

**POLICY STATEMENT**  
**SPECIAL EVENTS**  
City of Princeton

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## I. Purpose and Objectives

Any public gathering or Special Event that requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, stages, tables, bleachers, tents, streets, temporary barriers or boundaries or as otherwise defined herein must first submit a Special Event application and obtain approval from the City of Princeton.

This Policy is intended to work in conjunction with all other applicable rules, regulations, laws, and ordinances of the City of Princeton and other applicable governmental entities. Should a conflict between this policy and other City policies arise, City policy will prevail.

## II. Timelines

<b>6 Weeks prior to the event</b>	Submit full application packet including all required permits at least 6 weeks prior to the event to the City of Princeton.
<b>6 weeks prior to the event</b>	Submit liquor permit application to the Illinois Liquor Control Commission if selling alcohol.
<b>2 weeks prior to the event</b>	Receive a final approval from the City of Princeton for the event.
<b>Immediately after approval from the City</b>	Submit payment in full for City Services.
<b>2 hours after the event</b>	Clear event site of all litter.

## III. General Policy

The City reserves the right to cancel the event should any requirements of the Special Events Policy or the Special Events Application are not met.

The City requires a \$25 non-refundable application fee for each Special Event Application. The fee must be paid when submitting an application. Failure to pay fees may result in a dismissal of application.

**a. Alcoholic Beverages**

Detailed information on selling and consuming alcoholic beverages during special events can be found in Chapter 7, Article 9 of the City Code of the City of Princeton and online at the Illinois Liquor Control Commission official website at:

<https://www.illinois.gov/ilcc/Pages/Home.aspx>.

**b. Smoking Laws**

Smoking in public places: ‘minimum distance of 15 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited’. – *Smoke Free Illinois Act (410 ILCS 82/70)*

‘Each public place and place of employment where smoking is prohibited by this Act shall have posted at every entrance a conspicuous sign clearly stating that smoking is prohibited’. – *Smoke Free Illinois Act (410 ILCS 82/20b)*

**c. Sidewalk Sales**

- There is no permit needed for sidewalk sales unless the sale is expanding outside store boundaries.
- Food sale requires a temporary food permit.
- Tables and racks may not block the permittee’s store entrance, nor may they extend beyond the width of the permittee’s storefront.
- Due to ADA requirements, tables and racks may not narrow the pedestrian path to less than five feet in width.
- Merchants participating in the sidewalk sale shall be restricted to the sidewalk within the boundary lines of their establishment as extended across the sidewalk. Merchants wishing to use sidewalk space in front of an adjacent or any other establishment as part of their display require the written approval of that establishment’s proprietor.
- Food trucks require a transit vendor license which is available through the City Clerk’s office. The transit vendor license requires a \$100 application fee.

## **IV. Application Process**

**a. Application Requirements**

The application includes the Special Event application form as well as an event description, a cleanup plan, an event site plan, City service request, permits and insurance information.

**1.1 Event Description**

This includes a brief description of the description with relevant information.

### **1.2 Cleanup Plan**

This plan must indicate sufficient staff to handle cleanup throughout the day and after the event; and sufficient equipment placed in effective locations (dumpsters, totes, trash receptacles, etc.). If necessary, City staff will provide post-event cleanup at the expense of the event organizer.

- Booths, stages and other equipment must be removed immediately after the event to permit trash and garbage pickup.
- In case of a street event, streets will remain closed to allow adequate cleanup efforts. Cleanup should be completed two hours after the event.
- Litter and trash control shall include the event site and a one block radius around the event site.

### **1.3 Event Site Plan**

This site map must accompany the application, indicating the layout of all equipment and include the following elements:

- Direction north, indicated by directional arrow symbol.
- The overall event area including: any requested street closures and/or the location and number of any parking closures.
- The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, shelters and shelter numbers, etc.
- Location of temporary alcohol sales where both sales and consumption occur, if selling alcohol.
- Indicate 20' wide fire lane clearances in all area and the location of all fire hydrants.
- Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts.
- Any other detail you think are helpful in the physical description of your event

### **1.4 City Services**

City departments may provide event support services at full cost recovery. Please specify which services you will need.

### **1.5 Permits and Insurance**

The event organizer must furnish a current general liability insurance policy which names the City of Princeton as a co-insured on the policy.

All required permits such as but not limited to liquor and/or food permit must be included in the application.

**b. Application Review Process**

Each Special Event Applications will be reviewed by City staff. The criteria for evaluating and scheduling Special Events are as follows:

1. Event impacts: The Committee will evaluate the economic impact to the City of an event, the proposed sponsorship of any non-profit entities and potential conflicts with other events. Event applications may be rejected at this point if the event does not meet City criteria for these impacts.

2. Location logistics: The Committee will review traffic routing plans, emergency access plans, event scope in relation to the proposed location, notification standards for impacted residents and businesses, notification of the neighborhood representatives and feedback from city departments involved.

3. Requested and required city services: The Committee will review any and all services requested from the City and other governmental or quasi-public entities.

4. Permit, license and insurance information: The Committee will review the issuance of applicable permits and licenses, required event services contracts, agreements with the City to provide contracted services if any, and required insurance certificates and/or indemnifications.

5. Review of alcohol license by the Illinois Liquor Commission (see [www.illinois.gov/ilcc](http://www.illinois.gov/ilcc))

6. Completeness of application and event layout.

The City staff may deny a permit application on one or more of the following grounds:

1. Failure to submit an application within the time periods outlined herein.
2. The application is incomplete.
3. The applicant owes the City of Princeton money from another event, services provided or as a result of damages to city property.
4. The Special Events Committee has already received a completed application for the same date and/or space.
5. The use or the event would conflict with previously planned programs organized and conducted by the city or non-governmental agencies previously scheduled for the same time and/or place.
6. The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and/or liquor licensing regulations.
7. The use or event proposed by the applicant would present an unreasonable danger to the health or safety of the public.
8. The applicant cannot comply with applicable local, state and federal license requirements for all or part of the planned event.
9. The use or event is prohibited by law.
10. The application contains material misrepresentation or fraudulent information.

# Special Event Application Form

Applicant's Name:	
Club/Organization/Business Name:	
Address:	
Phone:	E-Mail:

Brief description of the event:

Event name:	
Location of the event:	
Event dates:	Event hours:

Are you requesting approval to serve alcohol at your event?\*  Yes  No  
\*Additional permits required

Does your event include food vendors?\*  Yes  No  
\*Additional permit required

I have read and understood the rules and regulations contained in this document and agree to abide by these rules and regulations. If the event details change, I agree to submit a revised application or provide additional information in writing at least 10 days prior to the event.

Name (please print): \_\_\_\_\_

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

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

Application approval signature: \_\_\_\_\_

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

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Thank you for completing the Special Event Permit Application. Before you submit your application to the City of Princeton, please make sure you have completed the following steps:

- Signed and dated your application
- Attached your event site plan, clean-up plan, permits and insurance information
- Included the \$25 non-refundable application fee

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Submit your completed application to:

**By mail:**

City of Princeton  
2 S Main St  
Princeton, IL 61356

**Questions?**

Please call City Hall  
at 815-875-2631

**Or by Email:**

rskaggs@princeton-il.com