



SPECIAL EVENTS

DEFINED:

8-12-1 “Special Events” Any outdoor tent sale, warehouse sale, sidewalk sale, craft fair, picnic, contest, game, sporting event, holiday observance, rodeo, or similar promotion event located upon that portion of a property otherwise designated for a specific use, such as, but not limited to, a parking lot or sidewalk.

(Ord. No. 1097-02; 07-016-02)

NOTE: This definition has been interpreted to include food trucks on commercially zoned property

REGULATIONS:

8-12-2 **Event Approval** – Special Events as defined in Section 8-12-1 may be held on any commercially zoned property B-1, B-2, B-3, B-4, PB and/or PPO, provided that:

(A) **Permit.** A Special Events Permit is issued for the special event, which can be obtained by applying for it in the following manner:

- (1) Application is filed with the Administrative Official no less than **two (2) weeks** prior to the first day of the Special Event.
- (2) If the applicant is a “for-profit” organization, applicant must pay a Fifty Dollar (\$50.00) permit charge. There is no permit charge for applicants who are “non-profit” organizations.

(C) **Approval Authority.** The Administrative Official shall review and approve certain Special Events provided they meet the following requirements:

- (1) The event is requested by an existing business within the City and is located on their business property.
- (2) The duration of the event will not exceed 8 days
- (3) The event shall not require the issuance of a liquor or firearms permit
- (4) The event has not/will not be held more than Ten (10) previous times during any calendar year, at the same location and may not be held consecutively or more than twice in one month.
- (5) The event is located entirely on private property.
- (6) The event is requested by a “not-for-profit” organization and does not require a “special consideration” as identified in Section 8-12-2(B) (11) of this Article

- (7) Electrical inspections are required for all exterior electrical connections. The City Electrical Inspector must be contacted a minimum of Twenty Four (24) Hours prior to inspection.
- (8) Music and live bands will only be permitted under the following conditions:
 - (a) If the property the event is being held on is commercially zoned and the surrounding property is also commercially zoned.
 - (b) If the event is held on a commercially zoned property adjacent to residential property then it can only have music two days of any event period for no more than Six (6) hours each day and not past 10 PM. Additionally, such property may only have three events with music a year.
 - (c) All events involving music must obey the City's noise Ordinance.

25-2-1(A) Noise. The creating of any unreasonably loud, disturbing and unnecessary noise within the City limits is prohibited. Noise of such character, intensity or duration as to be detrimental to the life of health of any individual or in disturbance of the public peace and welfare is prohibited.

SPECIAL EVENTS

NOTES / CHECKLIST:

_____ **Fill out Special Event Application and submit to Land Use & Development Department. Make sure to provide the following information on event:**

- **Traffic & parking plan**
- **List of “for-profit” vendors & their sales tax numbers**
- **ADA Compliance**
- **Name/Phone Number of person in charge of event**
- **Any special consideration requests**
- **Temporary signage plan/sketch, if applicable**

_____ **If Temporary Signage is used, submit a Temporary Sign Permit Application**

_____ **If utilizing a tent over 120sq feet or for more than 10 people, submit a Simplified Building Permit Application (see handout on tent set up). Make sure to note if electricity is needed for the structure.**

_____ **If a Building/Electrical Permit is required, schedule a City Inspection of the structure by calling the Land Use & Development Department at 489-2060**

_____ **Health Permits for all food concessions required**

_____ **Liquor License information required for beer/alcohol sales**

All applications are available at the Land Use & Development Department of City Hall or by visiting our website at www.cofh.org.



REQUIREMENTS FOR TENTS, CANOPIES & OTHER MEMBRANE STRUCTURES

- 1. Must be installed per manufactured instructions.**
- 2. Must also comply with the International Fire Code and to be administered by the Fire District – Structures must be flame-resistant and meet requirements of NFPA 701 and labeled bearing the identification of size, fabric or material type – For further information contact Fire Chief Bryan Doyle at 618-632-2121**
- 3. Location and set back requirements must be maintained – within 20 feet of all lot lines, buildings, other tents, etc...**
- 4. Fire extinguishers are required and placement to be made at the discretion of the Fire District.**
- 5. If the principal use of the property is Assembly (restaurants, churches, sporting events, etc) Occupant load is to be posted near the main exit.**
- 6. If occupant load is over 50 + persons – exit lighting and means of egress illumination is to be installed. An additional electrical permit must be secured with the City of Fairview Heights before actual inspection to be done.**
- 7. Handicap Accessibility to be maintained at all times.**
- 8. Ventilation & sanitary to be in conformance at all times.**
- 9. Smoking or any open and exposed flames are prohibited inside or located within 20 feet of the tent while open to the public unless approved by the Fire Code Official.**



Special Event Application

Fee: \$50.00

Department of Land Use, Planning & Development

City of Fairview Heights
10025 Bunkum Road
Fairview Heights, IL 62208
Telephone: 618-489-2060
Fax: 618-489-2067

DATE: _____

<i>Office use only</i>
Rcvd by/date _____
Permit # _____

A. APPLICANT AND PROPERTY OWNER INFORMATION:

Event name: _____ Event address: _____

Applicant: _____ Phone: _____ Fax: _____

Applicant's Mailing Address: _____

Property Owner: _____ Phone: _____ Fax: _____

Property Owner's Mailing Address: _____

Business Registration Completed? Y/N _____ Not Required _____

B. Contact Person for the Event

Primary Contact: _____ Phone Number: _____

Secondary Contact: _____ Phone Number: _____

C. Describe the Type of Event: (tent or sidewalk sale, fundraiser, food truck, etc.)

D. Describe where on the property the Event will be located (attach site plan),

E. Hours and Days of operations:

Beginning Date/Time: _____ Ending Date/Time: _____

F. Anticipated Size of Crowd:

G. ELECTRICAL CONTRACTOR INFORMATION:

Contractor: _____ Phone Number: _____

Address: _____
Street Address City State Zip

H. WILL THE EVENT CONTAIN ANY OF THE FOLLOWING

___ TENTS OR CANOPYS? YES ___ NO ___:

- If yes, please list the number of structures and exact size and location. These need to be included on the site plan as well. If utilizing a tent structure, you may require a Building Permit in addition to this Special Event Permit.

___ LIQUOR LICENSE? YES ___ NO ___

- If yes, has this been properly applied for? YES ___ NO ___ Please provide information for beer and alcohol sales: _____

___ FOR PROFIT VENDORS? YES ___ NO ___

- If any, other than the business at location of event, provide a list of vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to the event)

___ NEED FOR SPECIAL CONSIDERATION FOR CITY PROVIDED SERVICES (Traffic control, police, public works etc.)? YES ___ NO ___

- If yes, please provide a list of what services you are requesting and why it would be needed.

___ TEMPORARY SIGNS? YES ___ NO ___

- If yes, see requirements below for temporary signs.

___ WILL THERE BE MUSIC? BAND, LIVE MUSIC, DJ? YES ___ NO ___

- If yes, please describe the type of music you will provide; also provide dates and times when the music will be provided.

___ FOOD TRUCK? YES ___ NO ___

- If yes, please ensure vendor has registered with the City Clerk's Office for food and beverage tax and obtained all St. Clair County Health Department approvals.

I. SUBMITTAL REQUIREMENTS

____ SITE PLAN must be submitted with the following information:

- An accurate plot plan of the entire lot on which the use will be located
- Location of buildings, parking lots, driveways, and all temporary structures for the event;
- An accurate, dimensioned location on the site plan of all freestanding (including directional) signs proposed showing compliance with required vision triangles from street or driveway intersections;

____ TEMPORARY SIGNS requested for the event must submit the following information:

- An accurate description of each and every temporary sign utilized for the event including proposed location and dimensions of each sign and type of sign (banner, free standing, etc)
- An accurate, dimensioned location on the site plan of all freestanding (including directional) signs proposed showing compliance with required vision triangles from street or driveway intersections;

Example: 20 square foot banner on the north façade of the building

• Proposed Signs

- i. North façade of building = _____ sq. ft. of signage;
- ii. South façade of building = _____ sq. ft. of signage;
- iii. East façade of building = _____ sq. ft. of signage;
- iv. West façade of building = _____ sq. ft. of signage;

Directional Signs: _____

Freestanding Signs: _____

Additional Signage Information:

J. AUTHORIZATION OF APPLICATION

I hereby apply for a Special Event Permit and I acknowledge that the information above is complete and accurate; that I have read and understand the regulations pertaining to Special Events (City Code Section 8-13) and I believe to the best of my knowledge that the proposed Special Event will not violate any portion of said code. I understand that my Special Event Permit may be revoked by the Administrative Official if I fail to comply with all of the provisions herein. As an Applicant I understand that site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property if necessary; that I understand this is not a permit but only an application for a permit and that work is not to start without a permit.

I also understand that as the Applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

APPLICANT'S SIGNATURE

PROPERTY OWNER'S SIGNATURE

*******FOR CITY HALL USE ONLY*******

City Clerk Approval:	() YES	() NO	() N/A or N/R
Building Official Approval:	() YES	() NO	() N/A or N/R
Fire District/Department Chief Approval:	() YES	() NO	() N/A or N/R
Police Department Approval:	() YES	() NO	() N/A or N/R
Public Works Department Approval:	() YES	() NO	() N/A or N/R
City of Fairview Heights Approval:	() YES	() NO	(if NO, list reasons below)

Reviewed by:

**Director of Land Use
Approval**

Additional Comments / Information: _____