



## **SPECIAL EVENT PLANNING GUIDE**



# A Special Event Application is Required for:

Any assembly or activity that utilizes public spaces, streets, sidewalks, and parking lots.

Any event utilizing a high level of City services.

The City of Morris supports a variety of events and has procedures in place to review all applications submitted by event organizers in order to balance the needs of the event organizers, residents, and the businesses affected by these events. The purpose of the review process is to meet with the special event organizers and allow them the opportunity to discuss their event plans in detail. Several City departments can be represented at the meeting where each department representative can learn which city services may be requested from their respective departments. The Police Department acts as the liaison between each City department and the special event organizers.

## Date Approval, Application Form, and Deadlines

To manage the impact on local traffic control and regulate the demand on City services, multiple special events are not permitted to take place on the same day or during City-designated festivals. Priority will be granted to events that have traditionally been held on these dates.

Applications must be submitted **at least 90 days prior** to the event to ensure sure proper approvals and resources can be obtained. All applicants are required to submit a special event plan which should include specific details which should include the following: requested services, parking, traffic routes, hours of operation, alcohol permits, and any other concerns.

Once event organizers have provided the City of Morris all information regarding the event for the formal review process, they will be assigned to the appropriate government committee(s).

Once approval is received at the committee level, the event will be advanced for final approval at a City Council meeting. An event representative is required to attend the committee meeting and the full City Council meeting to answer and address any concerns brought forward by committee members, council members, and residents. Once this approval is granted, event organizers will receive confirmation from the mayor's office. Applicants will be required to attend and answer any questions that may be presented.

## Application Fee

City residents will be charged a \$25.00 fee for use of the pavilions. This fee must accompany the application, payable to the City of Morris. (Refundable only if disapproved.)

Non-residents will be charged a \$50.00 fee for use of the pavilions. This fee must accompany the application, payable to the City of Morris. (Refundable only if not approved to rent.)

City residents will be charged a \$50.00 fee for use of the bandshell. This fee must accompany the application, payable to the City of Morris. (Refundable only if disapproved.)

Non-residents will be charged a \$100.00 fee for use of the bandshell. This fee must accompany the application, payable to the City of Morris. (Refundable only if not approved to rent.)

Picnic tables are also available for rent at a cost of \$5 each on a first come-first served basis and will be delivered by public works. It is the responsibility of the event organizer to arrange tables for the event and return them to the delivery location afterward for pick up.

## Certificate of Insurance

All insurance shall be high hazard with limits of general liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury, and property damage. The City of Morris must be named as additional insured.

## Damages to Public Property

If damages to public property occur during a special event held in the City of Morris, event organizers will be obligated to pay for such damage. Damages will be assessed, and separate fees will be calculated on a per incident basis.

## Hold Harmless Agreement

Event organizers shall indemnify and hold harmless the City of Morris and assume all risk arising from or in any way related to the event. This agreement is included within the Special Event Application. If submitting a separate agreement, please do so on company letterhead. This document is required in order to accept a Special Event Application.

## Alcoholic Beverage Sales / Liquor License

Alcohol sales at special events in the City of Morris are only allowed at events in Goold Park. Any organization or business which applies for the ability to have liquor sales at their event must comply with all city ordinances governing liquor sales at special events. The following classification is

authorized for special events. (Class P Liquor License)

## Food Service/Health Dept. Information

All food trucks or temporary food services must secure a permit from the Grundy County Health Department. Applications for the county permit are available [here](#). Mobile vendors, such as food trucks or food carts, require additional Health Department permitting. City of Morris special event food truck/vendor permits are also required for each mobile food vendor and can be found [here](#). The fee is \$25 per mobile food vendor. This fee applies to each mobile food vendor and to the special event organizer for each mobile food vendor. Applications for each vendor should be turned in at least one week prior to the event to allow for processing.

## Service Fees, Police

If police presence is required for your event (i.e., traffic control, crowd control, security), please contact the Morris Police Department to make arrangements at least 90 days prior to your event. Fees for police services, such as crowd control, security, and street-closing assistance, will be charged back to event organizers. Fees charged are based on actual costs realized by members of the Police Department. The number and placement of officers will be determined by the Police Department. For street closures and races, officers will be stationed prominently along the route. All fees and charges shall be paid within 30 days of the date of the invoice from the City.

## Service Fees, Other City Personnel & Resources

City crews providing services and or providing utility connections will schedule work during normal business hours. Event organizers are obligated to pay for these services. If overtime or additional City resources are required, an event organizer is obligated to pay for these services at the increased hourly rate. All fees and charges shall be paid within 30 days of the date of the invoice from the City.

## Restrooms

Event organizers are required to provide restroom facilities for participants and attendees in compliance with ADA regulations. Facilities should be planned to adequately serve participants and attendees with the total number and location based on the number of hours and number of visitors that are expected for the event. Restroom facilities should be located in convenient places to avoid having participants impose on existing business and public buildings. Event organizers can meet minimum requirements by renting portable toilets. Two toilets are recommended for every 100 attendees. In city parks with bathroom facilities, the event organizer is advised to ensure

they are maintained during the event.

## Pets and Animals at Special Events

Dogs are not allowed at special events being held in the Downtown Business District of Morris. Dogs are allowed in City of Morris parks. They must be on leash, controlled by their owners at all times, and their waste must be picked up and disposed of properly. Failure to do so will result in your being asked to leave the event.

## Raffle License

Organizations planning to conduct a raffle are required to obtain a raffle license from the City of Morris. More information on what the City of Morris requires for raffles is available [here](#). Raffle applications are available [here](#).

## Waste Management

Event grounds must be thoroughly cleaned during and following each event. Event organizers may use volunteers or professional companies for these services. All materials must be removed completely from the site and all public trash and recycling receptacles must be emptied after the event. If food is prepared on site, event organizers must arrange for food-related waste, including handling grease and food-scrap disposal.

## Amplified Sound

Amplified Sound The temporary waiver of the City noise ordinance is granted upon approval of a Special Event Application on a case-by-case basis. Event organizers must be mindful of the impacts of sound on the surrounding neighborhoods. The City reserves the right to impose decibel limits at any time.

## Fireworks / Pyrotechnics

Fireworks displays require issuance of a Fireworks Permit by the Fire Department. The Fire Chief has the ultimate authority to grant or deny a permit. Sky Lanterns, aerial luminaries, floating lanterns, or other flying/aerial pyrotechnic devices are prohibited.

## Event Cancellation

The City of Morris Police and Fire Departments have the authority to cancel any or all portions of a

special event if it is deemed to be in the public's best interest or if an applicant fails to comply with any provision of the approved application. Event organizers are responsible for monitoring weather conditions and working with City officials on the potential cancellation of an event.

## Events in Goold Park

When a request is made to use Goold Park and/or the music bandshell, use of the park is restricted to only Lower Goold Park. The swimming pool and upper Goold Park will remain open for normal use by the public. It is also important to note that Northern Avenue will remain open during any special events held in the park.

Parking is available but limited in Goold Park. For additional parking, the use of Morris Community High School's parking lot requires a request to be made to the Morris High School District #101 board. Those requests are required with more than 30 days' notice.

Alcohol sales are allowed in Goold Park for special events but require a special events liquor license which is covered under "Alcoholic Beverage Sales/ Liquor License" in this guide.

Electrical supply is available for the bandshell/stage area. However, mobile food vendors will need to supply their own electricity.

## Site Inspections—Fire Dept

The Fire Department may require that event sites receive an inspection prior to the event commencing. Organizers will be responsible for scheduling the inspection with the Morris Fire Department at 815-942-2830. Inspections shall include all aspects of the event. Inspectors shall issue correction notices, if required, and a re-inspection will be required to ensure compliance of deficiencies. Fire Marshall inspections shall include but will not be limited to the following: hot food vendors, fire department access (fire lanes), access to hydrants, fire department connections and fire control rooms, event egress, rides and displays, generators and propane tanks, stages, non-food vendors, beer, and wine gardens, and pyrotechnic, fireworks, and open flame effects.

## Site Plan

A general map of the site or proposed route for an event must be illustrated on either the base map included in the Special Event Application, or a similar format. This map must provide an overview of the event footprint, including key locations, and amenities. The map must be clear with detailed and accurate information.

## Permit and Application Checklist

ITEM	DUE DATE	FEE
Special Event Application	90 days prior to event	No Fee, costs may be incurred for use of public works and/or police for event. These services will be invoiced and billed on an hourly basis.
Certificate of Insurance	30 days prior to event	
Liquor License Application	90 days prior to event	\$150
Pavilion/Bandshell Fees	30 days prior to event	\$25/50 pavilion \$50/100 bandshell
Picnic Tables Request	30 – 60 days prior to event	\$5 per table
High School Parking Request	60 days prior to event	
Special Event Meeting Date With City of Morris	Established after application submittal	

## Permit Contacts and Resources

TYPE/USE/LINK TO INFORMATION	AGENCY/PHONE NUMBER
Special Event Application	City Hall/815-942-0103
Liquor License Application	City Hall/815-942-0103
Bandshell/Pavilion Request	City Hall/815-942-0103
Picnic Table Rental Request	Morris Public Works/815-942-5063
Food Handler Temporary Food Service License <a href="https://www.grundyco.org/wp-content/uploads/2022/01/Temporary-Food-Permit-Application-2021-Autosaved.pdf">https://www.grundyco.org/wp-content/uploads/2022/01/Temporary-Food-Permit-Application-2021-Autosaved.pdf</a>	Grundy County Health Dept./815-942-3404
<a href="#">Mobile Food Vendor Special Event Permit</a>	City Hall/815-942-0103
<a href="#">Certificate of Insurance Example</a>	Insurance Provider
<a href="#">Raffle License Application</a>	City Hall/815-942-0103
<a href="#">Raffle Ordinance and Guidelines</a>	City Hall/815-942-0103
Fireworks Permit Application	Morris Fire Department/815-942-2830
High School Parking Request	Morris Community High School/815-942-1294

