



**FRANK VANBUER PLAZA EVENT
ENCROACHMENT PERMIT APPLICATION**

APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE OF THE EVENT.

The undersigned hereby makes application for a Frank VanBuer Plaza Encroachment Permit as provided for in Chapter 6 “Streets, Alleys and Sidewalks”, Section 6.04 “Encroachments” of the Municipal Code for the period beginning _____ and ending _____ as indicated hereafter (three days maximum per event).

Business/Organization Information

Name: _____

Address: _____

Phone: _____ Email : _____

Applicant Information

Name: _____

Address: _____

Phone: _____ Email : _____

Names, addresses, telephone numbers of officers and persons in charge of overseeing this event / encroachment (if corporation, list officers and registered agent) (use a separate sheet of paper if needed):

Description of the event activities and hours of operation including any proposed live and/or amplified sound entertainment activities. Please include the period of time for set-up and breakdown, as well as the hours for the event (specific dates and hours) (use a separate sheet of paper if needed):

Required Attachments

- a. A site plan (scale 1:120) showing where the event will be held on the Plaza, including any temporary structure(s) (including trailers, tents, tables, etc.) thereon, location of existing or proposed fire lanes, parking arrangements and vehicle access points, location of portable fire extinguishers, location of refuse and portable restroom facilities, any proposed screening or barricading and a detailed description of available means of egress or temporary alteration thereof. All encroachments shall not unreasonably interfere with access to building entrances or pedestrian and traffic safety. A minimum sidewalk width of five feet (5') must be maintained free and clear of any encroachment. Maximum encroachment height shall not exceed fifteen feet (15').
- b. A certificate of insurance indicating the applicant has purchased and maintains public liability and property damage insurance in an amount of at least One Million Dollars (\$1,000,000.00) to secure payment for any loss or damage caused by the event encroachment. The certificate of insurance shall name the City of DeKalb as an additional insured.
- c. The name, address and telephone numbers of all food vendors participating in the event. Food vendors must carry applicable DeKalb County Health Department and City of DeKalb Itinerant Merchant (if applicable) licensure and must register for and pay all State sales taxes and City of DeKalb Restaurant & Bar Tax generated by their sales.

Required Fees

\$ 25.00 Application Fee (Non-refundable)

\$100.00 VanBuer Plaza Event Encroachment Permit (per event, April 1 – November 1)

Additional Fees

Standard Event. In addition to the permit fee, a cash deposit in the amount of \$100.00 must be deposited with the City to insure the cleanup of all trash, garbage, and debris within one (1) day after the event. If all the cleanup is found to be satisfactory by the Director of Streets & Facilities, the deposit will be returned within 20 working days. However, if it is necessary for City staff to perform significant additional cleanup, all or a portion of the \$100.00 will be used to defray expenses of said cleanup, and the City will assess a fine of \$50.00.

Event with Food Component. Events that include the preparation and distribution of food to patrons will require a minimum cash deposit of \$150.00. This amount will be deposited with the City to insure the cleanup of all trash, garbage, and debris within one (1) day after the event. Additional deposit may be required based on the number of food vendors proposed to participate in the event, and is shown as follows:

1-3 Food Vendors: No additional deposit required.

4-6 Food Vendors: Add \$50.00 to the base deposit amount of \$150.00.

7-10 Food Vendors: Add \$100.00 to the base deposit amount of \$150.00.

11 or More Food Vendors: Add \$150.00 to the base deposit amount of \$150.00.

If cleanup is found to be satisfactory by the Director of Streets & Facilities, the deposit will be returned within 20 working days. However, if it is necessary for City staff to perform significant additional cleanup, all or a portion of the deposited monies will be used to defray expenses of said cleanup, and

the City will assess a fine of \$50.00.

Electrical Fee. Should the event require electrical connection to the City's outlets within the Frank VanBuer Plaza, a fee of \$25.00 will be added to the \$100.00 base fee for the permit.

Water Fee. Should the event require water connection to the City's faucets within the Frank VanBuer Plaza, a fee of \$25.00 will be added to the \$100.00 base fee for the permit.

Inspection Fee. In the event that the application results in the need for an inspection by City inspection staff after 5:00 p.m. on Monday through Friday, or on Saturday, Sunday or a City recognized holiday, an additional fee of \$100.00 will be submitted prior to issuance of the permit.

Responsibilities and Restrictions

Due to the location of Frank VanBuer Plaza and the occasional unpredictable high wind gusts, a total of 100 pounds in weights will be required to be secured to any tent or umbrella of any kind set up during the event. Affixing tents, umbrellas, or any other device via ground stakes or any other method that requires propelling objects into the brick surface is strictly prohibited.

No permits will be issued for the Frank VanBuer Plaza for events associated with carnivals, amusement rides, live animal displays, or the operation of motor vehicles.

Each permittee will be responsible for the prompt collection and removal of all litter, food scraps, and any other debris or garbage generated by the serving of food and beverages.

Vendors are responsible for obtaining individual City of DeKalb Itinerant Merchant permits, DeKalb County Health Permits, and collecting and paying all state and local sales tax.

Vendors are not permitted to yell, taunt, or aggressively pursue sales with customers, vendors or event staff.

All vendor vehicles not used in the event should be parked in the nearby 12 hour lots to allow patrons to have primary access to optimal parking spaces.

The issuance of an Encroachment Permit does not exempt the holder of the permit from the obligation to abide by all sound regulations set forth in Chapter 52. In no event shall the hours of live and/or amplified sound entertainment activities extend beyond 10:00 p.m. on Sunday through Thursday and beyond 11:00 p.m. on Friday and Saturday.

Statement

The undersigned hereby states that information contained in this application is true to the best of his/her knowledge and that all statements set forth are of his/her own free will. The undersigned states that she/he understands that property maintenance inspections and fire/life safety code inspections may be performed prior to the issuance of the event encroachment permit, and that the applicants shall make themselves and the event location available for said inspections, and further that the applicant understands that in the event that the application results in the need for an inspection by City inspection staff after 5:00 p.m. on Monday through Friday, or on Saturday, Sunday or a City recognized holiday, an additional fee of \$100.00 will be submitted prior to issuance of permit.

The undersigned applicant agrees to pay any and all expenses, including compensation for damages, caused by the event encroachment and that will indemnify and hold harmless the City from any action, proceeding or claim of liability asserted against the City resulting from the event encroachment or from the issuance of the event encroachment permit.

Signature of Application: _____

Printed Name: _____

Title: _____

Date: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Complete and return the application, all required attachments and fees to:

City of DeKalb
Attention: Ruth Scott, City Manager's Office
200 S. 4th Street
DeKalb, Illinois 60115
Phone: (815) 748-2090
Email: ruth.scott@cityofdekalb.com

OFFICE USE ONLY

Date Application Received: _____

Application Approved: _____

Application Denied: _____

Signed: _____

Fees Paid: \$ _____

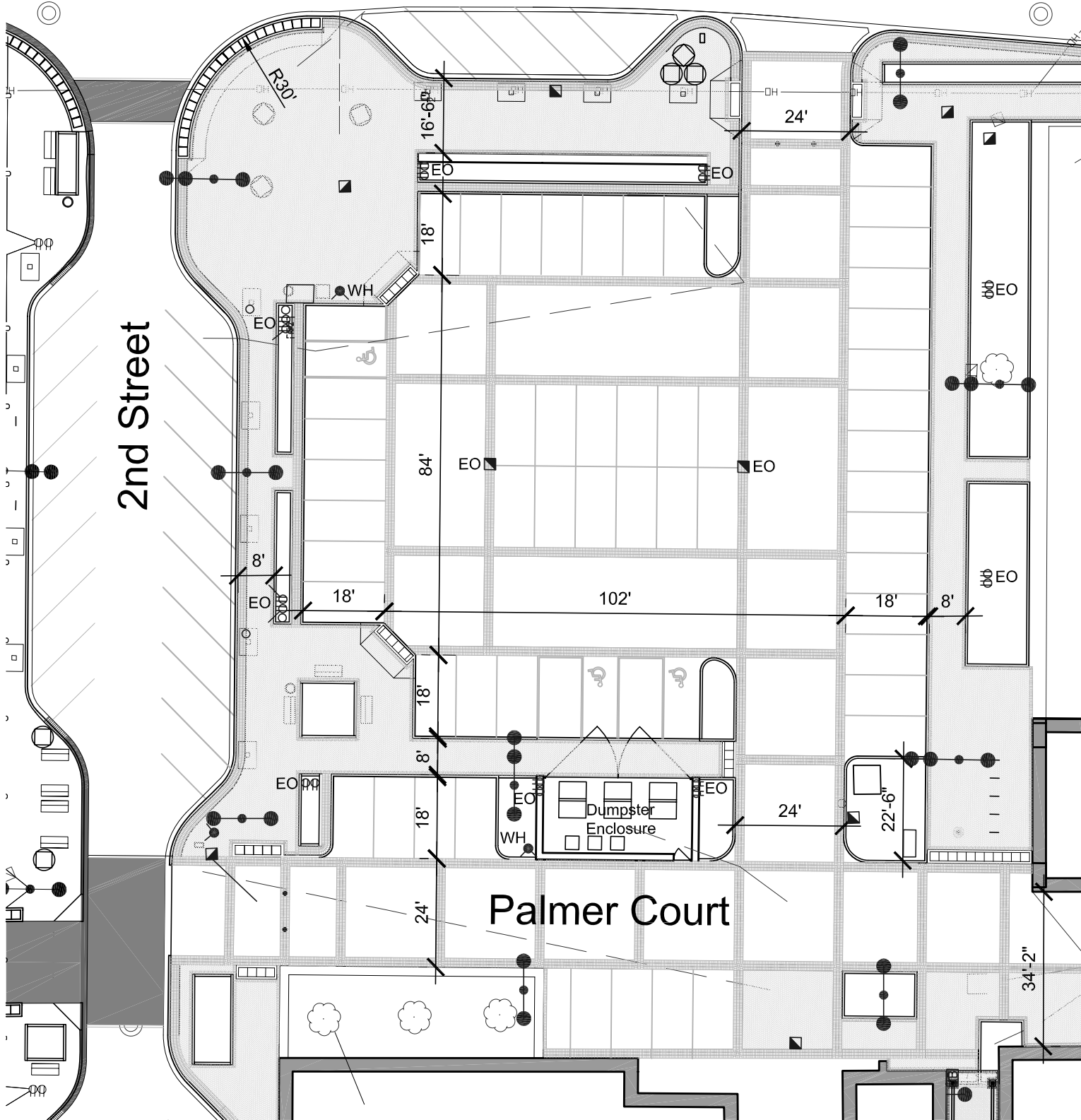
Fee(s) Waived: \$ _____

Additional Information: _____

Locust Street

2nd Street

Palmer Court



KEY

-  EO Electrical Outlet
-  EO Electrical Outlet (inground)
-  WH Water Hydrant



Special Events Site Plan

Frank Van Buer Plaza

