



Special Event Planning Guide

City of Rockford

An Informative Guide to Help You Navigate Your Special Event

Table of Contents

Applying for a Permit.....	3
Requirements.....	5
Application Fees.....	6
Event Safety.....	7
Types of Permits.....	9
Insurance Requirements.....	10
City Council/Committee.....	12
Event Approval.....	12
Issuance of Permits.....	12

Applying for a Permit

Who Needs a Special Event Permit?

Special Event Permits are required for events that will utilize any City of Rockford property (i.e. streets, parking lots, ROW.) Events contained to private property may require a Special Event Permit based on use.

Races, Walks, and Parades

Organized non-stationary activities involving running, biking, walking, marching or other means of transportation, utilizing a fixed course that involves the use or obstruction of City streets, ROW, or sidewalks.

General Events

Events that take place in a location for a period of time that include, but are not limited to: amplified noise, food, beverage, merchandise, or other forms of entertainment. Examples include festivals, rallies, markets and similar like events.

Liquor Only Events

Any event including liquor that does not require the use on any City services, such as electrical, tents, or banners. Our Legal Department (7th Floor, City Hall) handles these events.

City Market Pavilion

Pavilion reservations can be made by contacting Becca Bartels at Becca.Bartels@rrpd.org or (815) 315-1337

Applying for an event does not guarantee approval

The City assumes no liability if an event is not approved – Selling tickets, advertising, sponsorships, and any other activities done prior to the event date is done at the risk of the event organizer

Role of the Special Event Office

The Special Event Office is responsible for taking in completed applications, reviewing event requests, and processing the applications. We serve as a liaison between the event organizers and other City Departments through the permit process.

Role of the Organizer/Applicant

Event organizers are responsible for the planning and management of the entire event - including traffic control and event security (Police or Private Security). City staff will provide support through the application process.

Communication between the event organizer and the City is critical before the event to ensure a smooth permitting process and a successful event. Organizers should be responsive to any and all correspondence from the City staff. All Special Events are subject to the conditions outlined in the Special Events Ordinance (Article XII, Section 16-290) and it is the organizers responsibility to ensure compliance.

Special Event Review Process

The Special Event Office maintains a review process team, the COR Special Event team, which includes representatives from several City departments such as Police, Fire, Legal, Public Works, Zoning, Park District, and RAVE. The role of this team is to provide recommendations to assist in the planning of your event to make it a success.

Meetings

Our Special Event Office may ask for a meeting with the event organizer to gain more information about their upcoming event. Organizers are also able to request a meeting to help with the application process. Information that would be useful at these meeting may include:

- Type of event
- Location (route or site map)
- Security and Emergency Contingency Plan
- Is alcohol being served?
- Traffic control plan

Deadlines

All special event applications are required to be completed 60 days in advance of the event. Any event that does not comply with this will be charged a \$200 Administrative late fee or may result in the inability for you to host your event.

Requirements

Event organizers must submit their completed application 60 days prior to the date of the event. All documents must be filled out completely. If a page does not pertain to your event, please write a N/A on that page. Below is the information needed for a completed application.

- Alderman approval
- General information page
- Route or Site map
- Event Security plan
- Noise Control plan
- Emergency Contingency plan
- Certificate of Insurance (up to date of event)
- Event Medical plan
- Event accessibility plan (ADA compliant)
- Tax Exemption letter (if applicable)
- Liquor Insurance (if applicable)
- Road closure page
- Tent/Canopy Permit application
- Electrical Permit application
- Banner Permit application

Based on the information turned in, we will then send an invoice to the event organizer. Payment is due promptly after receiving the invoice.

Application Fees

Below is the fee structure for City of Rockford Special Events

Non For Profit Special Event Fee.....	\$95.00
For Profit Special Event Fee.....	\$130.00
Administrative Late Permit Fee.....	\$200.00
Tent/Canopy Permit.....	\$83.00
Electrical Permit.....	\$79.00
City Electric Fee (if using City power centers).....	\$30.00
Banner Permit.....	\$41.00
Farmer's Market.....	\$70.00
Carnival Permit.....	\$181.00

Temporary Liquor Permits

Non For Profit Event.....	\$29.00/day
Civic Engagement Event.....	\$60.00/day
Government Event.....	\$29.00/day
Commercial Event.....	\$165.00/day
Promotional Event.....	\$60.00/day

Miscellaneous Fees (paid for by event organizer)

Police Assistance.....	\$70.00/hour
Post Event Street Sweeping.....	\$160.00/hour

Event Safety

The organizer of an event will be responsible for all aspects of safety during the event.

Traffic Control *

Directing traffic can be a huge liability concern. We recommend, but do not require that you hire a Police Officer for major intersections. The Rockford Police Department will work directly with event organizers on best practices after completed event application is received.

Road Closures *

Requests for road closures should be indicated on the application. Road closures give the applicant exclusive use of that street and the sidewalk along the right-of-way.

There are 2 area vendors that can provide traffic control for your event:

- TSI – Traffic Services (630) 497-3478 <http://trafficseviceinc.com/>
- Sanco Traffic Control (815) 961-0365

Fire Lane

There shall be a noted 15' unobstructed access lane for emergency vehicles if a need arises.

Emergency Contingency Plan

This plan predetermines actions to take before and during an emergency taking place such as, but not limited to weather, a fire, medical emergencies, or a law enforcement issue.

Security

You may choose to use the Rockford Police Department to provide security for your event. If you do not want to use the City's Police Department, you may hire a private security company to handle your event.

Alcohol

If serving alcohol at an event, you must have a plan in place for unruly customers. Servers are required to be BASSETT certified. A certificate must be turned in with the Special Event Application.

(*traffic control and road closures are at the expense of the event organizer)

Fire Safety

- There are no open flames allowed under any tent or canopy structures
- Open flames must be kept 20' away from structures
- Have a fire extinguisher available if cooking at an event
- If you have fireworks at an event, an additional form will need to be completed with the Fire Prevention team

Electrical Safety

- Unsafe extension cords, overloaded outlet strips, or poor quality cords can pose a hazard
- Be aware of creating tripping hazards
- Use proper gauged cords to carry the load of equipment being used
- Pay attention to warning labels and follow any guidelines

Event Layout (Site Plan)

Detailed site plans are required, must be legible, and provide sufficient details of your event layout. Your site plan should meet these requirements:

- Show locations of structures, fire lanes, streets, alleys, barricade locations, and any temporary fencing being used
- Entrance and exit points of the event
- Provide a key with the direction of North being noted
- What areas will be used
- Any special notes applicable to the event
- Location of tents or temporary structures
- Food trucks, vendors, and merchandising areas
- Location and size of any stages being used
- Locations of any generators or temporary electrical panels
- Any other pertinent details of the layout of your event

Types of Permits

Tent/Canopy/Carnival

If you plan to use commercial tents, an inspection will be needed before your event can begin. A tent/canopy permit is needed when:

- A tent is over 120' sq. feet or a canopy is over 400' sq. feet
- The contractor must be licensed with the City of Rockford before erecting a structure
- If using a carnival company, they must operator must have a State Permit beforehand

Electrical Permit

- Needed if you are using any type of outside electricity (i.e. generators or temporary distribution panels)
- Contractor is required to have a registration from the City of Rockford
- Generators, temporary panels, circuits with breakers, extension cords, and protective covers need to comply with Electrical Code
- You may have the ability to use existing power centers and/or light poles within the city for electricity. This fee is \$30.
- If using the City Market Pavilion or Water Street electricity, please state your exact needs and times as this is scheduled on a timer and must be set up ahead of time.

Banner Permit

- Needed if any type of banner, sign, or inflatable sign is going to be used
- Will need to know if it will be mounted or free-standing
- Size of the sign or banner
- Banners and other temporary signs shall be erected in compliance with Chapter 117 of the Rockford Municipal Code

Insurance Requirements

Certificate of Insurance

Events using public property are required to have an insurance policy for the event that includes the City of Rockford as additionally insured. The event organizers must purchase and maintain this insurance, to provide coverage for the event, with an insurance company authorized to do business in the State of Illinois. If the insurance is not covered through the date of the event, your application will not be considered complete. Requirements are as follows:

- \$1,000,000 minimum coverage (amount to be determined by the City's legal team based on individual event liability)
- Liquor Liability (Dram Shop) added if serving alcohol
- City of Rockford added as additionally insured

Third Party Insurance

The event organizer must ensure that all contractors providing goods or services for the event, such as inflatable companies and vendors of any food and beverage items (including alcohol) maintain appropriate coverage and limits.

Insurance Example:

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
8/5/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 555 S Perryville Rd Rockford IL 61108	CONTACT NAME: PHONE (A/C, No, Ex): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER B : The Travelers Indemnity Company of CT</td> <td>25682</td> </tr> <tr> <td>INSURER C : Travelers Property Casualty Co of America</td> <td>25674</td> </tr> <tr> <td>INSURER D : Hartford Accident and Indemnity Company</td> <td>22357</td> </tr> <tr> <td>INSURER E : Underwriters at Lloyd's London</td> <td>15792</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Charter Oak Fire Insurance Company	25615	INSURER B : The Travelers Indemnity Company of CT	25682	INSURER C : Travelers Property Casualty Co of America	25674	INSURER D : Hartford Accident and Indemnity Company	22357	INSURER E : Underwriters at Lloyd's London	15792	INSURER F :	
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INSURED ROCKFIRE-08

COVERAGES **CERTIFICATE NUMBER:** 1597905974 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		68034F86103	5/30/2019	5/30/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPIOP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY OTHER:		BA34F01321	5/30/2019	5/30/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 5,000		CUP3682Y61A	5/30/2019	5/30/2020	EACH OCCURRENCE \$2,000,000 AGGREGATE \$ \$
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	83WECBL7355	5/30/2019	5/30/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
E	Liquor Liability		LIQ/230480	7/1/2019	7/1/2020	Combined Single Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Stroll on State: November 30, 2019

The City of Rockford is named as an Additional Insured with respect to General Liability

City Council/Committee

City Council meets every other Monday beginning the 1st Monday of each month. The Codes and Regulations Committee meets on the Mondays in-between Council meetings. Your event must first be referred to the Codes and Regulations Committee during a City Council meeting. The following Monday, it will be brought forward to the Codes and Regulations Committee where they will either approve or deny the event to be brought forward at the next City Council meeting for Council approval. Depending on when your application is turned in, the process may take up to 4 - 6 weeks before a full approval takes place.

Event Approval

Once City Council approves an event, the City departments have 1 week to issue and return all permits to the Special Event Office.

Issuance of Permits

When the Special Event Office receives all the permits, we will prepare your permit packet, which may be mailed to you or be picked up on the 6th floor of City Hall.

Please have a copy of all permits on-site of your event.

List of Resources

Rockford Police Department (Events)

- Administrative Office (779) 500-6555

Rockford Fire Department

- Tim Morris (779) 500-6541
Tim.morris@rockfordil.gov

Davis Park Rentals

- Kristen O'Halloran (815) 489-8234

Rockford Park District

- Emily Gottman (815) 987-1695
emilygottman@rockfordparkdistrict.org

City Market Pavilion

- Cathy McDermott
Cathy.mcdermott@rrdp.org
- Becca Bartels (815) 315-1337
Becca.Bartels@rrdp.org

City of Rockford – Special Event Team

- Rebecca Edwards (779) 348-7641
Rebecca.edwards@rockfordil.gov
- Martin Bloom (779) 348-7648
Martin.bloom@rockfordil.gov