



## Special Event Permit Application & Process

Special events can enhance our quality of life and community character by helping to create a vibrant and interesting community. They also involve advance planning, logistics and can create impacts that require Village services and regulation. The Village of Morton Grove's Special Event process has been developed to ensure that these events are safe and enjoyable for residents, participants and guests alike. For more information on planning a special event, please contact Village Administrator Chuck Meyer, 6101 Capulina Avenue, Morton Grove, IL 60053, 847-470-5220 or [cmeyer@mortongroveil.org](mailto:cmeyer@mortongroveil.org)

### Who needs to apply for a Special Event Permit?

- All outdoor events held on Village property, i.e., streets, sidewalks and Village parking lots,
- Any activity deemed to significantly impact normal Village operations (such as activities which require traffic to be rerouted, or needing additional police, public works or fire department support, etc.)
- An event that requests any of the following actions:
  - Any activity requiring street closures (except block parties, which are not considered special events)
  - Any activity that requires the use of Village- owned equipment
- An outdoor event within Village limits where more than 500 people are expected to attend. This can include parades, fun runs, festivals, outdoor concerts, large grand openings, sidewalk sales, etc.
- An outdoor event that is open to the general public and provides alcoholic beverages

### When should a Special Event Permit application be filed?

Event organizers planning a special event in Morton Grove should contact the Village Administrator's office as soon as possible. Generally, event organizers must apply for a special event permit at least 90 days before the event. If alcohol will be served at the event, or if more than 500 people are expected to attend the event, the application must be submitted by September 1 of the year preceding the event. For special circumstances, especially if the event or activity needs only minimal Village service, the Village Administrator will accept and process late applications.

### Where a Special Event Permit application should be filed?

Applications should be submitted to Chuck Meyer, Village Administrator, 6101 Capulina Avenue, Morton Grove, IL 60053.

## What is needed to apply for a Special Event Permit?

- ✓ **Fully completed and signed application**  
Incomplete applications will not be processed and/or will result in delays. A person authorized to bind the applicant organization to the conditions and obligations of the permit must sign the application, affidavit and indemnification agreement.
- ✓ **\$200 application/processing fee**  
Checks should be made payable to the Village of Morton Grove. If the application is submitted late, an additional \$200.00 late fee must also be paid. This application fee (and if applicable, late fee) is in addition to any special event permit fees that may be assessed and is not returnable should the application be denied or withdrawn.
- ✓ **Certificate of Insurance**  
The certificate of insurance shall be written by an insurance company with a minimum BEST rating of A- in an amount not less than five million dollars (\$5,000,000.00) general liability, including bodily injury, property damage, and automobile liability, naming the Village, its officials, agents, employees and volunteers as an additional insured and shall be accompanied by a letter from the insurer listing any outstanding claims against the policy. Insurance of a lesser amount may be accepted in certain circumstances with the consent of the Village Administrator.

## What else may be required for a Special Event?

Depending on the type of activities at an event, the following requirements and conditions may apply:

### Safety and Security Plans

The Event Organization is responsible for providing a safe and secure environment for the event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. Based on the size, type, time of day and location of the event, as well as the overall activities proposed to take place in association with the event, the Event Organization may be required to provide additional information to support the development of a Village of Morton Grove Incident Act Plan (IAP) for the event.

The Morton Grove Police Department has final authority to require a minimum number of licensed private security guards, volunteer and staff positions as well as police officers and traffic controllers necessary to staff the event.

### Role of the Event Organization

The Event Organization is responsible for the safety and security of the people and physical elements in and around your venue. Ensuring the safety of all those affected by your event includes implementing safety measures that address all aspects of your proposed event. These measures may involve hiring private licensed security and/or implementing other safety strategies ranging, but not limited to, lighting, music genre selection, alcohol management, and venue design, etc.

### **Role of the Police Department**

The Morton Grove Police Department may require department staff to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If your special event impacts the community outside your venue, police services in addition to those needed to directly support your event may be required.

The Morton Grove Police Department has final authority over your event safety requirements. If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the Morton Grove Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Event Organization.

All security companies operating in the State of Illinois are required to have a private security license issued by the Department of Financial and Professional Regulation. This license allows the company to operate a security business and provide services to the public.

All security guards employed by a security company are required to have a Permanent Employee Registration Card (PERC Card) issued through the State of Illinois. This card verifies that the guard has passed certain background checks through a fingerprint submission process.

It is the Event Organization's responsibility to maintain written verification that the private security company selected has all required licenses and authorization to operate in the State of Illinois and the Village of Morton Grove and to maintain written verification that all personnel assigned to positions designated for a licensed security guard have valid credentials.

### **Emergency Medical Plan**

All special events must have an emergency medical plan. The most basic plan for small events with a low emergency medical risk assessment is the designation of an event representative to call 9-1-1 and a representative on-site with CPR training certification. The requirements of an emergency medical plan may be dictated by the event organization's insurance company/insurer.

Events with a higher potential for risk are required to implement an appropriate emergency medical plan to address the specific needs of the attendees and/or participants. Should Advanced Life Support (ALS) transport be needed at your event, your medical service provider is required to use the Village of Morton Grove 9-1-1 system.

It is the Event Organization's responsibility to ensure that all medical support personnel whether paid or volunteer have the appropriate licensing, certifications, and insurance to provide services at your event. The Village of Morton Grove Fire Department has final authority over your event emergency medical services requirements and will evaluate these requirements based on a number of factors related to your event with the Event Organizer responsible for providing requested information to support the development of a Village of

Morton Grove Incident Act Plan (IAP) for the event. If a written IAP is required, the event organizer is responsible to ensure that it meets the requirements mandated by the Village of Morton Grove Fire Department.

## Sales

### **Food and Beverage Service**

All food or beverages to be sold or given away at an event must be approved in advance by the Village's Inspection Services Department.

### **Liquor License**

If alcohol will be served at an event, the organizers must obtain both a Village of Morton Grove and state of Illinois liquor license. Outdoor alcohol consumption must be restricted to a designated, blocked off area.

### **Illegal Vendors**

The Village of Morton Grove Special Events Ordinance gives you control over and responsibility for all vendors in the special event area during the event. You will be required to submit a complete list of vendors and coordinate an enforcement plan with the Morton Grove Police Department before your event. During the event, all vendors must display authorization from you to participate in the event. Failure to provide a complete vendor list and to coordinate with the police department before your proposed event may inhibit your ability to enforce this aspect of the Special Events Ordinance.

### **Sales Tax**

Illinois law requires that sales taxes must be paid on all goods sold at the event. If prepared food or beverages will be sold at the event, the selling organization must file a Village of Morton Grove Food and Beverage tax return and pay the applicable sales taxes.

### **Business Licenses**

All vendors at special events must have valid Morton Grove Business licenses.

### **Raffle**

If the event includes a raffle, a permit is required from the State of Illinois.

## Structures and Displays

### **Tents, live bands, DJs and sound systems**

Specific permits must be obtained for tents and sound amplifications.

### **Carnival Rides and Games**

Pursuant to Village Code Section 4-6A-3, Carnivals require special licenses and must have additional insurance. Carnival workers must be at least eighteen (18) years of age and must undergo a background check including fingerprinting at the date and time designated by the Morton Grove Police Department to ensure the worker does not have any pending criminal warrants or convictions for sex related crimes.

### **Electrical Power and Water Source**

All applicants should provide their own source of power for their specific needs; the Village generally will not provide electrical services of any sort. If the applicant requests a water hook up provide details as part of your application in a separate correspondence attached to this application.

### **Lighting Special Effects**

Use of special lighting and lasers will require additional permitting and safety requirements from the Morton Grove Fire Department. The International Fire Code as amended by the State of Illinois and Village of Morton Grove mandates specific cut-off levels for the safe use of laser lights. Under certain conditions, these items are prohibited or limited. For example, there are specific guidelines for the use of lighting within a flight zone.

### **Signage & Decor**

Clear visible and appropriately sized signage is important to the success of your event. All entrances, exits, start and finish lines should be clearly marked. Directional signage can help people locate food, entertainment, restroom facilities, and information areas making your event more user friendly; resulting in enhanced pedestrian flow and the overall enjoyment of your event.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are regulated by Title 10 Chapter 10 of the Village Code. The number and location for these items must be included in your site plan/route map and must receive approval from the Village of Morton Grove. Village officers may remove unauthorized décor and advertising in your permitted venue area and/or advertisers may be subject to fines.

### **Pyrotechnics/Flame Effects**

All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the Morton Grove Fire Department in compliance with the International Fire Code as amended by the State of Illinois and Village of Morton Grove. Examples of pyrotechnic and open flame activities include indoor and outdoor fireworks, lasers, model rocket launches and special effects using pyrotechnical devices, hand-held burning torches, flaming batons, flame acts, fire walking, and flaming sword dancers. A permit will be required and full demonstration or review by the Fire Department before the event date may be required.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

## **Clean Up**

The Event Organization is responsible for the cleanup and restoration of all public property used for the Special Event. There are a number of local and state laws regulating the proper management and disposal of waste generated at your event. Failure to meet local and state recycling and waste reductions goals may result in fines.

## **Recycling**

A good recycling plan may generate less waste and reduce the operational costs of the event. The Event Organization must provide recycling containers throughout the venue

- The number of recyclable containers at special events must be equal to the number of trash containers (a 1:1 ratio).
- Recycling and trash containers must be placed next to each other in areas throughout the event venue.
- Each recyclable container must be clearly identified as a recycling receptacle and display a list of recyclable materials accepted.
- The Event Organization can determine the types of recyclables to be collected as long as the recyclables include all aluminum and metal cans, glass (glass is prohibited on public property) and plastic bottles and jars, and all mixed paper and cardboard.
- The Event Organization must communicate the importance of the recycling to everyone involved in the management of your event and to the people who attend or participate in the event, including event attendees, participants, vendors, and service providers.
- The Event Organization must ensure that all recyclable materials are delivered to a recycling facility and *not* to a landfill.

## **Trash**

The Event Organization is required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event and its attendees, including/during the set-up and dismantle time frames associated with your event. If required, the Village may provide street sweeping services or additional recycling or trash containers for special events, at the expense of the Event Organization. At the conclusion of the event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition before the onset of your event activities.

Failure to perform adequate clean-up and/or repair damages to Village property and facilities due to your event will result in the Village of Morton Grove providing the services and billing the Event Organization at full cost recovery rates for clean-up and/or repair.

## **What are the cost and fees for the permit?**

In addition to the application fee described above, the organization will be required to pay a deposit to the Village for the estimated charges for the use of Village property and equipment and the services provided by Village personnel for the event, plus a 10% non-refundable administration fee. The deposit is due fourteen days before the event or at the time the permit is issued, whichever occurs first. After the event, the Village will invoice the organization for all unpaid fees and charges including any out of pocket cost or damage to Village property due to the event. Any amount due over and above the deposit must be paid within seven days after presentation of the invoice. If the deposit exceeds the total amount due the Village, a refund will be issued to the organization.

## **Can fees or requirements be waived or modified?**

In certain instances, the Village Administrator is authorized to waive or reduce fees, or modify the procedures and requirements for obtaining a Special Event Permit. Modifications are typically

granted for events that require minimal use of Village resources, or events sponsored by government agencies or community organizations that benefit all Village residents. Requests for modifications should be made in writing and should state the reason(s) for the request.

### **How long does it take to process a permit application?**

Complete permit applications are typically processed in 14 days. If the application cannot be approved, a Village representative will confer with the applicant to attempt to agree on terms under which the permit can be issued, which may include but shall not be limited to considering other dates or locations for the event, having the event's sponsors or organizers obtain certain services from private vendors, or having the Village provide other or additional special services. A permit may require conditions or restrictions as necessary to protect the public health, safety or welfare of the Village.

### **Miscellaneous**

- ✓ The Village of Morton Grove is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit or the event.
- ✓ The Special Event Permit is non-transferable, is valid only for dates and times printed on the permit, and the permit must be posted on site during the event.
- ✓ The Village of Morton Grove reserves the right to suspend, cancel and/or reschedule events due to the misrepresentation of the applicant, violation of the permit conditions or local state or federal law or to protect the health or safety of the community.

Application Received by \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Initial fee paid: \_\_\_\_\_



## Special Event Permit Application

If additional space is needed, attach additional pages

**Please complete all applicable sections\* and return the signed application with the application fee to the Village Administrator's Office, 6101 Capulina Avenue, Morton Grove, Illinois 60053.**

\*State "N/A" if a section or question is not applicable to this event

*If additional comments/pages are submitted to support an application item, numbers should be provided with the comments to provide clarification and continuity with the application and associated attachment(s).*

### Organization Information:

1. Sponsoring Organization: \_\_\_\_\_
2. Type of Organization (public agency, religious, not for profit, 501 (c)(3) etc.): \_\_\_\_\_
3. Name of Organization President/Executive: \_\_\_\_\_
4. Organization's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. Organization Phone Number: \_\_\_\_\_
6. Organization Email Address: \_\_\_\_\_
7. Contact Person's Name: \_\_\_\_\_
8. Contact Person's Title: \_\_\_\_\_
9. Contact Person's Phone Number: \_\_\_\_\_
10. Cell Phone Number: \_\_\_\_\_
11. Contact Person's E-mail Address: \_\_\_\_\_

### Event Information

12. Event Name: \_\_\_\_\_
13. Event date(s) and time(s): \_\_\_\_\_
14. Location of Event (please include exact address and all streets of all event activities and parking: \_\_\_\_\_
15. Event Category
  - Athletic/Recreation
  - Farmer/Outdoor Market
  - Parade/Procession/March
  - Concert/Performance
  - Carnival/Circus/Fair
  - Dance
  - Exhibits/Misc.
  - Festival/Celebration
  - Walk/Run/Bike-a-thon



Grand Opening     Filming     Other: \_\_\_\_\_

If the event is a carnival or circus, complete the carnival license application form.

If the event is a parade, walk, run, or bike-a-thon, complete the parade, walk, run, and bike-a-thon application form.

16. Will any part of event (including parking) be on property not owned by applicant?  Yes  No  
If yes, list the owner of all such property: \_\_\_\_\_ and

attach copy of authorization to use the property signed by the owner, I.e. IDOT permits, county ROW permits, forest preserve property permits and Morton Grove Park District property permits, etc.

17. Are street closures requested?  Yes  No.

If yes, where? \_\_\_\_\_

18. Expected number of attendee's: \_\_\_\_\_ Paid Staff \_\_\_\_\_ Volunteers \_\_\_\_\_ Guests \_\_\_\_\_

The attendance estimate is based on: \_\_\_\_\_

19. Will event be open to the public?  Yes  No

20. Is this the first year this event will be held?  Yes  No

If no, list previous dates and locations:

21. How will event be advertised?  Signage at (state locations): \_\_\_\_\_

Print media (list) \_\_\_\_\_  Social media (list) \_\_\_\_\_

Other \_\_\_\_\_

22. Are there any live performances, musical entertainment or amplified sound features related to your event?  Yes  No

If yes, complete the following information or provide an attached listing of all bands/performers, type of music, sound check and performance schedule.

Number of Stages \_\_\_\_\_ Number Performers/Bands \_\_\_\_\_

a. Performer/Band name and music type \_\_\_\_\_

b. Will sound amplification be used?  Yes  No

If yes complete and attach the Amplified Sound Permit Application.

c. Will sound checks be conducted prior to the event?  Yes  No

If yes, provide: Start date/time \_\_\_\_\_ Finish date/time \_\_\_\_\_

f. Is there a dance component to either live or recorded music at your event?  Yes  No

If yes, please describe \_\_\_\_\_

23. Will inflatables, hot air balloons or similar devices be used at your event?  Yes  No

If yes, please describe \_\_\_\_\_

24. Does your event include the use of fireworks, rockets, lasers or other pyrotechnics?  Yes  No

If yes, please describe and complete attached Pyrotechnics Permit Application

25. Will your event include the use of signs, banners, decorations or special lighting?  Yes  No

If yes, please describe and complete attached sign application:

---

26. Will there be massage activities at your event?  Yes  No

If yes, please describe and provide state licenses for all therapists:

---

27. Do your event plans include any casino, bingo, lottery or drawings?  Yes  No

If yes, please describe and provide state permit upon receipt:

---

28. Is the Event being advertised as a fundraiser for another group(s)?  Yes  No

If yes, please attach letters of endorsement or support from each of these groups.

29. Will your event impact any residents, businesses, places of worship, schools and other property owners or groups due to street closures, traffic rerouting, noise, etc.?  Yes  No

If yes, please attach a complete list of all impacted and provide your plan to notify them, seek permission for any disruptions and your plan to minimize any negative impact, and provide a sample of the notice that you propose to distribute two weeks before your event.

## Event Operations/ Request for Special Services:

*Applicant estimates/request for special services are subject to review by the Village Administrator who shall determine the need and availability of the special services.*

### Police

30. Are you requesting police department services?  Yes  No

*(If so, please review the attached Addendum PD 1 at the back of this document)*

31. Personnel needed/requested:  Traffic Control/Enforcement  Crowd Control  
 Other \_\_\_\_\_

32. Equipment needed/requested: \_\_\_\_\_

33. Describe dates, times and detail for all requests: \_\_\_\_\_  
\_\_\_\_\_

34. Are you utilizing private services for security, traffic control or parking?  Yes  No

If yes, identify name and license details of service provider(s), and the type of service to be provided (including number of person to be assigned for each function):  
\_\_\_\_\_  
\_\_\_\_\_

35. Will your event require a parking and/or shuttle plan?  Yes  No

If yes, please describe or provide an attachment of your plan  
\_\_\_\_\_  
\_\_\_\_\_

### Fire/EMS

36. Are you requesting fire department services?  Yes  No

37. Personnel needed/requested:  Standby FF/Paramedics  EMS \_\_\_\_\_

38. Equipment needed/requested: \_\_\_\_\_

39. Describe dates, times and detail for all requests: \_\_\_\_\_  
\_\_\_\_\_

40. Are you utilizing private services for first aid or other EMS services?  Yes  No

If yes, identify name of service provider(s) and the type of service to be provided (including number of person to be assigned for each function):  
\_\_\_\_\_  
\_\_\_\_\_

### Public Works

41. Are you requesting public works department services?  Yes  No

42. Personnel needed/requested:  Set up/Remove Barricades  Street/Parkway Cleaning  
 Water hook up  Directional Signage  Other \_\_\_\_\_

43. Equipment needed/requested:  Barricades (#) Other: \_\_\_\_\_

44. Describe dates, times and detail for all requests: \_\_\_\_\_  
\_\_\_\_\_

**Other**

45. Describe your cleanup/restoration plan before, during and after the event:

If you are utilizing volunteers or private services for these functions, identify the name of service provider(s) and the type of service to be provided (including number of person to be assigned for each function):

---

---

46. Will the event have portable toilets and/or wash stations?  Yes  No.

If yes, how many? \_\_\_\_\_

47. What company is providing these facilities?

---

48. Will food be sold or served?  Yes  No.

If yes, complete and attach temporary food permit application.

49. Will goods or services be sold?  Yes  No

If yes, provide Illinois Business Tax (IBT) numbers and a list of all items to be sold by each vendor.

50. Will alcohol be sold or served at the event?  Yes  No

If yes, attach local liquor license application and provide state liquor license upon receipt.

51. Will tents larger than 200 sq. ft. be used during the event?  Yes  No

If yes, attach tent permit application or obtained Village of Morton Grove Tent Permit

## SITE PLAN AND/OR ROUTE MAP

If applicable, please attach a site plan on a separate sheet to illustrate the layout for your event. The location of fencing, barriers and/or barricades, indicate any removable fencing for emergency access. As applicable indicate the following:

- The provision of minimum twenty-foot (20') 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.

If applicable, the location of the following components must be included:

Food vendors (FV)

Fire lane (FL)

Beverage vendors (BV)

Fire extinguishers (FE)

Toilets (T)

Public entrances/exits (PE)

Hand washing sinks (HWS)

Stages and amplified sound (S)

Retail merchants (RM)

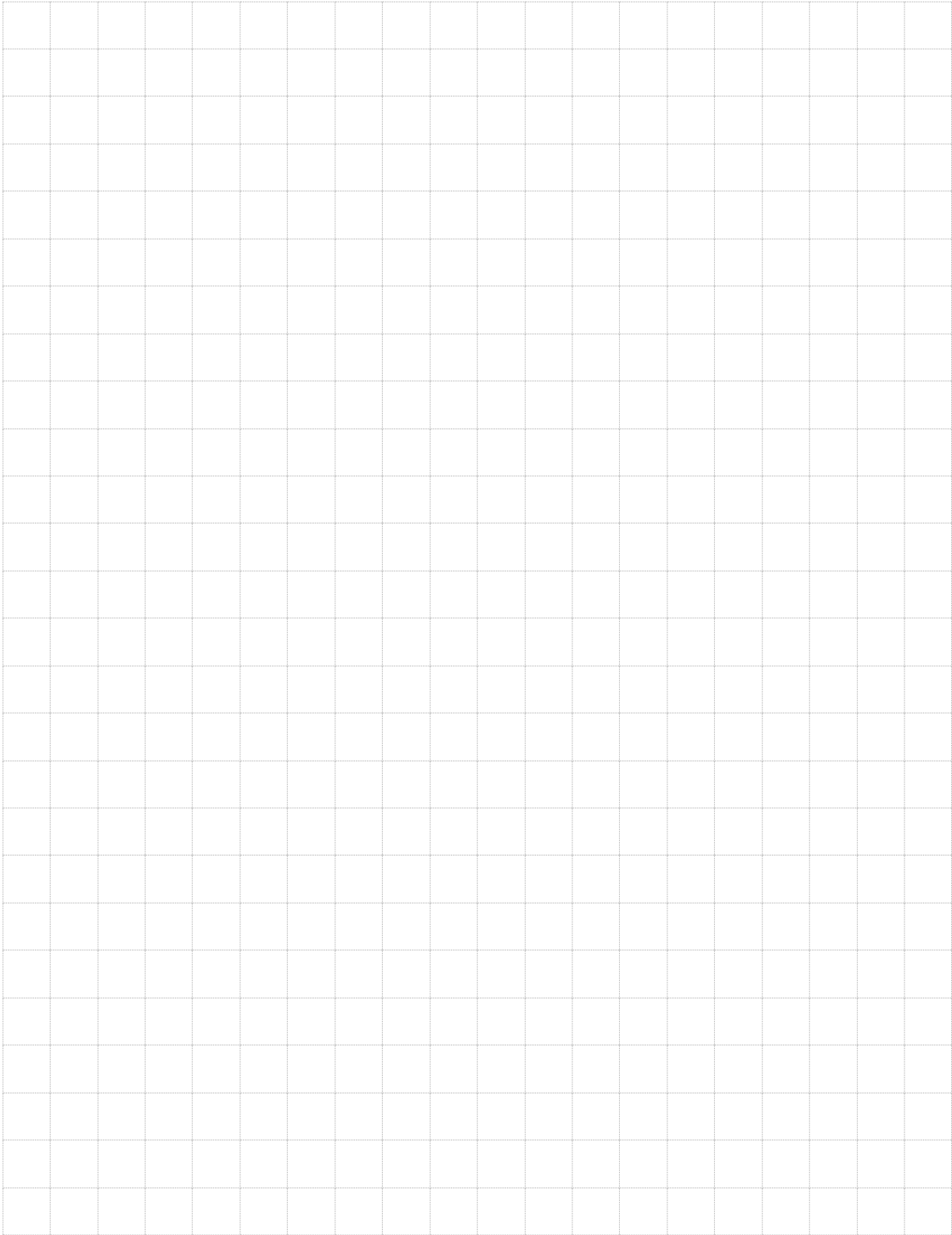
Residential streets (in area)

First Aid (FA)

Barricades (B)

Garbage/Recycling containers (G)

**SITE PLAN AND/OR ROUTE MAP**  
Grid Sheet



## Application Checklist

Use this list to ensure that you have included supporting documentation to accompany the information on your Special Event Application.

### Documents that **MUST** be submitted:

- Signed Special Event Permit Application, Affidavit and Indemnification Agreement
- Application/Processing Fee (\$200)
- Certificate of Insurance
- This Checklist

### Documents that **MAY** need to be submitted:

- Late Fee (\$200)**
- Request for Waiver/Modification of Fees, Charges or Permit Requirements
- Site/Route Plan (for carnivals, concerts, walks and large or similar events)
- Safety and Security Plan
- Copies of Licenses for all Security Companies
- PERC Cards for all Security Employees
- Emergency Medical Plan (Including an Incident Action Plan if required by the Village)
- IBT #s for all Vendors
- Business Licenses of All Vendors
- List of all food and beverages to be sold and/or served by each vendor
- Application for Carnival License
- State Raffle Permit
- Application for Morton Grove Liquor License (or approved license)
- Application for Sound Amplification Permit (or approved permit)
- Application for Tent Permit (or approved permit)
- Application for Pyrotechnics Permit (or approved permit)
- Application for Temporary Sign Permit (or approved permit)
- Application for state raffle/casino or bingo permit (or approved permit)
- Written permission from owner (if not the applicant) for property used during the event
- List of all live performances including dates and times
- State Licenses for all massage therapists
- Written Permission/Letter of Support from organization for which funds are being raised
- Sample notices to persons negatively impacted by Event
- List of all persons, businesses impacted by street closures, noise, traffic rerouting etc. and impact mitigation plan
- Contract and certificate of insurance for all rides/attractions/games
- Sample Advertisement and marketing material
- ROW permit from Cook County or State of Illinois for use of County or state ROW
- 501(c)(3) confirmation letter
- Additional information sheets \_\_\_\_\_ (Number)
- Additional documents: \_\_\_\_\_(List)

## Affidavit and Indemnification Agreement

I, the undersigned applicant, or authorized agent thereof, swear or affirm that I am authorized to act for and bind the organization for the purpose of requesting and obtaining a special events permit from the Village of Morton Grove; the statements and information stated in this application are true and correct upon my personal knowledge and information; the applicant agrees to pay all fees, to meet all requirements of any permit issued and Title 8 Chapter 11 of the Morton Grove Village Code, to comply with the laws of the Village of Morton Grove, the State of Illinois and the United States of America in the conduct of the activities and the special event described herein.

The applicant organization shall, prior to the issuance of the permit, pay a deposit in an amount to be determined by the Village Administrator equal to the estimate of Village charges and fees for the use of Village property and equipment and the provision of Village services for the event. The applicant organization will pay all fees and compensation due the Village over and above the deposit within seven days after presentation of an invoice for such fees or services. The Village shall refund any part of the deposit that exceeds the fees and costs due the Village. The applicant shall reimburse the Village for any out of pocket cost or damage or costs incurred in the enforcement of any part of this agreement including all necessary expenses and attorney's fees. Any amount not paid within seven days after the Village presents its invoice to the Event Organizer shall bear interest at the rate of 9% per annum.

I further agree on behalf of the applicant organization that the applicant organization will indemnify, hold harmless defend and indemnify the Village of Morton Grove, its agents, officials, and employees and volunteers, 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 arising out of or in connection with the special event and/or the special services provided by the Village or the use of the Village property, right-of-way, equipment, or personnel before, at, during, or in conjunction with the special event.

---

Applicant Signature Date Signed

---

Organization President/Executive Signature Date Signed

**Submit the application and all attachments in duplicate  
A filed stamped copy will be returned to you for your records**



**SPECIAL EVENT SIGN APPLICATION**  
**For signage on public property**



Date of Application: \_\_\_\_\_

Business/Organization Name (If Applicable): \_\_\_\_\_

Applicant Name (Print Clearly): \_\_\_\_\_

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

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

Date(s) of Sign Display (may be displayed for a maximum of three [3] weeks): \_\_\_\_\_

Date Sign(s) will be removed: \_\_\_\_\_

Location(s) of Sign(s): \_\_\_\_\_

Please Note: Requests for Special Event Signs must be submitted twenty-one (21) days in advance of installation.

I HAVE READ THE ATTACHED MUNICIPAL CODE SECTIONS ADDRESSING THE SPECIAL EVENT SIGNS REGULATIONS INCLUDED WITH THIS FORM AND FULLY UNDERSTAND THE INFORMATION, ASSUMPTION OF RISK, WAIVER, AND RELEASE OF ALL CLAIMS.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Please return this form to: Village Administrator's Office, at the address listed above. A permit will be mailed to the provided address. Please call with any questions.

\* \* \* \* \*

Approval Dated: \_\_\_\_\_

Denial Signature: \_\_\_\_\_  
\_ Chuck Meyer, Village Administrator

## MUNICIPAL CODE TITLES RELATIVE/APPLICABLE TO THE SPECIAL EVENT SIGN APPLICATION

### 10-10-3: PERMIT REQUIREMENTS AND ADMINISTRATION:

- D. Standards For Permit Approval: The Village Administrator will only approve a sign application if all of the following standards have been met or can be met with conditions as may be included in a conditional approval:
1. The sign as proposed in the application meets the applicable requirements of applications that comply with Title 10 Chapter 10 of the Village Code
  2. The sign as proposed does not violate any other applicable code provisions and/or standards of the village of Morton Grove, state of Illinois, or federal government; and
  3. The sign will not:
    - a. Cause substantial injury to the value of other properties in the vicinity, or
    - b. Be detrimental to the public safety or welfare in the neighborhood where it is located, or
    - c. Unreasonably impair the visibility to adjacent property or public right of way, or
    - d. Be inconsistent with any approved plan for the building or the district or area where it is located, or
    - e. Be inconsistent with other signs on the property, or with the architectural character of the building, or
    - f. Alter the essential character of the neighborhood, or
    - g. Violate the purpose, spirit, or intent of this code.

### 10-10-6: GENERAL REGULATIONS:

- A. Building, Electrical And Property Maintenance Codes Applicable: All signs shall be subject to the requirements of the applicable provisions of the village's building, electrical and property maintenance codes in addition to the regulations of this chapter and shall be capable of withstanding a wind pressure of not less than thirty (30) pounds per square foot of net surface area.
- B. Design: All permanent signs shall be designed or sealed by a structural engineer, registered architect or sign manufacturer.
- C. Maintenance: The property owner and the owner of a sign shall be jointly and severally liable for the maintenance of the sign in good working order and repair, including replacing all burned out lighting elements, maintaining the sign in a neat, safe and attractive condition and in a condition appropriate to the intended use, replacing or repairing any part or portion of a damaged sign or a sign faded or altered by ordinary wear, tear or damage. Any holes in building walls must be patched and painted to match the wall prior to any new or replacement signs being installed.

- D. Insurance: The owner of any sign that extends over or on village owned property shall maintain liability insurance policy or an indemnity bond, with a corporate surety satisfactory to the village administrator, covering all damage or injury that might be caused by each of said signs, in such amount deemed satisfactory to the Village Administrator, but not less than two hundred fifty thousand dollars (\$250,000.00) for property damage and one million dollars (\$1,000,000.00) for personal injuries.
- E. Abandoned Signs: Within thirty (30) days after a sign becomes abandoned, it shall be removed unless allowed to remain by the village administrator. The face of a box sign shall be removed and replaced with an unlit blank panel. Alternative methods to remove or replace an abandoned sign may be approved by the village administrator.
- F. Location:
  - 1. All signs above any entrance shall have a minimum clearance of eight feet (8') above grade.
  - 2. No sign shall extend into, on or over an adjacent property without the written consent of the adjacent property owner. No sign shall be permitted to extend into the village's right of way unless it is approved by the village administrator. Such approval may be conditioned upon proof of insurance, indemnification, and other reasonable conditions.
  - 3. No sign in the R-1, R-2, and R-3 district shall be closer than eight feet (8') from any side or rear lot line or four feet (4') from the public right of way.
  - 4. No sign shall obstruct the visual sightline of pedestrians or vehicular traffic.
- G. Language: Any sign that contains non-English language, other than commonly recognized words or brand names, shall also include the same message in the same size translated into English.
- H. Measurement of a Sign:
  - 1. The area of channel letter signs shall be computed by taking the area enclosed within the smallest geometric figure needed to completely encompass each letter, word, insignia, emblem or symbol of the sign.
  - 2. For other types of signs, the area shall be computed by taking the total area of the facing or the total area within the outer edge of any border of the sign, not including the base or support structure.
  - 3. For multifaced signs, the area shall include only the portion of the sign that is visible from a single vantage point.
  - 4. The height of the sign shall be measured from ground level to the highest part of the sign.
- I. Letters and Symbols: Letters and symbols on signs shall be legible from the public right of way. (Ord. 10-14, 8-9-2010)

10-10-8: TEMPORARY SIGNS AND DISPLAYS:

- A. No permit is required for temporary window signs and temporary exterior signs and displays listed in subsections B through E of this section. However, advance written notice of the date of installation of all temporary exterior signs and displays must be provided to the village administrator.

- B. Temporary window signs may cover up to one-third (1/3) of the total glass area of the transparent windows of the building or tenant space, excluding doors. No such sign shall exceed fifty percent (50%) of the area of an individual window. All signs displayed in windows shall be professionally made and displayed uniformly in the window. Discolored, torn, or damaged signs shall be removed immediately. All temporary window signs shall be removed within sixty (60) days of installation unless an extension of up to sixty (60) additional days is granted by the village administrator.
- C. One temporary sign and two (2) temporary banners shall be allowed for each nonresidential property. The total area of the temporary signs and banners shall not exceed one-third (1/3) of the total wall signage allowed per frontage. No temporary sign or banner may be displayed for more than sixty (60) days unless an extension of up to sixty (60) additional days is granted by the village administrator. No tenant space may display temporary signs or banners for more than one hundred eighty (180) days in any calendar year. Temporary signs and banners shall be professionally made. Unsecured, discolored, torn, or damaged signs and banners shall be removed immediately.
- D. Temporary exterior promotional displays such as inflatable items, promotional flags, and similar outdoor decorations may be displayed for a period not to exceed twenty (20) consecutive days. No property may display temporary exterior promotional displays for more than forty (40) days in any calendar year.
- E. One portable sign such as a sandwich board sign not exceeding four feet (4') in height and six (6) square feet per sign face shall be allowed for each frontage of a tenant space in the C-1, C-2 and C/R districts. Such signs shall only be displayed during the hours that the tenant space is open for business. Such signs shall be free of dents and other damage, shall be maintained in like new appearance, shall be weighted or anchored to not tip over, and shall not impede pedestrian circulation or traffic flow.
- F. The village administrator may issue a permit for temporary freestanding exterior signs up to thirty two (32) square feet. (Ord. 10-14, 8-9-2010)

The Village of Morton Grove is not responsible for injuries to individuals installing, erecting, and/or displaying special event sign(s). Applicants agree to hold the Village and its employees, officers, and agents harmless from any and all claims or alleged claims for damages arising from such installation, erection, and/or display of special event sign(s).

# PYROTECHNIC DISPLAY PERMIT APPLICATION



**Application must be submitted at least 30 days in advance of the date of the proposed display.**

1. Name of Event: \_\_\_\_\_  
Address / Location of Proposed Display: \_\_\_\_\_  
Event Date: \_\_\_\_\_ Event Hours: \_\_\_\_\_  
Event Rain Date: \_\_\_\_\_ Rain Date Hours: \_\_\_\_\_

## APPLICANT Information

2. Applicant Name: \_\_\_\_\_  
Alias(es): \_\_\_\_\_  
Title / Position: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PYROTECHNIC OPERATOR/DISTRIBUTOR Information

3. Name of Lead **Pyrotechnic Operator**: \_\_\_\_\_  
Alias(es): \_\_\_\_\_ License Number: \_\_\_\_\_

**\* Attach copy of Illinois (OSMF) Operator License**

Mailing Address : \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. (a) Name of Assistant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

(b) Name of Assistant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

5. Name of **Pyrotechnic Distributor**: \_\_\_\_\_  
Alias(es): \_\_\_\_\_ License Number: \_\_\_\_\_

**\* Attach copies of IL OSFM, ATF and Illinois DNR, federal and state Hazardous Materials transportation and storage authorizations.**

Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## REPRESENTATIONS, ACKNOWLEDGMENTS & CONDITION OF PERMIT:

Will you familiarize yourself with the laws of the United States, State of Illinois, and ordinances of the Village of Morton Grove, pertaining to fireworks / explosives and abide by all of them?  Yes  No

**This application shall be incomplete unless it is accompanied by copies of the following:**

- Village of Morton Grove Special Event Permit
- Display Site Plan & Signed Copy of Morton Grove Rules for Display of Fireworks
- Pyrotechnic distributor's license from the State of Illinois and Materials transportation and storage authorizations (OSFM, ATF, IL DNR, Federal and State)
- Lead pyrotechnic operator's license from the State of Illinois OSFM
- A list of fireworks to be used (including size)
- For each assistant, a drivers license or alternative photographic identification card issued by the State of Illinois or another state
- Certificate of liability insurance in a sum of not less than \$1,000,000 which names the Village of Morton Grove and it's employee's as additionally insured.

**The Pyrotechnic Distributor shall also be in compliance with the following:**

- When used for transport of fireworks, all vehicles shall bear placards indicating the presence of 1.3G fireworks.
- Display site must comply with provisions of the current edition of the NFPA 1123, Guide for Outdoor Fireworks Displays and all applicable State Statue and OSFM Rules & Regulations.
- Upon completion of the display an Illinois Display Report shall be filed with the Office of the State Fire Marshal (OSFM).
- The Distributor/Vendor is solely responsible to perform a post-display site inspection and ensure the collection of all unexploded fireworks material.

**It is understood the Morton Grove Fire Department reserves the right to suspend the fireworks display at any time in the interest of public safety.**

**PENALTY:** Any person found liable/guilty by a preponderance of the evidence of a violation of Village Code relating to this permit in an administrative/judicial hearing shall be subject to fine plus applicable hearing costs.

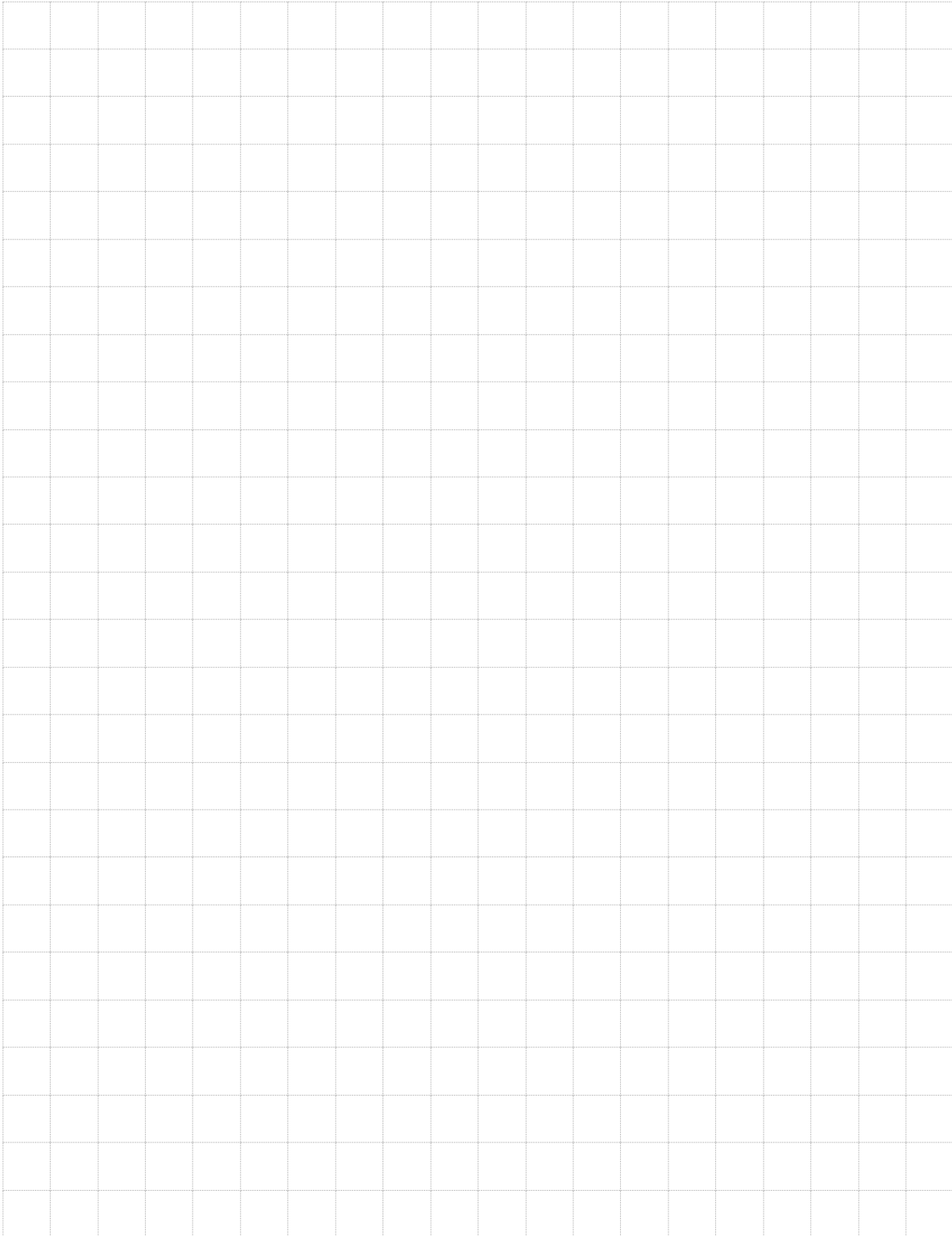
I understand any misrepresentations submitted may be cause for denial and revocation of the permit. The undersigned does hereby state under penalties of perjury that all statements in the foregoing application are true and correct; that the person or persons applying for such permit are all of good moral character and have not been convicted of a felony; that if a permit is granted hereunder, the undersigned will review the Village of Morton Grove Code of Ordinances, the State of Illinois Compiled Statutes and the Laws of the United State of America and is not disqualified by reason of any matter or thing contained in this document.

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

# PYROTECHNICS PERMIT APPLICATION SITE PLAN

## Grid Sheet



## MORTON GROVE - RULES FOR THE DISPLAY OF FIREWORKS

1. The sale of fireworks is prohibited within the Village of Morton Grove.
2. Only the permitted fireworks can be displayed in compliance with Village of Morton Grove Code 9-4C-1.
3. Permit must be applied for and approved 30 days before date display is planned.
4. Fireworks shall mean and include any combustible or explosive composition, or any substance or combination of substances, or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation and shall include blank cartridges, toy pistols, toy cannons, toy canes, or toy guns in which explosives are used, firecrackers, torpedoes, skyrockets, Roman candles, dago bombs, smoke devices, chasers and devices of like construction and any device containing any explosive substance, except the term fireworks shall not include auto flares, wire sparklers, snakes, glow worms, trick noisemakers and paper caps containing not in excess of .25 grain (16.2 mg.) of explosive content per cap and toy pistols, toy guns, or other devices for use of the caps, the sale and use of which shall be permitted at all times.
5. No person or persons shall display, use, or explode fireworks without first obtaining a permit from the Village of Morton Grove with Morton Grove Fire Department approval.
6. No permit for a public display of fireworks shall be issued unless the person applying is a lead pyrotechnic operator and that person executes and delivers to the Village Administrator an appropriate hold harmless agreement to the Village in a form to be approved by the Village Administrator and proof of insurance in a sum not less than \$1,000,000, which names the Village of Morton Grove and it's employee's as additionally insured, conditioned on compliance with the provisions of the Fireworks Use Act of Illinois and the regulations of the State Fire Marshal adopted thereunder.
7. No person or persons shall apply for a permit, display, use, or explode fireworks unless they are in compliance with the provisions of the Fireworks Regulation Act of Illinois (425 ILCS 30/1).
8. No person or persons shall display, use or explode fireworks except between the hours of 5:30 p.m. and 10:00 p.m. On December 31 of each year, it shall be permissible to display, use, or explode fireworks between the hours of 5:30 p.m. and 1:00 a.m. on January 1.
9. Every person who displays, uses, or explodes fireworks shall clean up all debris from such display. In addition to any other penalty provided for by the Village of Morton Grove Code of Ordinances. Failure to clean up debris shall be considered by the Village Administrator in determining whether to renew an existing permit or grant a subsequent permit.
10. Any person, firm, or corporation who violates any of the provisions of this chapter shall upon conviction, be fined pursuant to Village of Morton Grove code, but not less than \$75 nor more than \$2,000 for each offense.

I have read the above and by signing below understand the conditions of the issuance of a fireworks permit and certify that I am a lead pyrotechnic operator:

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



# LIVE & AMPLIFIED MUSIC PERMIT APPLICATION FORM



**A permit fee of \$5 per day is associated with the amplifier permit.**

Applicant/Event Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Type or Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Rain Date \_\_\_\_\_ Starting/Ending Time \_\_\_\_\_

Estimated Number of Attendees \_\_\_\_\_ Date of Last Event at Same Location \_\_\_\_\_

Type of Noise at Event: Live Band \_\_\_\_ Loudspeaker \_\_\_\_ DJ \_\_\_\_ Other \_\_\_\_\_

General Description of Sound Equipment or Band /Type of Music \_\_\_\_\_

Responsible Party or Organization \_\_\_\_\_

Person(s) In Attendance with Authority to Control Noise or Event

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

I HAVE READ, UNDERSTAND AND WILL FULLY COMPLY WITH THE PERMIT POLICY ON THE BACK OF THIS APPLICATION. I UNDERSTAND THAT AN APPROVED PERMIT MAY BE CANCELLED AT THE DISCRETION OF THE VILLAGE ADMINISTRATOR OR HIS DESIGNEE FOR FAILURE TO OBEY THE TERMS OF THE PERMIT POLICY, OR FOR PUBLIC SAFETY REASONS. I FULLY UNDERSTAND AND AGREE TO THE ASSUMPTION OF RISK, WAIVER, AND RELEASE OF ALL CLAIMS PROVISIONS OF THE PERMIT POLICY.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the Village Administrator's Office, at the address listed above. If your application is approved, your permit will be mailed to you. Please call 847-470-5220 with any questions.

Copies Sent to:  
\_\_\_\_ Public Works \_\_\_\_ Fire Department \_\_\_\_ Police Department

Approval:



## MORTON GROVE - LIVE & AMPLIFIED MUSIC PERMIT POLICY

The Village of Morton Grove encourages its residents to enjoy entertaining, but requests that all persons acknowledge and respect the rights of their neighbors. Any permit granted by the Village of Morton Grove for live and/or amplified music shall be limited to non-commercial, social, recreational, or not for-profit events and are conditional privileges which may be denied or revoked if any provision of this permit policy is violated:

1. The applicant(s) shall truthfully complete the permit application on the reverse side of this policy.
2. Only two live & amplified music permits may be issued to the applicant(s), responsible person/organization or for any location during any calendar year.
3. At least 14 days before the event, the applicant(s) or responsible person/organization shall notify all residents or businesses within 150 feet of the location of the event. The notice shall include the date, and type of event, and the name and phone number of the person(s) who may be contacted during the event regarding any complaint
4. A block party permit is required if right-of-way property is to be used. Any portion of the public right-of-way to be used by the event shall be designated by an appropriate number of barricades to be provided by the Village. All properties of the Village are to be treated reasonably and with due care.
5. No alcoholic beverages shall be sold at any event unless the proper state of Illinois and Village of Morton Grove Liquor License has been issued. No person shall drink any alcoholic beverage in the public right-of-way or in or about any motor vehicle.
6. The applicant(s) and responsible person/organization shall explain the provisions of this permit policy to all members of the live band, the DJ and all attendees of the event.
7. The playing of live and/or amplified music is limited to the date and time specified on the permit, but in no event shall begin before 10:00 am or continue after 10:00 pm.
8. All persons attending the event shall comply with all applicable laws and Village ordinances.
9. The applicant(s) and responsible person/organization shall maintain order at the event and shall be held responsible for the actions of or damages caused by any person attending the event.
10. The person(s) listed on the application as having authority to control noise or event must remain at this event until its completion, and shall be available to accept any complaints,
11. Upon request by a police officer, the sound level of the live music or amplified sound shall be lowered or shut off.
12. At the conclusion of the event, the applicant(s) and responsible person/organization shall patrol the public right-of-way, parkways, alleys and the surrounding neighborhood and shall remove all litter or refuse from the event.
13. The Village will be held harmless for any injury to any person or loss or damage to property caused by the grant of the permit or as a result of the event or the action(s) of any person attending the event.

The Chief of Police or the Village Administrator or his designee may revoke the permit if he or she determines that any provision of this policy or other applicable law or ordinance has been violated or if the revocation of the permit is necessary to maintain or restore order, to respond to an emergency, or for due cause.

The Village of Morton Grove is not responsible for any injury to any person or loss or damage to property caused by the grant of the permit or as a result of the event or the action(s) of any person attending the event. Attendees agree to hold the Village and its employees, officers, volunteers and agents harmless from any and all claims or alleged claims for damages arising from the permit or the event.

# TEMPORARY FOOD PERMIT APPLICATION



**There is no fee associated with the temporary food permit application. However, an escrow for inspectional services will be established to support health inspections.**

If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages, at a public event, you must obtain a Temporary Food Permit. Additionally, each food vendor at your event must also have a Temporary Food Permit. Different permits, policies and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing sinks.

Temporary food service establishment means any food service establishment, which operates for a temporary period of time, not to exceed 14 days, in connection with a fair carnival, circus, public exhibition, or similar transitory gatherings.

- If your event will require multiple food service establishments, please fill out one of these applications **for each** food service establishment.
- If you are a non-Morton Grove business, please attach a copy of your most recent routine food inspection report.
- All temporary food service establishments must review a copy of the Morton Grove Inspectional Services Guidelines & Food Safety Requirements for Temporary Food Handling Events (see next page).

**Please provide the following information:**

Name of business/food provider/event food participant: \_\_\_\_\_

Type of ownership:     Individual                       Corporation                       Partnership

Address of business/food provider/event food participant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of primary contact participant/owner and title:

\_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Food to be served (attach menu if available):

\_\_\_\_\_

\_\_\_\_\_

Prior similar experience:

\_\_\_\_\_

## TEMPORARY FOOD PERMIT GUIDELINES

A temporary food service event is defined by the Illinois Department of Public Health (IDPH) Food Service Sanitation Code as any food vendor that serves or sells food at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event.

Permits are required for the service or sale of any of the following foods: 1) pre-packaged, potentially hazardous food, 2) any sampling of potentially hazardous foods, 3) any repackaged foods, 4) any bulk sales of foods, and 5) any prepared foods.

Permit applications shall be submitted 14 days in advance of any event. Food vendors may not prepare, process, dispense, store or deliver food until a permit has been approved and issued by the Inspectional Service Division.

Food vendors shall comply with the IDPH Food Service Sanitation Code (<http://www.ilga.gov/commission/jcar/admincode/077/07700750sections.html>) as adopted by the Morton Grove Code of Ordinances.

Food vendors participating in farmers markets shall comply with the IDPH Sanitation Guidelines for Farmers Markets effective May 16, 2013. (Copy available on request)

**Cottage Food Operators** at farmers markets shall register with the local health department where the cottage food operation resides. A copy of the approved cottage food industry registration from the local health department shall be attached to the permit application.

***These guidelines have been prepared to assist you with the application process and to minimize the risk of food borne illness incidents at temporary food service events. This information is not a complete statement of all laws and should not be a substitute for them.***

### PRE-PACKAGED POTENTIALLY HAZARDOUS FOODS

This information is generally intended for commercially processed pre-packaged potentially hazardous foods sold at farmers markets, fairs, flea markets or other similar events.

Items pre-packaged in advance of retail sale shall be labeled with the following information in English: 1) The common and/or usual name of the product; 2) The name, address and zip code of the manufacturer, processor, packer, preparer or distributor; 3) The net contents of the package; 4) A list of ingredients in the order of their predominance by weight with ingredients shown by their common or usual name; and 5) A list of any artificial color, artificial flavor or preservative used.

### REPACKAGED AND BULK FOODS

This information is generally intended for: 1) commercially processed packaged foods that are then repackaged into smaller quantities in advance of sale or 2) commercially processed packaged foods sold in bulk (scooped and weighed) at farmers markets, fairs, flea markets or other similar events.

## **PREPARED FOODS**

This information is generally intended for foods that are prepared, cooked, assembled and served in advance or during the event. Some examples include festivals, fundraisers and sporting events.

## **FOOD ITEMS AND SOURCE**

Food shall be in sound condition, free from spoilage, filth, and other contamination and shall be safe for human consumption. Food shall be obtained from sources that comply with all laws relating to food and food labeling. Use of home prepared or hermetically sealed food is prohibited.

Some examples of approved food sources include food service establishments, retail food stores or commissaries.

List all food items to be sold or served at the event and the source of the food. Receipts or invoices must be retained for all food purchased and made available upon request.

Any advance food preparation must be conducted at a regulated and inspected food service establishment, retail food store or commissary. Submit a copy of a current food permit/license of the food service establishment, retail food store or commissary where foods will be prepared in advance of the event.

## **PREPARATION OF FOODS**

To help us better understand your food operation and ensure that food safety is the priority, an explanation of how each menu item is transported, stored, prepared and served before and during the event is required.

Menu items are subject to the review and approval of the Environmental Health Division. This Division may impose additional requirements to protect against health hazards and may prohibit the sale of some or all potentially hazardous foods.

Only those foods requiring limited preparation shall be prepared or served at the event. Complex preparation, including the practice of cooling of potentially hazardous foods, shall be done in advance at an approved food service establishment.

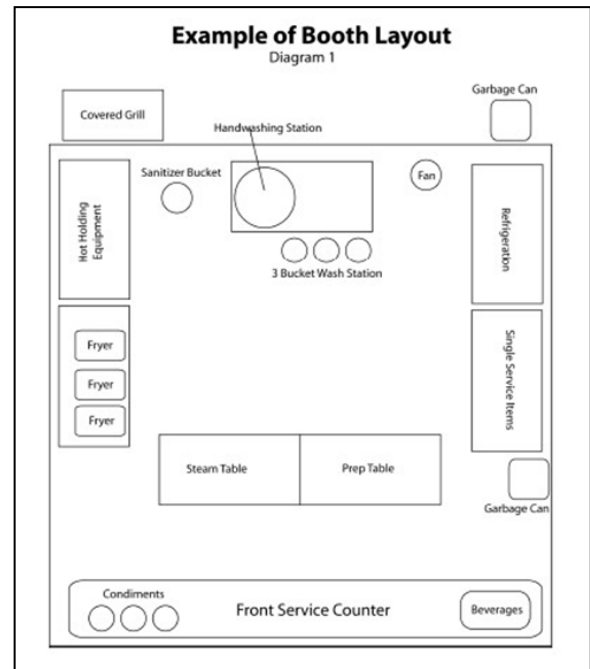
Food vendors that are preparing and cooking potentially hazardous foods on site shall be under the operational supervision of an IDPH Food Service Sanitation Manager. A copy of the certificate shall be provided with the application.

## FOOD SERVICE LAYOUT

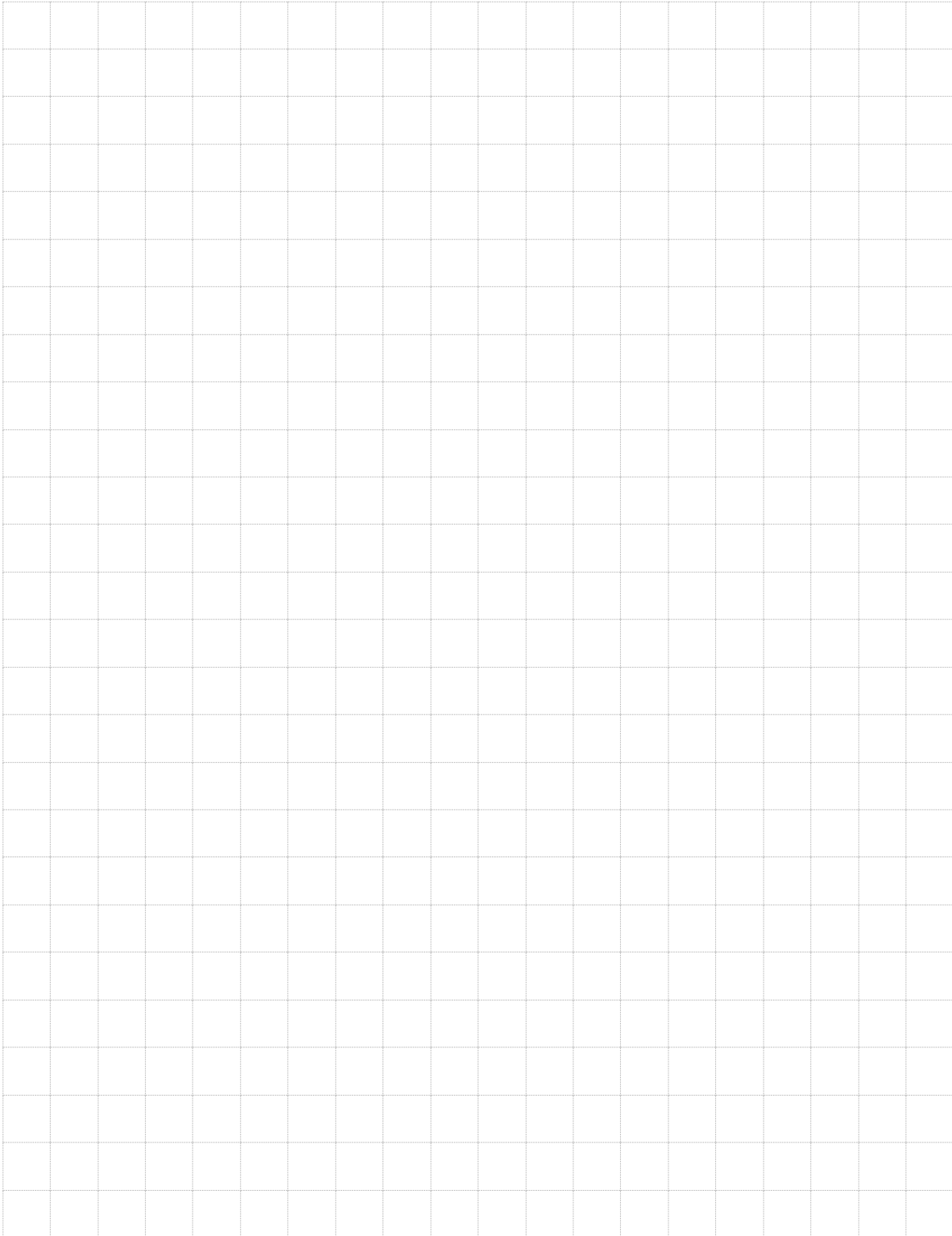
Complete the food service layout to show the location of all food service equipment that will be used at the event. Identify equipment such as a hand washing station, mechanical refrigeration, grills, hot holding boxes, and a dish washing station. You can identify these by labeled boxes. Refer to Diagram 1.

Outside booths must have overhead covers, such as tents or canopies, to protect food from contamination and poor weather conditions.

As a reminder, open flamed grills shall not be located under the tent for fire prevention requirements.



**TEMPORARY FOOD PERMIT SITE PLAN**  
Grid Sheet



## FOOD SAFETY REQUIREMENTS

### Temperature Control

Potentially hazardous foods shall be maintained at 41°F or below or 135°F and above at all times during transportation, storage, preparation, display and service. A potentially hazardous food is defined as any food that requires time/ temperature control for food safety that consists in whole or in part of:

- Meat, poultry and eggs
- Fish, shell fish and crustaceans
- Milk and dairy products
- Heat-treated plant food (cooked rice, beans or vegetables)
- Baked potatoes
- Tofu and soy-protein foods
- Raw seed sprouts
- Non-commercially prepared garlic and oil mixtures
- Cut tomatoes and cut melons

The use of temperature logs is strongly recommended to verify maintenance of required temperatures (MG - Temperature Log Available on Request). Potentially hazardous foods not maintained at required temperatures will be subject to destruction.

### Cold Foods

Food vendors are required to provide mechanical refrigeration for the cold storage of all potentially hazardous foods. The use of insulated facilities, coolers or ice for transporting potentially hazardous foods to temporary food service events shall be permitted. Cold potentially hazardous foods shall be maintained at 41°F or below at all times.

### Hot Foods

Hot potentially hazardous foods shall be maintained at 135°F or above at all times after cooking. Mechanical hot holding equipment is strongly recommended to maintain at required temperatures.

Hot Holding Options:

Grills – Ovens - Warmers\* - Chafing dishes with sternos\* - Steam tables\*

\* Warmers, steam tables and chafing dishes may not be used to reheat potentially hazardous foods.

### Food Protection

At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezes, flooding, drainage, and overhead leakage or overhead drippage from condensation



To protect food from contamination, follow these guidelines:

- All food, single service items, equipment and utensils shall be stored at least 6 inches off the ground and shall be covered to prevent contamination.
- Employees shall utilize utensils, gloves or other barriers to avoid bare hand contact with ready to eat foods.
- Oscillating fans shall be used at outside events for flying insect control.
- Only single service articles shall be provided for use by the consumer.
- Raw foods must be stored properly to avoid cross contamination of ready to eat foods.
- Condiments should be dispensed from pumps or squeeze bottles, prepackaged, or served from containers with hinged lids.
- Bulk foods for retail sale shall be stored in approved containers with handled scoops.

Food and Single Service Storage Options:

Dunnage Racks – Pallets - Bread Racks – Tables – Crates

### Temporary Dish Washing Station

Three containers large enough to wash, rinse and sanitize all food service equipment and utensils shall be provided. See Diagram 2. An additional bucket shall be provided for the storage of wet wiping cloths in an approved sanitizer solution. It is recommended to bring extra clean equipment and utensils so dish washing on site is limited.

Proper set up of a temporary dish washing station:

- Wash (clean soapy water)
- Rinse (clean rinse water)
- Sanitize (water and sanitizer)



Diagram 2

All food service equipment shall be fully immersed for one minute in the sanitizer solution and allowed to air dry. Always measure the level of sanitizer by using chemical test strips to check the solution. Water shall be changed often.

### Sanitizer Options:

Chlorine bleach -- 50 to 100 ppm or per manufacturer's specifications. Quaternary ammonium -- 200 ppm or per manufacturer's specification Test strips are required to monitor sanitizer concentration.

### Personal Hygiene

Employees shall only consume food in designated areas away from food and food preparation areas. Do not use tobacco in any form while preparing or serving food. Employees shall use effective hair restraints when working with food and wear clean clothes and aprons.

Wash hands prior to handling food, and always:

- Before using single use gloves;
- After coughing, sneezing, eating, drinking, or using tobacco;
- After using the restroom;
- After working with raw foods;
- During food preparation and between tasks;
- Touching or engaging in any activity that may have contaminated your hands.

### **Temporary Hand Washing Station**

A temporary hand washing station for employees shall be provided for all events where food is being sampled or prepared. See Diagram 3. The set up shall include:

- Hand soap
- A container of water with a free flowing spigot
- A waste water discard bucket
- Paper towels
- Wastepaper basket

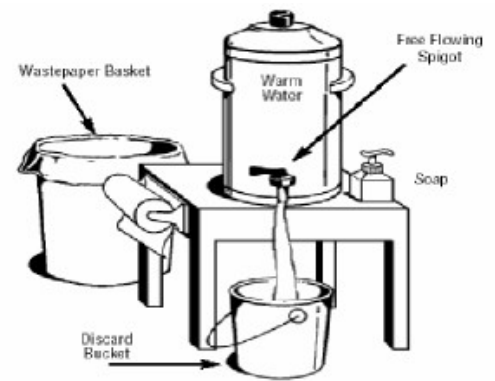


Diagram 3

Each of these components must be present and set up at all times while food is being prepared or sampled. Hand sanitizer shall not be used in place of soap. The use of hand sanitizer is not a substitute for proper hand washing.

### **Food Sampling Requirements**

Food vendors conducting sampling of potentially hazardous foods are required provide a temporary hand washing station and a temporary dish washing station.

### **Hand Washing**

Frequent and thorough hand washing remains the first line of defense in preventing food borne illness. Foods for sampling must not be handled with bare hands. To prevent contact with bare hands, use deli tissue, tongs or single use gloves. Hands must always be washed first before using single use gloves. When washing hands, rub hands together for at least 20 seconds. See Diagram 3 for the temporary hand washing set up.

### **Cutting and Dispensing**

It is recommended that foods for sampling are prepared, cut and portioned in advance at an approved food service establishment. If this is not possible, a clean cutting board shall be used for the cutting of any foods. Food should be protected from customers sneezing or coughing by means of a cover, dome or sneeze guard. For those foods requiring refrigeration, only put out small amounts of food at a time, for example, limit each batch to 15 minutes worth of samples.

All potentially hazardous foods shall be maintained at 41° F and below or 135° F and above at all times. To prevent contact with the customer's hands, directly dispense food samples to customers with single service cups, tooth picks or other single service items.

### **Dish Washing**

If foods are to be cut or dispensed with utensils, a temporary dish washing station must be provided. See Diagram 2 (page 10) for the temporary dish washing set up.

**Please provide the Village with information on menu items and preparation as soon as possible. Additional requirements may be needed depending on the food product being prepared and served. For more information, please call the Morton Grove Department of Inspectional Services 847 965-4100.**

# PARADE & WALK/RUN/BIKE-A-THON PERMIT APPLICATION



Type of assembly:     Parade         Walk                       Run                       Bike

Assembly route: *Please attach a map specifying the streets and route.*

Dispersion area: \_\_\_\_\_ Dispersion completed by: \_\_\_\_\_

Number of units:

Individuals: \_\_\_\_\_ Motor driven: \_\_\_\_\_ Animals: \_\_\_\_\_

Marching bands: \_\_\_\_\_ Other: \_\_\_\_\_

Floats: \_\_\_\_\_ Float construction location: \_\_\_\_\_

What portion of the streets/sidewalk will the assembly occupy/traverse?

---

---

What interval of space will be maintained between units of the assembly?

---

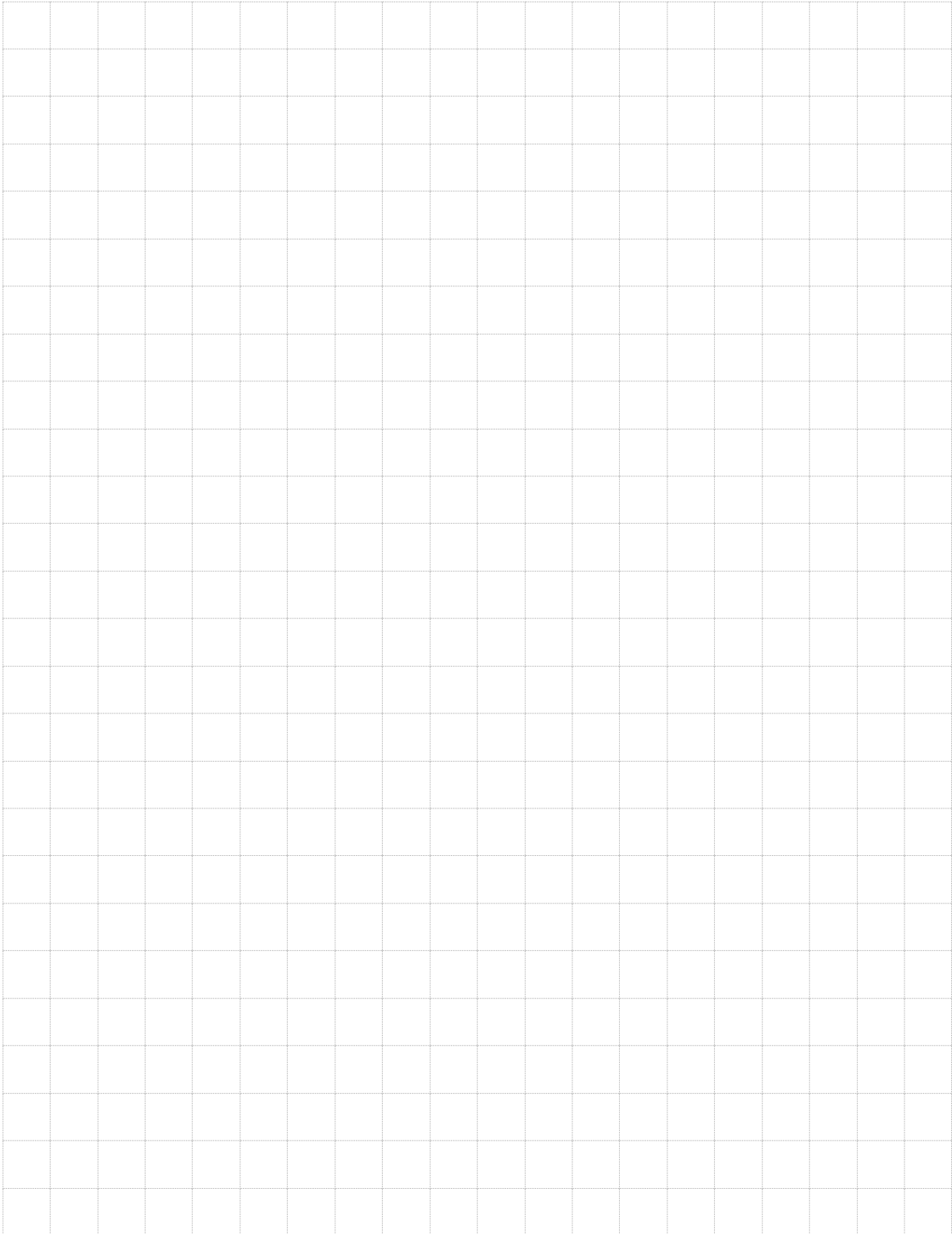
---

How long will it take the assembly to clear the broadest intersection?

---

---

**PARADE & WALK/RUN/BIKE-A-THON PERMIT MAP or SITE PLAN**  
Grid Sheet



# TENT/MEMBRANE STRUCTURES APPLICATION



All tent and membrane structures having an area in excess of 200 square feet and all canopies in excess of 400 square feet must be approved and reviewed by the Village of Morton Grove Inspectional Services Department in compliance with the International Fire Code as amended by the State of Illinois and Village of Morton Grove. In many instances it is necessary to issue a Tent, Canopy and Membrane Structure Permit in conjunction with a Public Assembly Permit in which case the review process is combined; however, the individual permit fees are applicable to each permit type.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

The Village of Morton Grove Fire Department will inspect the tent(s) on the day of installation.  
Submittal of this application does not entitle application to begin work.

Direct questions regarding tent installation may be directed to the Inspectional Services Department at (847) 965-4100.

### **Please provide the following information:**

Property address (*tent location*): \_\_\_\_\_

Owner of property: \_\_\_\_\_

Address of property owner: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How many tents: \_\_\_\_\_ Size of tents: \_\_\_\_\_

Setup Date \_\_\_\_\_ Takedown Date \_\_\_\_\_

Will tent have electricity?  Yes  No - If yes, name and address of electrical contractor

Name: \_\_\_\_\_

Address of contractor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

General Contractor: \_\_\_\_\_

Address of contractor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

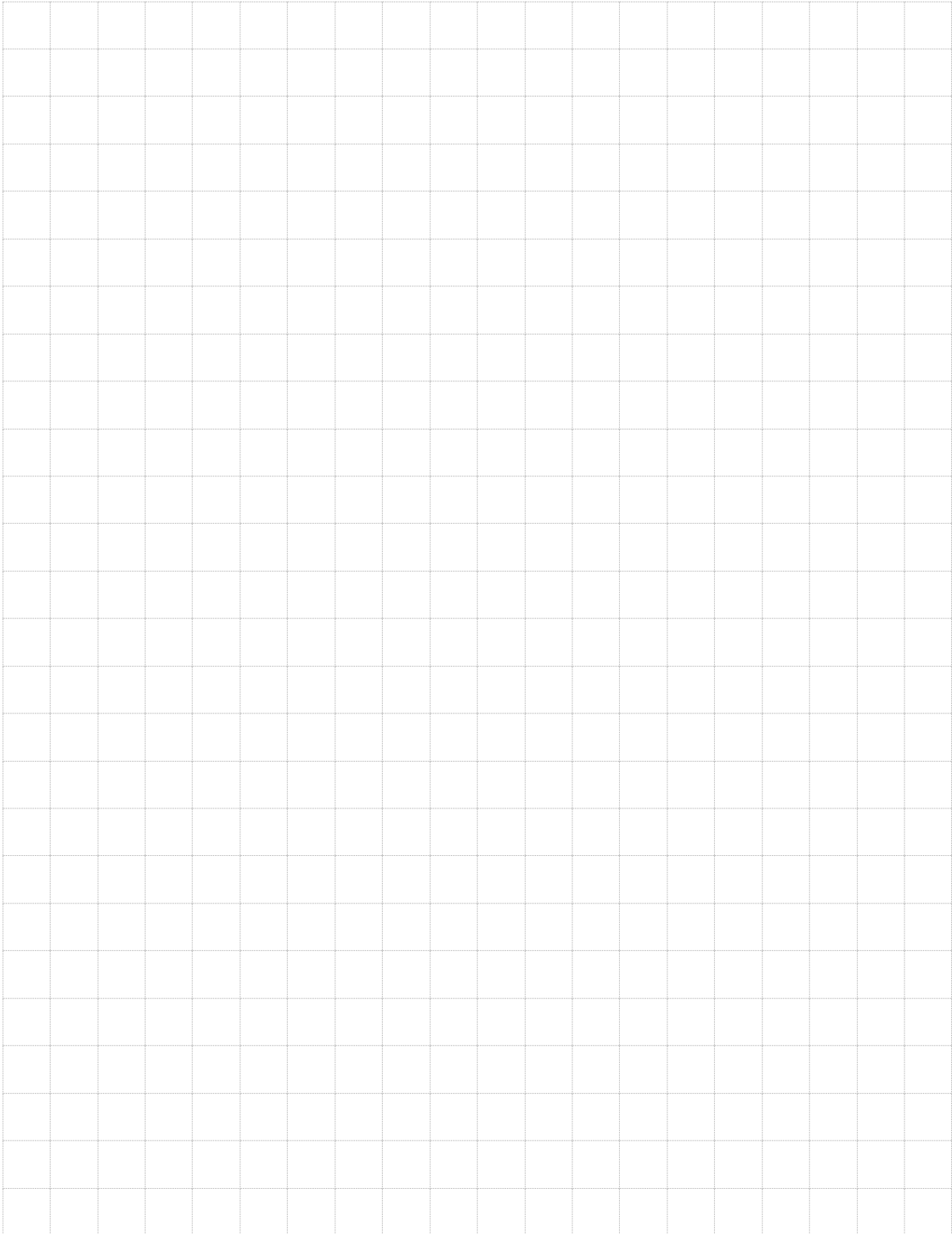
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Work description: \_\_\_\_\_

Property owner name (*print*): \_\_\_\_\_

Property owner signature (*sign*): \_\_\_\_\_

**TENT/MEMBRANE STRUCTURES APPLICATION SITE PLAN**  
Grid Sheet



## MORTON GROVE FIRE DEPARTMENT

### Requirements for Tent Events

Please contact the Morton Grove Fire Prevention Bureau at 847-470-5226 to review the following safety requirements for your proposed event:

1. Provide a site plan showing location of the tent(s) to surrounding structures, roadways, etc. Also include dimensions of tent and usage. (Examples: band location, dance floor, cooking areas, and dining and seating areas.) Additionally required are occupancy loads you are planning for in each tent or air supported structure.
2. All tents shall bear a tag showing a certificate of flammability from an approved testing facility.
3. A minimum of two (2) exits from the tent shall be provided. Additional exits may be required depending on occupancy load and intended use. Side curtains shall not cover these exits.

EXCEPTION: Canopy type tent with all sides of tent open.

4. If the event extends into the evening hours, adequate light shall be provided to maintain a safe environment. This may include, but not be limited to, approved emergency lighting devices and/or exit lights.
5. The electrical supply for the tent(s) shall be in compliance with the Chicago Electrical Code and shall be approved by the Village Electrical Inspector.
6. Fire extinguishers shall be provided based on rating, type, and quantity, as required by the Fire Prevention Bureau, in consideration of the size, style, and the proposed use of the tent(s).
7. A means of communication shall be available at some reasonable location in case emergency services are required.
8. Storage and handling of flammable liquids or gases shall be in accordance with the applicable standards below:
  - a. NFPA 30, Flammable and Combustible Liquids Code
  - b. NFPA 54, National Fuel Gas Code
  - c. NFPA 58, Standard for the Storage and Handling of Liquefied Petroleum Gases
9. The Fire Prevention Bureau shall be notified prior to the event to make a final inspection of the above mentioned safety items and to review the overall set-up.

# CARNIVAL LICENSE APPLICATION



1. Applicant's full name: \_\_\_\_\_
2. Permanent Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Email Address: \_\_\_\_\_
5. Carnival Company's Name: \_\_\_\_\_
6. Carnival Company's Address: \_\_\_\_\_
7. Carnival Company's Phone Number: \_\_\_\_\_
8. Carnival Company's Email Address: \_\_\_\_\_
9. Carnival Company's state of Incorporation or formation: \_\_\_\_\_
10. Name and address of all persons owning more than 5% of the carnival company:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. On a separate sheet list the full name (last, first and middle name), date of birth, address, telephone number of all carnival workers along with identification of the particular concession(s), amusement ride(s), game(s), show(s) or event(s) for which that person shall set up, operate, manage or attend and a description of that person's responsibilities.
12. On a separate sheet list all games, rides, concessions and attractions including the description of the kind and class of all rides.
13. Attach a statement as to any incidents involving anyone who was injured on any ride in the last sixty (60) months and include a copy of all reports which are required by the administrative regulations pertaining to the Illinois Carnival Act to be filed with the state, and including a description of the incident, the extent of the injuries, the cause of the incident, and what actions were taken as a result of the incident;
14. Attach a site map showing the location of all rides games and attractions, sanitary facilities and potable water supplies.
15. State the dates and times when the carnival will be open to the public:  
\_\_\_\_\_
16. How many off street parking spaces will be provided and where?  
\_\_\_\_\_
17. \_\_\_\_\_
18. How many people are expected to attend the carnival on each night? \_\_\_\_\_



19. Describe how crowds and traffic will be controlled?

---

---

---

20. What arrangements have been made for housing for carnival workers?

---

21. Attach a copy of the certificate of insurance required by Section 4-6A-7 of the Morton Grove Village Code.

22. Attach a copy of the restoration bond required by Section 4-6A-8 of the Morton Grove Village Code.

#### INDEMNIFICATION AGREEMENT

The undersigned, on behalf of the applicant organization states the information in this application is true and correct and the applicant organization and the carnival company will fully comply with all laws and regulations of the state of Illinois and the Village of Morton Grove pertain to carnivals and the applicant organization hereby agrees that it will indemnify, hold harmless defend and indemnify the Village of Morton Grove, its agents, officials, and employees and volunteers, 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 arising out of or in connection with the operation of the carnival and/or the special services provided by the Village or the use of the Village property, right-of-way, equipment, or personnel before, at, during, or in conjunction with the carnival.

---

Applicant Signature

Date Signed

---

Organization President/Executive Signature

Date Signed

## Village Ordinance Regulating Carnivals and Circuses

### 4-6A-1: CONSTRUCTION:

This article shall be liberally construed, to the end that the health, safety, and welfare of the people of the Village of Morton Grove and people who attend carnivals within the Village of Morton Grove shall be protected. Nothing in this article shall be construed to supersede the laws or regulations of the State of Illinois regarding carnivals or carnival workers except to the extent allowed by the Illinois constitution. Where the regulations in this article are more restrictive than those in such state laws or regulations, the regulations in this article shall be controlling. Except in those instances where state laws have been preempted by this article, enforcement of such state laws and this article shall be concurrent. (Ord. 06-21, 6-12-2006)

### 4-6A-2: DEFINITION-OTHER TERMS:

This chapter hereby incorporates by reference the definitions of all words defined in the Illinois Carnival Act to the those words are not defined in this title; and to the extent the definitions in the Illinois Carnival Act are different, but not inconsistent with the definitions provided in this article, the definitions in the Illinois Carnival Act are hereby incorporated to augment the definitions as provided in this article.

### 4-6A-3: LICENSE APPLICATIONS:

Applications for a carnival license shall be made to the Village Administrator no more than three hundred sixty-five (365) and no less than ninety (90) days before the date of the carnival. Applications shall be in such form as the Village Administrator may require, in accordance with the provisions of this article and shall request the following:

- A. The applicant's full name (last, first and middle name), date of birth, permanent address, social security number and phone number or if the applicant is a corporation, or organization, the corporation's or organization's name, address, state of incorporation and the full name, date of birth, permanent address, social security number and phone number of all owners and officers of the corporation or organization;
- B. The full name (last, first and middle name), date of birth, permanent address, social security number and phone number of any person who owns any part of the carnival or if any owner is a corporation or organization, the corporation's or organization's name, address, state of incorporation and the full name, date of birth, permanent address, social security number and phone number of all owners and officers of the corporation or organization;
- C. The full name (last, first and middle name), date of birth, address, telephone number of all carnival workers along with identification of the particular concession(s), amusement ride(s), game(s), show(s) or event(s) for which that person shall set up, operate, manage or attend and a description of that person's responsibilities;
- D. A complete list of games, rides, concessions and attractions including the description of the kind and class of all rides along with a statement as to any incidents about anyone who was injured on any ride in the last sixty (60) months, including, but not limited to, reports which are required by the administrative regulations pertaining to the Illinois Carnival Act to be filed with the state, and including a description of the incident, the extent of the injuries, the cause of the incident, and what actions were taken as a result of the incident;

- E. The site or location at which the applicant desires to hold said carnival, circus or circus parade;
- F. The daily opening and closing times;
- G. Information as to the sanitary facilities including the number and location of such facilities;
- H. Information as to the location and adequacy of potable water supply;
- I. Information as to parking, including the number of parking spaces available and the location;
- J. Information as to anticipated crowds, and crowd and traffic control needs;
- K. Information as to housing arrangements for the workers;
- L. A certificate of insurance as required pursuant to this article;
- M. An agreement to indemnify and hold the Village of Morton Grove harmless from any and all claims, liabilities and losses including reasonable attorney fees arising out of or in connection with granting a license to the applicant or the operation of the carnival;
- N. Any other information the Village Administrator and/or Chief of Police shall, from time-to-time, determine necessary when making a determination as to whether the application shall be granted. (Ord. 06-21, 6-12-2006)

**4-6A-4: APPLICATION FEE:**

The application shall be accompanied by all required license fees and deposits. The license fee for a carnival shall be pursuant to Chapter 3 of this Title except the license fee for local not for profit, religious or charitable institutions, societies or organizations, grammar, junior high and high schools located within the Village, or units of government may be waived in the discretion of the Village Administrator. (Ord. 06-21, 6-12-2006)

**4-6A-5: FOOD DISPENSING FACILITIES:**

No person shall operate or maintain a food dispensing facility without conforming to this Code and all rules and regulations promulgated by the board of health. A licensee under this article need not obtain an additional food dispenser's license from the Village. (Ord. 06-21, 6-12-2006)

**4-6A-6: CARNIVAL WORKERS:**

It shall be unlawful for a licensee, carnival owner or amusement ride/carnival operator to knowingly employ a carnival worker or for a carnival worker to be employed by or work at a carnival within the Village unless the carnival worker:

- A. Is at least eighteen (18) years of age;
- B. Does not have any current warrants or warrants against him or her;
- C. Has not been convicted of any sexual crime or sex offense as defined in the criminal Code of 1961 and/or is not a registered sex offender;
- D. Agrees to submit his or her fingerprints at the request and under the direction of the Chief of Police or his/her designee, so that his/her fingerprints can be checked against the fingerprint records now and hereafter filed in the department of state police criminal history records databases and/or the federal bureau of investigation criminal history records databases;
- E. Prominently displays at all times he/she is on the carnival premises a photo identification card provided or approved by the Village which shall include the

employee's full name, and the name of the employer, and pays any cost required by the Village for said identification card;

- F. Agrees to wear a standard amusement ride/carnival operator's uniform which identifies the individual as a carnival worker, if required by the carnival owner;
- G. Is lawfully able to work in Illinois and, if not a United States citizen, be currently permitted to work by the U.S. citizenship and immigration services; and
- H. Is trained on the functions, procedures, and safety requirements of every amusement ride and attraction that he/she operates. (Ord. 06-21, 6-12-2006)

#### 4-6A-7: INDEMNIFICATION AND INSURANCE:

- A. As a condition of any license issued pursuant to this article, the applicant, owner, licensee, amusement ride/carnival operator or manager of the carnival, or any of its rides, concessions or attractions shall to the fullest extent permitted by law defend, indemnify and hold harmless the Village of Morton Grove, its officials, agents and employees and volunteers, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, attorney fees, cost and expenses, which may accrue against the Village, its officials, agents and employees and volunteers, arising in whole or in part or in consequence of the carnival or the grant of any license pursuant to this article or for any reason other than the negligent or wrongful conduct of the Village, its agents or employees. Any bond or insurance policies required by this article shall in no way limit the responsibility of the applicant, owner, licensee, amusement ride/carnival operator or manager as provided in this section.
- B. The applicant/licensee shall also furnish the Village Administrator with a certificate of insurance of a general liability insurance policy, insured by an insurance company licensed to write such insurance in the state with a B+ or better rating from AM Best with the following limits, whichever is greater:
  - 1. General liability limits of at least one million dollars (\$1,000,000.00), automobile at least one million dollars (\$1,000,000.00), workers' compensation with the employer's liability at least one million dollars (\$1,000,000.00), and an umbrella policy of at least five million dollars (\$5,000,000.00); or
  - 2. In such amounts which satisfy the minimum requirements of the Illinois Carnival Act, naming the Village as an additional insured to protect the Village from all claims for loss, damage or injury by the applicant or others which may arise out of or in connection with the carnival, including its rides and attractions. (Ord. 06-21, 6-12-2006)

#### 4-6A-8: RESTORATION; BOND:

- A. Immediately upon the conclusion of the carnival or parade, the licensee and/or permittee shall restore the premises to the same condition as the premises existed prior to the operation of the carnival or parade, including, but not limited to, removal of all facilities and equipment related to the carnival or parade, and any parts thereof, trash, garbage and miscellaneous debris.
- B. As a condition of any license or permit issued pursuant to this article, the licensee or permittee shall deposit with the office of finance director/treasurer a money deposit or surety bond with a reputable licensed surety company in the amount of five thousand

dollars (\$5,000.00) to defray the expense of the necessary cleanup, janitorial work, and scavenger services that may be directly attributable to such carnival and/or parade. If the Village has to clean up, or has any other expense in connection with the carnival and/or parade, the cost thereof shall be deducted from the money deposit and the remaining balance, if any, shall be refunded within thirty (30) days of the carnival or parade. The licensee and/or permittee shall, upon demand, pay for any cleanup expenses in excess of the deposited amount and shall make payment of such amount upon demand.

- C. Carnivals sponsored by the Village of Morton Grove or the Morton Grove Park District as part of a community event shall be exempt from the requirements of this section. (Ord. 06-21, 6-12-2006)

#### 4-6A-9: INSPECTIONS:

- A. As a condition of the license, the owner, licensee, amusement ride/carnival operator or manager of a carnival shall allow the building commissioner, health officer, Chief of Police and fire chief, or their respective duly authorized representatives, access to the premises, grounds, rides, booths, food stands, attractions, concessions and equipment used for or in connection with the operation of the carnival at any reasonable time in order for said person to investigate and approve the location or the premises where the carnival will take place, and to determine whether the carnival or any part thereof, or all carnival workers are in compliance with this article and all state laws and regulations relating to carnivals and carnival workers.
- B. If the carnival or any part thereof, including its parades, rides, games, attractions, concessions, or equipment is not approved, or if the carnival or any of its carnival workers are determined to be not in compliance with this article or any state law or regulation relating to carnivals and carnival workers, the building commissioner, health officer, Chief of Police and fire chief, or their respective duly authorized representative may order the carnival or the unapproved part thereof closed to the public until any required corrective action is taken and approval is given. Any order to close the entire carnival shall be subject to the notice and appeal provisions of Section 4-6A-14 of this Chapter.
- C. The licensee shall be responsible for any inspection fees and costs which are incurred as a result of inspections carried on by entities other than the Village.
- D. The licensee or his appointed manager shall keep records as specified below open for inspection during the hours the carnival is open for business. The records shall be available at the site of the licensed operation. Upon request, a copy of the records shall be provided to the Chief of Police and/or the fire chief and/or their respective duly authorized representatives. The records are to be updated daily. The records shall contain:
  - 1. The full name (last, first and middle initial), date of birth and address of the owner, manager and amusement ride/carnival operator of each ride, show, attraction and concession;
  - 2. The full name (last, first and middle name), date of birth, address, telephone number of all carnival workers along with identification of the particular concession(s), amusement ride(s), game(s), show(s) or event(s) for which that person shall set up, operate, manage or attend, and a description of that person's responsibilities;

3. The recording by the owner or his appointed representative of his personal inspection at least once every four (4) hours the carnival is open to the public, of each ride certifying the safety of each ride, attraction or concession complies with this article; and
4. Any and all documentation which is required to be kept pursuant to the Illinois Carnival Act or the administrative regulations pertaining to the Illinois Carnival Act. (Ord. 06-21, 6-12-2006)

#### 4-6A-10: PARADE PERMIT:

No person shall conduct any carnival parade on any public street, alley or other public way or place in the Village, unless the person has received a carnival license and is in compliance with all provisions of this article and has obtained a parade permit from the Village Administrator. Such permit shall specify the route to be followed. The fee for a carnival parade permit shall be two hundred fifty dollars (\$250.00) and the cost of necessary special police and fire protection as determined by the Village Administrator at the time the permit is approved. Carnival parades sponsored by the Village of Morton Grove or the Morton Grove Park District as part of a community event shall be exempt from the requirements of this section. (Ord. 06-21, 6-12-2006)

#### 4-6A-11: TRAFFIC CONTROL AND SECURITY:

The Morton Grove Chief of Police may require and designate additional police officers or security guards to keep control of carnival attendees, and/or traffic resulting from the carnival, or to ensure public safety in and about the area of the location of the carnival; and the licensee shall pay whatever costs are incurred for said additional police officers or security guards. (Ord. 06-21, 6-12-2006)

#### 4-6A-12: CONDITIONS OF LICENSE:

- A. Compliance: All carnivals, amusement rides and amusement attractions shall comply in all respects with the Illinois Carnival Act and all of the administrative regulations pertaining to the Illinois Carnival Act including, but not limited to, the regulations regarding ride design and construction, insurance, assembly and disassembly, amusement ride/carnival operator requirements, signal systems, daily inspections and tests, reports, maintenance, internal combustion engines, means of access and egress, electrical equipment, hydraulic systems, air compressors and equipment.
- B. Hours of Operation: Any carnival licensed to operate in the Village shall not remain in operation at any one location for a period exceeding four (4) consecutive days, nor shall any carnival be located at any one location more than three (3) times during one calendar year. Carnivals shall not open for business prior to eleven o'clock (11:00) A.M. and shall not remain open later than eleven o'clock (11:00) P.M. The hours of operation shall be conspicuously posted at every booth or concession stand where nonrefundable tickets for rides are sold.
- C. Emergency Telephone Numbers Posted: The licensee shall post the telephone numbers of the police department, fire department and ambulance service in at least four (4) conspicuous locations on the grounds where a carnival is held. In addition, if a first aid

station is available on or near the grounds, directions to the station will be posted with the emergency telephone numbers.

- D. Number of Rides and Concessions: No carnival shall have more than sixteen (16) rides of any type, nor shall there be more than twenty (20) additional games of skill in the Village at any one time.
- E. Sanitation Facilities: The licensee shall provide on the premises of the carnival site not less than four (4) toilets (2 for females and 2 for males) or such number deemed necessary by the building commissioner, based on the anticipated attendance. It shall be the responsibility of the licensee to maintain operable sanitation (toilet) facilities and to ensure such facilities are cleaned, sanitized and emptied on a daily basis, or more frequently if needed.
- F. Responsible Person: The licensee shall provide the Village with the name and telephone number of a person who is available and authorized to make decisions on behalf of the licensee at all hours of the day or night while the carnival or any part thereof is located within the Village. (Ord. 06-21, 6-12-2006)

#### 4-6A-13: PREMISES REQUIREMENTS:

- A. Operations: No person shall operate or permit the operation of any carnival licensed in this article unless the premises in which such carnival is operated or permitted to be operated conforms with all provisions or requirements in this Code relating to public buildings and public gatherings.
- B. Lighting of Carnival Area: The area around and between tents, facilities, and equipment of any amusement activity shall be well lighted at all times during the operation of the carnival or any part thereof. The building department shall require the licensee to provide an emergency lighting system to provide adequate lighting for orderly evacuation in event of a disaster or emergency. The operation of any carnival at any time when such requirements are not being fully met is prohibited. (Ord. 06-21, 6-12-2006)

#### 4-6A-14: PROHIBITED CONCESSIONS AND PRACTICES:

- A. Cheating: No person shall cheat, shortchange, or otherwise defraud any person attending or about to attend a carnival or circus located within the Village.
- B. Fixed Games: No person shall own or operate any game that has been designed or modified in a way to diminish the chance of a patron to win the game or prize for playing.
- C. Points Accumulation: No person shall own or operate a game of skill or chance in which the player pays money or other consideration having value in return for the opportunity to make one or successive attempts to obtain points by the use of dice, darts, marbles or other implements, where such points are accumulated in successive games by the player toward a total number of points required for the player to win a prize or other consideration of value, and the total number of points needed to win are arbitrarily determined by the amusement ride/carnival operator or owner of the game.
- D. Gambling Device: No person shall operate or allow the operation of any gambling device, lottery, number or paddle wheel, number board, punchboard or other similar game of chance at a carnival licensed in the Village.

- E. Indecent Display: No person shall set up for display or allow the following to be displayed at a carnival licensed in the Village: any poster, photograph, drawing or other item visible to the general public that may be indecent, lewd or lascivious in nature.
- F. Rule Posting: No person shall operate or allow the operation of any game unless the rules pertaining to the playing of the game or the price to participate in playing any game is posted in a conspicuous location near the game in question visible to patrons of the game.
- G. Skills And Lures: It shall be unlawful for any person, or for any owner or amusement ride/carnival operator of a game, to allow any person to pose as a patron of the game or as a winner of a prize so as to lure others to participate in any game or concession; and it shall be unlawful to offer money or other items of value as a lure to play a game or concession.
- H. Foul Line: No person shall operate or allow the operation of any game or concession utilizing a foul line to limit a player's activity while playing the game unless the foul line and the rules pertaining to its use are explained to the person before the game starts.
- I. Merchandise Display: No person shall operate or allow the operation of any game or concession where merchandise or prizes that cannot be won by a player are displayed at that game or concession.
- J. Authority To Shut Down: The Chief of Police or his/her designee may immediately shut down any game or concession if he/she determines that any conduct set forth in subsections A through I of this section has or is likely to occur. Said game or concession shall not reopen without the approval of the Chief of Police or his/her designee. (Ord. 06-21, 6-12-2006)

4-6A-15: DENIAL, SUSPENSION OR REVOCATION OF LICENSES; APPEAL:

- A. The Village Administrator or his/her designee shall have the discretion to grant or deny any application submitted under this article, or suspend or revoke any license granted under this article, for good cause shown which includes, without limitation, the following:
  1. The carnival, its rides and attractions, or parts thereof is or is likely to be obscene, unsafe, illegal, dangerous, a fraud on the general public;
  2. The applicant commits fraud or has made any misrepresentation or false statement in the license application;
  3. The carnival, its rides and attractions, or parts thereof are or are likely to create traffic hazards or unlawful noise;
  4. It appears the person, firm or corporation so licensed, or his/her agents, or the persons working at said carnival, circus or circus parade have violated any of the provisions of this article, or have violated the provisions of any ordinance of the Village of Morton Grove or statutes of the State of Illinois;
  5. It appears the person, firm or corporation so licensed, or his/her agents, or any carnival worker has been convicted of any felony or misdemeanor where such conviction indicates an inability to run the safe operation of the carnival, its rides or attractions;
  6. Failure of the licensee to pay any fee, fine, penalty or charge owed to the Village;
  7. A prior license of the carnival, applicant, licensee, or its owners, managers or workers was suspended or revoked, or the carnival was previously determined to be a public nuisance or endangerment; or



8. It appears the proposed or actual operation of the carnival or part thereof will be or is such as to constitute a public nuisance or endangerment to the public peace, health, safety, or welfare.
- B. A denial, suspension, or revocation shall be in writing and shall include the basis for such decision.
  - C. No license may be suspended or revoked until the licensee has been given six (6) hours' written notice of the suspension or revocation and an opportunity to be heard by the Village Administrator, unless the conduct or operation of any part of the carnival presents a clear or present danger to the public health, safety or general welfare; or where the Village is denied access to the carnival for inspection purposes, pursuant to section 4-5A-10 of this article, in which case the license may be revoked or suspended immediately. A notice of suspension or revocation is deemed sufficient if posted at the site of the carnival. The suspension shall remain in effect until the Village Administrator is satisfied the unlawful condition no longer exists or the inspection has been allowed without interference.
  - D. The licensee, within five (5) calendar days after the Village Administrator denies, revokes or suspends a license under this article, may request a hearing of the Village president to review such decision. Such hearing shall be scheduled and conducted by the Village president or his designee within five (5) calendar days after said request is received by the Village president. A notice of hearing shall set forth the time and the place of the hearing, and shall be delivered in person or sent by certified mail, return receipt requested, to the licensee at the address on the application at least two (2) days prior to the date of the hearing.
  - E. The licensee shall be permitted counsel and shall have the right to submit evidence and cross examine witnesses at any hearing pursuant to this section.
  - F. Within five (5) working days of the conclusion of the hearing, the Village president shall file a written statement in which he lists the reasons for his decision.
  - G. Any suspension or revocation shall not preclude the prosecution and imposition of any other penalties provided for a violation of any other applicable provision of this Code including this article. (Ord. 06-21, 6-12-2006)

**FOR VILLAGE USE ONLY**

**I have reviewed this Special Event Application including all the applicable forms and find the information acceptable to my department, subject to any conditions or restrictions as stated below.**

*Upon review, please sign and check the appropriate box and pass application to the next department/division in route or if you are the last person to sign, please send application to the Special Events Coordinator in the Village Administrator's Office.*

		Approved	Denied	N/A
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police Department	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Department	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Works Department	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building and Inspectional Services Department	Date			
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Village Administrator	Date			

\_\_\_\_\_ Estimated Fee for Village Personnel      \_\_\_\_\_ Estimated Fee for Village Right of Way  
 \_\_\_\_\_ Estimated Fee for Village Property      \_\_\_\_\_ 10% Administration Fee  
 \_\_\_\_\_ Total Estimated Fee

Special Conditions or Modifications:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fee Waiver:    \_\_\_\_\_ Not Requested      \_\_\_\_\_ Approved      \_\_\_\_\_ Denied  
 Basis for Approval or Denial \_\_\_\_\_

Additional Documents/ Permits needed before permit will be approved:

- Morton Grove Liquor License
- State of Illinois Liquor License
- Sound Amplification Permit
- Tent Permit
- Approved Incident Action Plan

# Special Event Permit Application

## ***Addendum PD 1***

To assist you in your event planning and to ensure that your permit responsibilities are addressed during the permit application process, the Morton Grove Police Department asks that you consider the following:

- Number of attendees (staff, volunteers and guests)
  - Can the number of attendees be safely accommodated at the event location?
- Location
  - Is the event indoors or outdoors? Will weather be a factor?
  - Is the event location in a park, commercial area, residential neighborhood, etc?
  - Is the event location near busy streets or intersections? Will traffic be a factor?
- Type of event
- Time of event, day
  - Will the event create a lot of noise? Have you considered the time of day, and the day of the week, as they relate to the noise ordinances of the Village?
- Is the event private or open to the public?
- Will alcohol be served?
  - There are special requirements and responsibilities if alcohol will be served at your event.
- Prior known issues with your event in Morton Grove or elsewhere
  - Have the police been called to your event in the past?
  - Have there been fights or other disturbances at your event in the past?
- Planned protests, threats or other intelligence
  - You must notify the Police Department of any potential protests, threats, disturbances, or other safety issues associated with your event so that we may plan accordingly.
- Security Personnel
  - Will the event need security personnel?
  - Will the event need private security guards, Morton Grove police officers, or both?
- Traffic Flow
  - Will the amount of anticipated attendees cause traffic congestion to/from the venue?
  - Are road closures requested or necessary?
    - How many intersections need to be staffed and/or barricaded?
  - Event personnel may be able to handle minor traffic duties on side streets but major intersections and closures may require Police Department personnel.
- Parking
  - How many vehicles are expected at the event?
  - Will the event venue have adequate parking onsite? If not, have arrangements been made for overflow parking?
  - Is event parking on public streets requested or needed?
    - How many vehicles will need to park on the street?
    - Will street parking be lawful due to signage, permit/zone parking requirements or other restrictions?

**Costs for Police Assets:** If police personnel and/or vehicles are requested, or the Police Department deems them necessary for the event, the event organization shall be billed for their usage.

If Police Department personnel are assigned to the event, either in advance or as needed due to unforeseen circumstances during the event, your organization shall be billed at a rate of:

- 1.5 times the top sworn patrol officer rate + 10%
- If more than three (3) officers are staffed, a supervisor is required at 1.5 times the top sergeant rate + 10%
- \$100 per day per vehicle

The event organization will also be billed for any other police assets utilized, Police Department costs, or damages arising out of the event.

- Estimated costs should be paid 14 days prior to your event.

**Volunteers:** If it is determined that your event requires additional non-police staffing for safe and efficient operations, consideration should be given to finding competent volunteers by your organization.

**Police Department Operations Planner:** Once your Special Event Permit Application has been submitted, you may be contacted by a Police Department representative to discuss details of your event. The purpose of this conversation will be to gather information for the Police Department's Operations Plan, discuss the event's needs, and determine its impact upon Village and Police Department operations. This conversation may affect how quickly your application is approved.

Please consider all questions in this addendum and be ready to discuss them with police or village personnel. Our goal is to help you consider all important issues as you plan your event.