



CITY OF ROCKFORD 2011 SPECIAL EVENTS APPLICATION

FAQ'S

Construction and Development Services

Tents, canopies, electrical service & inspections

When is a tent or canopy permit required?

When a tent is more than 120 square foot in size or a canopy is more than 400 square feet in size, (except for one day use in conjunction with residential uses without electrical equipment, ex. extension cords or other).

What is a canopy?

A nonpermanent structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

What is a tent?

A nonpermanent structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, but not a canopy as defined by this section.

May multiple tents or canopies be under one tent permit application and fee?

Yes.

Is there a separate permit for a carnival?

Yes.

When are electrical permits required?

When installing a temporary service or panel - When using a generator - When temporary wiring is plugged into receptacles at panels for that purpose - When temporary wiring is hard wired to any panel.

Is there a separate permit for electrical?

Yes, if required above.

When do I need an inspection(s)?

Anytime a tent permit, electrical permit or carnival permit is issued.

Who should I call for an inspection?

The Construction and Development Services Division at 815-987-5550, inspection will be completed by the Electrical Division.

Do I need a permit to put up a banner?

Yes



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Rockford Police Department Security & parades

Who decides if security is needed for an event?

As part of the permitting process the event will be reviewed by city staff and a recommendation will be given.

What determines if security is needed?

Many factors may be taken into account and will be based upon a risk assessment. The criteria most frequently used are: Venue, type of event, number of attendees/participants, alcohol, money collection, age of attendees/participants, type of entertainment, historical analysis of event or similar events.

Can I get an estimate of security cost in order to plan a budget?

Estimation can be provided once basic information regarding the event is provided to city staff.

Can I use private security, police officers, or a combination of each?

Yes, a security plan must be developed prior to the issuance of a permit and city staff will assist you in this emphasizing public safety in the most cost effective way possible.

Why are police or security necessary?

To enforce the laws of the State of Illinois, to enforce the regulations/ordinances of the City of Rockford, to provide immediate assistance in the case of an emergency, to insure that your event is not disrupted, to assist you with needs you may have in order to make your event a success.

What is the city's recommended parade route?

For $\frac{3}{4}$ mile route: Staging will begin on N. Madison St. North of the Jefferson St. Bridge approximately at Lafayette St. Units will proceed south on Madison to E. State St.

Turn west on E. State St. (right) and continue across the bridge to Main St.

At Main- turn south (left) and proceed to Cedar St.

Turn Left (east) at Cedar St. where they will disband behind the Amerock/Tapco building at the south end of Davis Park.

Access to the lot just south of the railroad trestle via tunnel is available if larger vehicles need to park there for pick up.

*Note: If parade is to end at Beattie Park (as some choose to) units would proceed NB on Main from East State St.

For 1 mile route: Staging would begin on N. Madison at the YMCA lot- Permission from the YMCA would be required prior to approval of this route.



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Legal Department:

Class "S" and "SP" Liquor Permits

What is an "S" or "SP" Liquor Permit?

A special and limited liquor permit entitling the holder to dispense alcoholic liquor for not more than four consecutive specified days, or two consecutive specified weekends, including Sundays.

Who is eligible for a permit?

Religious, exempt or not-for-profit organizations located within the city as defined by state statutes and/or defined by the United States Revenue Code.

What is the difference between an "S" and "SP" Permit?

An "SP" permit:

- Allows a qualifying organization to conduct outdoor sales and consumption of alcoholic liquor on property owned by the city or otherwise generally open to public use;
- Requests shall be filed with the legal department no later than 60 days prior to the first day of the event;
- Requests will be referred to city council to be referred to the code and regulation committee, which shall either approve the request in whole or part with or without conditions, or deny the request;
- One class SP permit may be issued during one calendar year to any one qualified organization.

An "S" permit:

- Application must be made to the Legal Department within the defined timelines of your event and/or no later than 30 days prior to the first day of the event.
- Rules and regulations may be added to the use of the permit to satisfy all such regulations as they deem advisable to protect the public interest;
- Up to six class S liquor permits may be issued during any one calendar year to one qualified organization.

Is the permit holder required to purchase Dram Shop insurance?

Yes. Sufficient evidence of dram shop liability insurance must be provided to the liquor commissioner with the applicant permit.

Can a permit be revoked?

Yes. The permit holder upon acceptance of the permit specifically waives all claims/rights that may be obtained in the granting of the permit, and specifically authorizes the mayor, chief of police or their delegate, to revoke the permit at the absolute discretion of the mayor, chief of police or their delegate.



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Public Works:

Road closures, block parties, and trash removal

Can I shut down a road for my event?

Yes, but Public Works has final approval on the closure to verify it does not interfere with other street closures or construction.

Can I close my street to have a birthday or graduation party?

No. The street can only be closed for neighborhood events and not private parties.

Can I have a block party?

Yes, but all the neighbors must be invited to the party. An application must be completed and signed by the Alderman of the Ward. Completion of an application does not guarantee approval.

What does it cost to have a block party?

A \$25 fee must be submitted with the application.

How do I get barricades for a street closure?

Public Works will supply City barricades at no cost for block parties and events with a minor street closure. For events with multiple or major street closures, either Public Works can order the barricades at a cost to the event, or the event organizer can order barricades with the approval of Public Works.

Can I have animals in a parade?

Yes, but an application for the Business Use of Animals and animal insurance coverage must be submitted and approved. Clean up of the animals must be done by the event organization, or an additional fee will be incurred for clean up.

If needed, will the City order ash and/or grease barrels for my event?

Yes, but the city will charge the cost back to the event organizer.

Am I responsible for my own trash pickup?

Yes. The City does not provide this service. Event sites must be left free of trash, and event materials must be removed by the next day or a cleaning cost will be charged to the event.

Is it mandatory that we put a recycling program in place for our event?

The City does not require that you recycle, but we recommend that you have a recycling program for your event.



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Fire Department:

Emergency medical planning, fire prevention & accessibility

1. What are the requirements involving the use of tents, canopies or membrane structures?

- A. Tents, canopies, and membrane structures and their appurtenances, side walls, drops and tarpaulins and floor coverings shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701. (IFC 2404.4)
- B. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy, or membrane structure containing an assembly occupancy. (IFC 2404.5)
- C. Smoking shall not be permitted in tents, canopies, or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with section 310 of the IFC. (IFC 2404.6)
- D. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy, or membrane structures while open to the public **unless approved by the fire code official**. (IFC 2404.7)
- E. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. (IFC 2404.15.4)
- F. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent, canopy or membrane structure (IFC 2404.15.6)
- G. LP-Gas equipment such as tanks, piping, hoses, fittings, valves, tubing, and other related components shall be approved and in accordance with Chapter 38 of the IFC. (IFC 2404.16.1)
- H. Portable LP-Gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than 10 feet. (IFC 2404.16.2.1)
- I. Portable LP-Gas containers with a capacity of more than 500 gallons shall have a minimum separation between the container and structure not less than 25 feet. (IFC 2404.16.2.2)
- J. Portable LP-Gas containers, piping, valves, and fittings which are located outside and are being used to fuel equipment inside a tent, canopy, or membrane structure shall be adequately protected prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-Gas containers shall be securely fastened in place to prevent unauthorized movement. (IFC 2404.16.3)



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- K. Refueling shall be performed in an approved location not less than 20 feet from tents, canopies, or membrane structures. (IFC 2404.17.3)

These requirements cover a majority of conditions required involving the use of tents and cooking but are not all inclusive. Each situation may be handled on a case by case basis where needed.

What are the basic requirements when holding an event that includes Fireworks displays?

- A. The permit holder shall furnish a bond or certificate of insurance in an amount deemed adequate by the fire code official for the payment of all potential damages to a person or persons or to property by reason of the permitted display, and arising from any acts of the permit holder, the agent, employees or subcontracts. (IFC 3301.2.4.2)
- B. Prior to issuing permits for fireworks display, plans for the display, inspections of the display site, and demonstrations of the display operations shall be approved. (IFC 3308.2)
- C. In addition to the requirements of section 403 of the IFC, permit applications for outdoor fireworks displays using division 1.3G fireworks shall include a diagram of the location at which the display will be conducted, including the site from which fireworks will be discharged; the location of buildings, overhead obstructions and utilities; and the lines behind which the audience will be restricted. (IFC 330/.2)
- D. Spectators, spectator parking areas, and dwellings, buildings or structures shall not be located within the display site. (IFC 3308.4)
- E. Supervision and weather protection shall begin as soon as the fireworks have been delivered to the display site, they shall not be left unattended. (IFC 3308.5.1)



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Farmer's Market's

Do I need a Certificate of Insurance for a Farmer's Market?

Yes, you must submit a Certificate of Insurance for commercial liability insurance with limits not less than \$1,000,000, naming the City of Rockford as Additional Insured AND Certificate Holder.

Do I need to notify neighbors or businesses in the area of the Market?

Yes, you must notify neighbors and businesses within any closed or impacted area, and RTMD if affecting bus routes.

Do I need to submit any type of site plan?

Yes, a detailed site plan identifying the location of the Market on the property, display areas for vendors, pedestrian circulation, tents or canopies, existing parking lot striping and any other features of the market must be submitted with your application.

Can we have tents or canopies?

Yes, remember though that a tent in excess of 120 square feet, and canopies in excess of 400 square feet, do require a permit. You must complete the permit application for tents and canopies and submit it with your event application.

We will be running a generator; do I need a separate permit?

Yes, an electrical permit is required when installing a temporary service, when using a generator, when temporary plugging receptacles into panels or hard wiring to any panel. Please submit the appropriate permit application. Applicable fees will apply.

Can I hold my Market on a city lot or right of way?

You may be able to use a city owned parking lot or right of way. You must complete a Public Works Right of Way request page and submit it with your cover application for review and approval if appropriate.