park District deadlines, fees and restrictions may differ from those of the City of Naperville.

DEFINITIONS

Event Registration: All events occurring within the City of Naperville must have an approved application with the Special Events Coordinator. All event organizers interested in hosting a special event in Naperville must complete a Special Events Application that will be reviewed by the Special Events Team.

Alcoholic Beverages: A Special Event Liquor License is required for the sale and consumption of alcoholic beverages. All Special Event Liquor Licenses must be approved by the Mayor of Naperville/Liquor Commissioner. Please contact the Mayor's Office **6-8 weeks prior to the event for details on how to obtain a Special Event Liquor License.**

Block Parties: Special Event permits are not necessary for block parties; however, the City of Naperville requires that a permit be obtained for this type of a gathering. For a Block Party permit application, please visit the City of Naperville website at <https://www.naperville.il.us/services/permits--licenses/block-party-permit/> for details.

Certificate of Insurance: A Certificate of Insurance naming the City as the Certificate Holder and as an additional insured in the general aggregate of \$2,000,000 is required for events deemed necessary by the City of Naperville. The certificate must also include the second page of the Certificate of Insurance which is referred to as the Additional Endorsement page. In addition, the event that is covered by the insurance must be named on the certificate. Upon approval of the event application, an original copy of the Certificate of Insurance must be due 30 days prior to the event date. The City of Naperville reserves the right to request additional insurance for the event as deemed necessary.

Compliance with City requirements: The event organizer shall comply with all applicable City ordinances, codes, and conditions.

Compensation for City Services: The invoice will be transmitted to the sponsoring agency within sixty (60) working days after the event has been completed.

Film & Photography: Film or photography productions that use City streets, sidewalks, greenways, parks, or any other City property or facility may require a permit. Contact the Special Events Coordinator for details.

Fireworks: A permit is required for the use of fireworks during a special or private event. For the fireworks permit application, please visit the City's website <https://www.naperville.il.us/services/permits--licenses/special-events-permit/> or contact the Naperville Fire Department, Community Risk Reduction Manager at 630-420-4095.

Food Inspections: No food or beverages shall be sold at an event unless approved by the DuPage or Will County Health Department. To schedule an inspection, call:

- DuPage County – (630) 682-7400
- Will County – (815) 727-8490

Food and Beverage Service: The City may require a food and beverage tax to be imposed on food and beverages sold at an event. Please refer to Page 17 for details.

Hold Harmless Agreement: The event organizer must sign a Hold Harmless Agreement, located on the last page of the Special Events Application, agreeing to indemnify the City of Naperville against all actions arising from, during, or as a result of the event.

Issuance of Permits: The City of Naperville may require that permits are obtained for one or more parts of a special event. For more information on required permits, please contact the Special Events Coordinator.

Naper Settlement: Event organizers will need to work directly with Naper Settlement to reserve the site. For more information call (630) 420-6010.

Post-Event Clean-Up: It is the responsibility of the event organizer to ensure the event site is clean after the conclusion of the event, including the removal of tents, signage, booths, portable toilets, and litter.

Public Parks and the Riverwalk: The Naperville Park District manages reservations for events in City parks and along the Riverwalk. For more information call (630) 848-5000.

Resident and/or Business Notification: For those events that require street closures or that may cause disruption to the residents and/or businesses, mailed or hand delivered notification must be made to the affected parties at least two weeks prior to the event. The City of Naperville will determine which parties are to be notified and the Special Events Coordinator will provide a mailing list for the affected areas to the event organizer.

Restroom Facilities: The City requires two portable toilets per every event participant for events lasting over two hours, one of which must be an ADA accessible stall for every 200 participants. Add one ADA accessible stall per every 20 portable toilets, or a minimum of one for events open to the public. Adequate hand-washing stations must also be provided. A minimum of one hand washing station should be added for every four restrooms.

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

Weather definitions:

Special Event Severe Weather Condition: If a storm system is an estimated 60 minutes away and its projected path will result in the storm entering within a 6-mile radius of the event; the severe weather guideline will be implemented.

NWS Weather Watch: Issued when conditions are favorable for hazardous weather or non-precipitation hazard to develop, but its occurrence, location and/or timing are still uncertain.

NWS Weather Warning: Issued when hazardous weather or a non-precipitation event is occurring, is imminent, or has a high probability of occurrence. A warning is used for conditions posing a threat to life or property.

NWS Weather Advisory: Issued for less serious conditions that are occurring, imminent, or have a high probability of occurrence, that can cause significant inconvenience and if caution is not exercised, could lead to situations that threaten life or property.

SPECIAL EVENT APPLICATION PROCESS – WORKFLOW

