



# City of Chicago



O2022-394

Office of the City Clerk

## Document Tracking Sheet

**Meeting Date:** 1/26/2022

**Sponsor(s):** Lightfoot (Mayor)

**Type:** Ordinance

**Title:** Amendment of Municipal Code Section 10-8-335 regarding permitting process for outdoor special events

**Committee(s) Assignment:** Committee on Special Events, Cultural Affairs and Recreation

SP  
EV



OFFICE OF THE MAYOR  
CITY OF CHICAGO

LORI E. LIGHTFOOT  
MAYOR

January 26, 2022

TO THE HONORABLE, THE CITY COUNCIL  
OF THE CITY OF CHICAGO

Ladies and Gentlemen:

At the request of the Commissioner of Cultural Affairs and Special Events, I transmit herewith an ordinance amending Section 10-8-335 of the Municipal Code regarding the permitting of outdoor special events.

Your favorable consideration of this ordinance will be appreciated.

Very truly yours,

A handwritten signature in black ink that reads "Lori E. Lightfoot".

Mayor

## ORDINANCE

### BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHICAGO:

**SECTION 1.** Section 10-8-335 of the Municipal Code of Chicago is hereby amended by adding the language underscored, and by deleting the language struck through, as follows:

#### **10-8-335 Outdoor special events.**

*(Omitted text is unaffected by this ordinance)*

(c) Unless the special event is to be conducted in January or February or is submitted pursuant to an online submission process authorized by the Department, applications for a permit under this section must be filed in the calendar year in which the event is to take place. If the event is to take place in January or February, the application must be filed no earlier than one year prior to the event. Except as otherwise provided in paragraph (6) of this subsection (c), each application submitted by the sponsor of an outdoor special event shall be accompanied by a nonrefundable processing fee of:

- (1) \$100.00, if the application is submitted more than sixty days prior to the event;
- (2) \$200.00, if the application is submitted between fifty-nine and forty-five days prior to the event;
- (3) \$500.00, if the application is submitted between forty-four and thirty-seven days prior to the event;
- (4) \$1,000.00, if the application is submitted between ~~twenty-nine and twenty-two~~ thirty-six and twenty-nine days prior to the event; and
- (5) \$2,000.00, if the application is submitted between ~~twenty-one and fourteen~~ twenty-eight and twenty-one days prior to the event.

(6) If the special event is an independent farmers market, the applicable permit fee otherwise required under this subsection (c) shall be waived in its entirety. Provided, however, that such waiver shall not include any applicable fees required to be paid pursuant to subsection (d) or (q) of this section or any other section of this Code.

No application for a special event permit shall be accepted less than ~~fourteen~~ twenty-one days prior to the special event.

The application shall include the following information:

- (1) the name and address of the sponsor of the event, and the name, address and telephone number of an authorized and responsible agent of the organization;
- (2) a description of the special event that will be conducted;
- (3) the dates, times and location of the special event, including any requests for street closures, and a site plan;

- (4) the estimated attendance for the special event;
- (5) whether food, alcoholic beverages or merchandise will be sold at the event;
- (6) whether music will be played at the event and if so, whether such music will be electronically amplified. If electronically amplified music will be played, the applicant shall also submit an appropriate plan for the control of sound at the event;
- (7) plans for event security, including the number, hours and location of deployment of personnel and equipment that will be provided by the applicant and what special city services, if any, the special event will require;
- (8) the proof of insurance and agreement to indemnify, defend and hold harmless required by subsections (n) and (o), respectively;
- (9) the number of all food vendors; alcoholic beverage vendors; and/or itinerant merchants who will be participating in the special event;
- (10) such other information that may be reasonably necessary to determine compliance with this Code.

All information provided on the application shall be complete and truthful. If, prior to the event, the sponsor of the event changes any of the information required by subsection (c) that would necessitate additional city services or would require approval from any city department, the sponsor of the event must submit an amended application to the ~~department~~ Department no later than 45 days prior to the date the event is scheduled to begin.

(d) The ~~department~~ Department shall promptly send copies of all applications for a special event permit to the following departments, for the purpose of obtaining input on the factors set forth in (f):

- (1) the ~~department of business affairs and consumer protection~~ Department of Business Affairs and Consumer Protection;
- (2) the ~~department of police~~ Department of Police;
- (3) the ~~fire department~~ Fire Department;
- (4) the ~~department of streets and sanitation~~ Department of Streets and Sanitation;
- (5) the ~~department of transportation~~ Department of Transportation;
- (6) ~~the department of law;~~ the Department of Public Health;
- (7) the ~~office of emergency management and communications~~ Office of Emergency Management and Communications.

If any of the above-listed departments have any information that the proposed special event does not meet the standards set forth in subsection (f), written objections must be sent to the ~~department~~ Department within 20 days or the ~~department~~ Department will presume there are no departmental objections.

Within 20 days of receipt of the application, the ~~police department~~ Police Department commander of special events shall review the applicant's security plan, including provisions made for private security personnel and for handling emergencies, and shall determine whether the applicant has planned for and provided sufficient personnel and equipment to protect public safety at the event or whether the city will need to provide additional city police and traffic control personnel and equipment. The determination of the need for additional city police services shall be based on the expected pedestrian and vehicular traffic and congestion, considering the following factors: estimated attendance, density of area, size of area, number of street closures and affected intersections. If the commander of special events determines that the city will be required to provide more than 12 shifts of any combination of police officers and traffic control aides, then he or she shall calculate the estimated hourly cost for the personnel required for the event, and shall charge the applicant for such services in excess of 12 shifts; provided that, the charge to the applicant shall exclude any personnel hours related to any anticipated or actual crowd reaction to the message of the event or the identity of the sponsoring organization.

The applicant shall post a bond to cover or, at the applicant's option shall prepay, the total amount of the required chargeable city services which has been estimated by the ~~police department~~ Police Department, prior to issuance of a special event permit. Within 20 business days after the end of the event, the ~~department~~ Department shall calculate the actual city costs owed under this section, obtain such costs from the bond, if a bond was provided, or remit any overpayment if prepayment was made, and shall provide to the sponsor an itemized statement of such costs.

*(Omitted text is unaffected by this ordinance)*

**SECTION 2.** This ordinance shall be in full force and effect following due passage and approval.