



CITY OF BATAVIA SPECIAL EVENT APPLICATION

Instructions: In order for the City of Batavia to assist you with your Special Event, please complete the application below. Please refer to the City of Batavia's Special Event Policy prior to completing this application for any requirements or permits that might apply to your event.

Events that intend to use any portion of the River Walk/Bike Path area, Peg Bond Center, and/or the Performing Arts Pavilion must also contact the Batavia Park District to schedule the use of these areas. Batavia Park District contact information may be obtained at <http://www.bataviaparks.org/contact.htm>.

Once complete, the application, all required permit applications, copies of other permits, and any other supporting documentation should be emailed to SpecialEvents@cityofbatavia.net. Paper copies may be mailed or delivered to Batavia City Hall, Attn: Special Events, Community Development Department, 100 North Island Avenue, Batavia, IL 60510.

Applications that do not include all of the necessary supporting documentation shall be considered incomplete and not processed for review and approval.

I. Background

A. Event Information

Event Title:

Event Description (20-25 Words):

Event Date(s) & Start/End Times:

Alternate/Rain Event Date(s) & Start/End Times (if applicable):

Event Location (include street(s), bike path(s) and/or other location descriptions as it applies):

B. Sponsoring Organization

Name of Sponsoring Organization:

Type of Sponsoring Organization:

Governmental

Non-Governmental/Non-Profit

Private/For-Profit

Event/Organization Website:

Mailing Address:

If the organization is a not-for-profit, please attach documentation certifying not-for-profit status.

C. Event Contact

Name of Event Representative/Contact:

Home Phone:

Cell Phone:

Fax Number:

Email Address:

D. Attendance/Traffic

Estimated Total Attendance:

Estimated Total Number of Vehicles:

E. Revenue/Charitable Support

Will the event generate any revenue?

Yes

No

If yes, please describe the revenue sources (i.e. admission fees, advertising, food/beverage sales, etc.):

Estimated Total Event Revenue:

Will any portion of event revenue be donated to non-profit or charitable organizations?

Yes

No

If yes, please list the organization(s) and the amount of revenue estimated for donation:

F. Use of Batavia Park District Areas/Facilities

Please indicate whether the event intends to utilize or occupy any of the following Park District areas/facilities:

River Walk/Bike Path

Peg Bond Center

Performing Arts Pavilion

If any of the areas/facilities above are indicated, please contact the Batavia Park District to schedule a reservation.

II. Requirements & Conditions

A. Alcoholic Beverages

Will the event include the dispensing or selling of alcoholic beverages?

Yes

No

If yes, please explain:

Have you applied for and received a Liquor License (Class F)?

Yes

No

If yes, please attach a copy of your license.

Do you have DRAM Shop Insurance for the sale/consumption of alcohol?

Yes

No

If yes, please attach a copy of your insurance.

B. Amplification

Will the event be using any loudspeakers or other amplification devices?

Yes

No

If yes, please explain:

Please note as per City Ordinance no sound amplification equipment is to be used before 8:00am.

C. Certificate of Insurance/Hold Harmless Agreement

Please attach a copy of the event certificate of insurance and hold harmless agreement.

D. Closure of Public Street/Sidewalk

Does the event require the closure of a public street or sidewalk?

Yes

No

If yes, please explain:

*Please note for those events that require street closures, or may cause disruption for City of Batavia residences or businesses, mailed or hand delivered notification must be provided to the affected parties **thirty (30) days** prior to the event.*

E. Electrical Service

Will the event require electrical service?

Yes

No

If yes, please indicate one of the following sources

Event-provided generator(s)

City-provided temporary service

In addition, please attach a map of the electrical installation for the event.

F. Fireworks & Pyrotechnics

Will the event be using Fireworks and/or Pyrotechnics?

Yes

No

If yes, please note that a permit is required for the public exhibition of fireworks or pyrotechnics.

G. Food and Beverages (Non-Alcoholic)

Will the event be selling/serving food and/or beverages (non-alcoholic)?

Yes

No

Please note that events serving food must provide a sign-off letter from the Kane County Health Department and that event organizers are responsible for arranging health inspections for their events. All cooking devices used under a tent need to be approved by the Batavia Fire Department.

H. Portable Sanitation Facilities

Will the event be providing portable toilets? (Note: the number of portable toilets required is based upon the number of event attendees – as listed in the policy document)

Yes

No

If yes, please indicate how many:

Will you be providing or requesting additional water service?

Yes

No

If yes, please describe:

I. Reservation of Annual Event

Is the event intended to be an annual event at regularly scheduled dates?

Yes

No

If yes, please indicate the date(s) for the following year's event:

Please note that approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval.

J. Security and First Aid

Does the event anticipate 250 or more in attendance?

Yes

No

If yes, please attach a copy of the event security and first aid plan (*please refer to the special event policy document for detail on what should be included in the plan*).

Does the event anticipate 1,000 or more in attendance?

Yes

No

If yes, at least one paramedic ambulance shall be required at the event site. Please indicate whether the event will be contracting with a private ambulance service or requesting to hire a City ambulance:

Private Paramedic Ambulance (please attach a copy of the contract)

Request for City Paramedic Ambulance (Note: applicable fees shall apply)

K. Tents & Temporary Structures

Will the event be using a tent or other temporary structure? If yes, please check all that apply:

Tent

Stage

Other

If "Other" was checked, please describe:

Please note that all temporary outdoor structures require an inspection and permit.

L. Trash/Recycling Receptacles and Collection

Will the event be providing for the placement of trash receptacles and refuse pick-ups during and/or after the event?

Yes

No

If yes, please describe the how this service will be provided (i.e. number and location of receptacles, frequency of refuse pick-up, event volunteers or contracted service, etc.)

Please note that typically, trash/recycling receptacles are necessary at most events and that the event site shall be cleared of all debris within twenty-four (24) hours after the close of the event.

M. Waiver of Event Requirement or Condition

Does the event request a waiver of any requirement or condition?

Yes

No

If yes, please list the requirements or conditions requested to be waived and an explanation for the request:

Please note that event requirements and conditions shall only be waived by the City Council in those instances as deemed to be in the best interests of the City.

N. Site Plan/Route Map

Attach a site map of your event providing the locations of all significant activities referenced in this application.

Please refer to Appendix C – Site Plan/Route Map in the City’s Special Events Policy for instructions on site map requirements.

Statement of Acknowledgement

I, _____, have read the City of Batavia's Special Events Policy, agree to abide by its provisions, and have completed this application in accordance with the policy to the best of my ability.

Check Box to Confirm Acknowledgement

Date

Attachments (please check all that apply):

Certification as a Not-For-Profit Organization (if applicable)

Liquor License Application

Carnival Permit Application

Certificate of Insurance/Hold Harmless Agreement

Map for temporary electrical installation

Fireworks Permit Application

Food/Beverage License (Kane County Health Department)

Security/First Aid Plan

Temporary Outdoor Structure Application

Site Plan/Route Map