

Special Event Application

Thank you for your interest in holding a Special Event in the City of Joliet. The City of Joliet recognizes that a variety of events held within the City are instrumental in creating a comfortable, and welcoming atmosphere. The unique contributions that special events add to the spirit and vitality of our growing community are an essential part of the City. Events celebrate organizations, further economic growth, blend cultures, create fundraising opportunities for non-profit organizations and increase tourism and recreation. The City of Joliet is proud to host a variety of these events each year, from major festivals, parades and sporting events to local neighborhood gatherings.

This packet contains the information needed to apply for a Special Event Permit, as well as most other required permits related to your event.

Please note: Filming / Media Production and Neighborhood Block Party are separate applications.

On page 12 of this packet, you will find an event checklist, which is designed to help you determine which additional permits, if any, are required for your special event. Some of the information may not apply to your special event. The Special Event Permit application must be completed, in full and submitted with all of the requested documentation. **All special events must have final approval by the City of Joliet.**

SPECIAL EVENT DEFINITION

A "Special Event" is an outdoor event held on public or private property including, but not limited to, parades, festivals, athletic events, concerts, or other public meeting or an event deemed to significantly impact the city, which meet some or all of the following criteria:

- Closure of streets/roads (with the exception of block parties)
- Issuance of multiple permits or licenses
- Use of amplified sound / outdoor entertainment
- Use of City-owned property
- Use of City services
- Use of a Food Truck/Mobile Unit

In all respects, events shall not significantly or materially be detrimental to the health, safety, and welfare of the public or injurious to other property or improvements in the surrounding area. Factors to be considered in issuing a Special Event Permit include, but are not limited to, excess traffic, parking, noise, pedestrian safety, and adverse effects on neighboring areas.

If your special event meets the above criteria, the event is required to obtain a Special Event Permit.

Applications must be submitted to the Cultural Affairs Office, a minimum of 90 days prior to the event.

A \$25.00 late fee will be applied to ANY application received within 90 days of the event.

Requirements and Conditions

1. **Alcoholic Beverages:** A temporary liquor license is required for the sale of alcoholic beverages. All temporary liquor licenses must be approved by the City of Joliet Liquor Commission. Please contact the Mayor's Office at 815/724-3700 with questions regarding liquor licenses. Temporary Liquor Licenses will only be issued to a civic group, not-for-profit corporation, religious organization, labor organization or unit of government and may only be issued to an organization that regularly maintains an office or provides services within the City and this is qualified to hold a liquor license.
2. **Block Parties:** The Special Event Application is not necessary for block parties; However the City of Joliet does require that a permit be obtained for this type of gathering. For a block party permit application, please visit www.joliet.gov or contact the City Clerk's Office — Business Services at: 815-724-3905.
3. **Certificate of Insurance:** A Certificate of Insurance naming the City of Joliet and their respective public officials, officers, employees, volunteers, agents and assigns, as an additional insured is required. The insurance policy shall indemnify the applicant and the City against liability for personal injury, death or damage in the amount of \$1,000,000.
4. **Compliance with City Ordinances:** The applicant shall comply with all applicable City ordinances, codes, requirements and conditions.
5. **Compensation for City Staffing:** All City personnel involved during the day(s) of the event AND in the preparation of the event will be charged back to the sponsoring agency. The bill will be transmitted to the sponsoring agency within sixty (60) working days after the completion of the event.
6. **Food and Beverage Health Inspections:** Food and beverages shall not be sold at an event, unless approved and licensed, if necessary, by the County Health Department. Event organizers are required to have and are responsible for arranging health inspections for their events. Please call 815/727-8480 (Will County) or 630/553-9100 (Kendall County) for more information.
7. **Hold Harmless Agreement:** The event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the City of Joliet against any and all actions arising from, during or as a result of the event.
8. **Site Inspection:** A site inspection is required for all events having any of the following: tents, stages, food service, liquor service or amusements. A separate permit is also required for any tents or stages. Request for site inspections must be made 7 days prior to the event. Contact the City of Joliet, Building Department at 815/724-4070 to schedule the site inspection. **Inspections are done between**

8:00 a.m. and 3:30 p.m. Monday through Friday. Inspections will not be done on weekends or holidays. Please be sure to plan & set-up accordingly.

Application Process

1. **Application Deadline:** Special Event Permit applications are due to the City of Joliet's Cultural Affairs Office, at a minimum of 90 days prior to your event. This allows city staff sufficient time to evaluate your request and provide a recommendation to City Council for consideration, if necessary. You will be notified by the Cultural Affairs Manager once your permit is complete. At that time, you may pick up your permit from the City of Joliet Billie Limacher Bicentennial Park building or arrange to have it sent via email or mail. If a site inspection is required and all other documentation and approvals have been received, the inspector may, if available, provide the permit after a successful inspection.
2. **Submission:** Please submit the Special Event permit application, any additional permit applications and ALL required supporting documentation.
3. **Permit Fees:** (see Permit Fee Table below)
4. **Payment:** Payment of the Special Event Permit fee is required at the time of application. Please make checks payable to City of Joliet and not the name of the event on the check. Payment can also be made by credit card, either in person at City Hall or by completing the authorization form. Fees are non-refundable and payment of fees does not guarantee the approval of the permit.

<u>Permit Fee Table</u>	
Special Event Permit:	\$100.00
Special Event Permit (Not-for-Profit):	\$50.00 (must submit proof of NFP Status)
Temporary Liquor License	\$50.00
Tent Permit	\$50.00 per tent
Stage Permit	\$100.00 per stage
Raffle Permit	\$10.00
Late Fee	\$25.00 (if application is received within 45 days of event)

Application Information

Will you be entering your application information as new, or from a previous application? *

☒ As New ☐ From Previous Application

For As New Applications:

- Make sure that all required fields are completed
- If you cannot complete the application in one sitting, please take advantage of the "Save Draft" option at the bottom of this application

GENERAL EVENT INFORMATION

PLEASE COMPLETE THE ENTIRE APPLICATION AND TYPE OR PRINT LEGIBLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event: *

Taste of Joliet

Type of Event (please check all that apply): *

☐ Athletic/Recreation ☒ Carnival/Circus ☐ Car Show ☒ Concert/Performance ☐ Farmer's Market/Outdoor Market

☐ Fireworks ☐ Parade ☐ Street Festival ☐ Meeting ☐ Food Truck(s) ☒ Other

Food Vendors in Tents

Name of Organization Holding Event: *

Joliet Park District

Location of Event: *

Joliet Memorial Stadium, 3000 W. Jefferson Street, Joliet, IL 60435

Does the Organization own the Property on which the event is located? *

☒ Yes ☐ No

If no, a letter from the property owner, giving permission for use of the property is required.

Is the event being held on City-Owned Property? *

☐ Yes ☒ No

Will this event touch a state road? *

☐ Yes ☒ No

Event Schedule

Event Date *	Event Start Time *	Event End Time *
06/20/2025	03:00 PM	11:00 PM
06/21/2025	12:00 PM	11:00 PM
06/22/2025	12:00 PM	09:00 PM

Event Setup Date *	Event Setup Start Time *	Event Setup End Time *
06/16/2025	06:00 AM	06:00 PM
Event Dismantle Date *	Event Dismantle Start Time *	Event Dismantle End Time *
06/23/2025	06:00 AM	06:00 PM

Estimated # of Attendees: *

5,000+

Is this a ticketed event with admission? *

☒ Yes ☐ No

Is this an annual (recurring) event? *

☒ Yes ☐ No

If yes to annual event, please state any problems and/or incidents that have occurred in past years and what, if anything has been done to resolve the issue for this year. *

No major issues.

GENERAL EVENT INFORMATION

SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization *

Joliet Park District

Is this organization a bona fide not-for-profit? *

☒ Yes ☐ No

If yes, attach proof of not-for-profit status to this application

Street Address *

3000 W. Jefferson Street

Address Line 2

City *

Joliet

State/Province/Region *

IL

Postal/Zip Code *

60435

Country *

Will, United States

Phone *

815-741-7275

Fax:

815-741-7280

Website:

jolietpark.org

Contact Person: *

Brad Staab, Executive Director

Primary Phone *

815-207-6330

Cell Phone: *

815-260-7116

Email Address: *

bstaab@jolietpark.org

On-Site Event Coordinator: *

Brad Staab

Please check here if same as contact person

☒ Yes

Primary Phone: *

815-207-6330

Cell Phone: *

815-260-7116

Email Address: *

bstaab@jolietpark.org

Additional Coordinator:

Beth Ley

Primary Phone:

815-741-7275 Ext, 319

Cell Phone:

815-529-0488

Email Address:

bley@jolietpark.org

Additional Coordinator:

Teri Talarico

Primary Phone:

815-741-7292

Cell Phone:

815-641-2920

Email Address:

ttalarico@jolietpark.org

OPERATIONAL INFORMATION

The City of Joliet does not provide portable restrooms or garbage service for Special Events.

RESTROOM FACILITIES

Name of Company Providing Facilities: *

Waste Management

Address: *

2100 Moen Avenue

City: *

Rockdale

State: *

IL

Zip: *

60436

Contact Name: *

Hugo Muniz

Phone: *

815-482-9185

of Total Restrooms: *

124

Accessible: *

14

of Hand Washing Stations: *

15/25

Date Installed: *

06/18/2025

Date Removed: *

06/23/2025

WASTE FACILITIES

Name of Company Providing Facilities: *

Waste Management

Address: *

City: *

Joliet

State: *

IL

Zip: *

60435

Contact Name: *

Hugo Muniz

Phone: *

815-482-9185

Number of Garbage Receptacles Provided: *

150

Dumpster(s): *

☒ Yes ☐ No

Dumpster Size *

20 yard / 2 ton

Number of Dumpsters *

5

Date Installed: *

06/18/2025

Date Removed: *

06/23/2025

If you are using a dumpster, you must indicate the location of the dumpster on the event map.

Please Note: If you are holding your event Downtown in Van Buren Plaza, there are trash containers located in several areas. These are NOT to be the ONLY trash containers for your event, as they will not be emptied during the event. You are required to provide other means for garbage collection. However, the event organizer is expected to maintain these containers during the event (clear trash off the top/surrounding) so they are not an eyesore and overflowing.

Will there be Sound Amplification? *

☒ Yes ☐ No

SOUND AMPLIFICATION

<u>Day of Week</u>	<u>Not Start Before Time</u>	<u>Not Continue After Time</u>
Sunday	8 AM	10 PM
Monday - Thursday	7 AM	10 PM
Friday - Saturday	7 AM	11 PM

Starting Time of Amplification: *

12:00 PM

Ending Time of Amplification: *

11:00 PM

Type of Outdoor Amplification: *

☐ PA System ☐ DJ ☒ Live Band ☐ Other

(If other, please describe)

Location of Outdoor Amplification: *

South End of Joliet Memorial Stadium

Is The Property Within 300 Feet of The Property Line of any Hospital, Church, School or Courthouse? *

☐ Yes ☒ No

- ☒ * The person listed on the application as having authority to control noise for the event must remain at this event until its completion and shall be available to accept any complaints
- ☒ * The sound amplification permission is limited to the date and time specified on the application but in no event shall begin before or continue after the times on the above chart.
- ☒ * The volume of sound shall be so controlled that it will not be unreasonably loud, raucous, jarring, disturbing or a nuisance to reasonable persons of normal sensitiveness within the area of audibility
- ☒ * Upon request by a police officer, the sound level of the live music or amplified sound shall be lowered or shut off. Failure to do so may result in the issuance of a compliance ticket

SECURITY PLAN

Event Security Contact Person: *

Brad Staab - Using City of Joliet Police and P4 Security Solutions LLC

(person within the Sponsoring Organization for the Police Department if they have questions regarding security/safety of the event)

Phone: *

815-207-6330

Email: *

bstaab@jolietpark.org

Will you be hiring off-duty Joliet Police Officers for Security? *

☒ Yes ☐ No

If yes, be advised that you will be charged for police services which will be billed within 60 days after the event. You must contact the Joliet Police Operations Division at: (815)724-3206 or email jpsajobs@joliet.gov to coordinate the police services needed at least 30 days in advance of your event.

MEDICAL PLAN

Event Medical Contact Person: *

Brad Staab - Using City of Joliet Fire

Phone: *

815-207-6330

Email: *

bstaab@jolietpark.org

Will Emergency Medical Services be summoned through 911 only? *

☐ Yes ☒ No

If no, complete the information below if required:

Will you be hiring Joliet Fire Department for EMS Services? *

☒ Yes ☐ No

If yes, be advised that you will be charged for EMS services, which will be billed within 60 days after the event. You must contact the Joliet Fire Department at: (815)724-3565 to coordinate the EMS services needed at least 30 days in advance of your event.

If no, complete the following information:

Name of Licensed EMS Provider: *

City of Joliet Fire

Address: *

150 W, Jefferson Street

City: *

Joliet

State: *

IL

Zip: *

60432

Phone: *

815-724-4000

Email: *

jcarey@joliet.gov

Number of EMS Personnel per Shift: *

5

Expected Attendance: *

15 000

SITE PLAN / ROUTE MAP

TERMS AND CONDITIONS / HOLD HARMLESS

- * I agree that the information in this application is true and correct to the best of my knowledge.

☒
- * I understand the City of Joliet may close my event should we violate City Ordinances, or deviate from the defined, permitted activity.

☒
- * I agree to promptly reimburse the City for costs associated with City services.

☒
- * I agree to inform the City of any changes to this application.

☒
- * I acknowledge that the Event does not owe any monies to the City

☒
- * I agree to the requirements and conditions listed on page 2 of this application.

☒

Signature of Organizer *

Brad Staab

Date:

28/03/2025

ADDITIONAL PERMIT / INFORMATION QUESTIONNAIRE

Please answer the following questions to determine what additional paperwork / approvals are needed:

Are you serving alcoholic beverages at the Event? *

If yes, complete Temporary Liquor License Application section below

☒ Yes ☐ No

Are you erecting a tent over 200 square feet, stage, air-supported Yes No structure, or bleachers? *

If yes, complete Temporary Tent / Stage / Air Supported Structure / Bleacher Application section below

☒ Yes ☐ No

Are street closures required? *

If yes, complete Traffic Control Application and a Street Closure Application section below

☐ Yes ☒ No

Does your event include a Carnival or Circus? *

If yes, complete the Carnival/Circus Application section below

☒ Yes ☐ No

Are you serving food at the Event? *

If yes, contact the Health Department for permit requirements. Will County: (815)727-8480 Kendall County: (630)553-9100

☒ Yes ☐ No

Does your event include fireworks? *

If yes, contact the Joliet Fire Department at:(815)724-3500

☐ Yes ☒ No

A completed Firework Display Permit must be submitted to the Office of the Fire Chief at least 14 days prior to the event.

Are you having a raffle at the event? *

If yes, complete and submit a Charitable Raffle License Application

☐ Yes ☒ No

TEMPORARY LIQUOR LICENSE APPLICATION

Liquor License Fee: \$50.00

Start Time of Liquor Service: *

12:00 PM

Ending Time of Liquor Service: *

10:30 PM

Type of Liquor being Served: *

☒ Beer ☒ Wine ☒ Spirits ☐ Other (please describe)

Location of Liquor Service (address of event): *

3000 W JEFFERSON ST

Applicant Name: *

Joliet Park District hired SOHO Concession to sell liquor

Business/Organization: *

SOHO Concession

Street Address: *

10351 Santa Monica Blvd Suite 300

City: *

Los Angeles

State: *

CA

Zip: *

90025

Applicant Phone: *

310-307-3220

Email: *damon@sohoconcessions.com**Business/Organization is a: ***☐ Non-Profit ☒ Business ☐ Other (please describe)**List up to Three (3) People Responsible for Serving Alcoholic Beverages During the Event**

Name:	Phone:	Age:

Sec. 4-16- Class T permit shall authorize the permit holder to sell alcoholic liquor on a temporary basis in conjunction with the lawful fundraising efforts of the organization. A Class T permit may only be issued to a civic group, not-for-profit corporation, religious organization, labor organization or unit of government. The hours and area that alcoholic liquor may be sold shall be specifically designated in the permit by the liquor commissioner. A Class T permit shall remain in effect up to forty-eight (48) hours. A Class T permit may only be issued to an organization that regularly maintains an office or provides services within the city and that is qualified to hold a liquor license. An organization shall be issued no more than two (2) Class T permits within a calendar year.

THE FOLLOWING ITEMS MUST ACCOMPANY APPLICATION FOR LIQUOR LICENSE:

1. A Certificate of Insurance showing coverage for commercial, general, or liability insurance and dramshop (liquor liability) insurance naming the City of Joliet as additional insured and listing the City of Joliet, 150 West Jefferson Street, Joliet, IL as a certificate holder.
2. Site Map (include area where alcohol will be sold and consumed, fences and barricades).
3. Security Plan (include a description of security measures, procedures for carding minors and preventing over-consumption of alcohol).
4. Proof of not-for-profit status (articles of incorporation, tax exempt number).

TEMPORARY TENT / STAGE / AIR-SUPPORTED STRUCTURE / BLEACHERS PERMIT APPLICATION**Tent Permit: \$50.00 per tent Stage Permit: \$100.00 per stage****Inspections are done between 8:00 a.m. and 3:30 p.m. Monday through Friday. Inspections will not be done on weekends or holidays. Please be sure to plan & set-up accordingly.****Installation Company Name:**

Joliet Tent and JLM Productions - Main Stage)

Street Address:

Joliet Tent - 626 Oakview Ave

City:

Joliet

State:

IL

Zip Code:

60433

Phone:

815-722-2315

Email:info@joliellent.com

Type and Quantity of Temporary Structure(s):

☒ Tent

of Tents:

60

☒ Stage

of Stages:

1

Stages will also require a general building permit application

☐ Air-Supported Structure

☐ Bleachers

Location of Structure(s) (address of event): *

3000 W JEFFERSON ST

Size/Dimensions of Structure(s):

Various Tents (30x75,20x40,16x16,10x30,10x20,10x10

Dates of Temporary Structure(s) (not to exceed 30 days):

Installed:

06/16/2025

In Use: *

06/20/2025

Dismantled:

06/23/2025

Certificate of Proof for Fire Resistance:

☒ Yes ☐ No

Issued by:

Anchor Industries

Issue Date:

Signature of Installer

Signature Date:

28/03/2025

Signature of Property Owner:

Signature Date:

03/28/2025

Phone:

815-207-6330

Brad Staab

Occupant Load Limit/sq.ft.

of Exits:

Permit Approved by:

Date:

TEMPORARY POWER REQUIREMENTS

If you are planning on using any type of electricity, the following requirements must be complied with:

1. Identify all power sources and disconnects
2. All junction boxes, panels, and disconnects shall be weatherproof
3. GFCI protection is required for 120V circuits including lighting
4. Extension cords shall be heavy duty type, outdoor rated, 14 gauge or larger, and have 3 prongson each end by the manufacturer.
(repaired extension cords are not acceptable)

5. All connections shall be made above grade and extension cords shall be protected from accidental damage
6. Power strips shall be heavy duty, and outdoor rated @ 15 amps
7. Stages shall be grounded to the source where the power supply originates
8. Emergency and exit lighting is required for all enclosed tents and temporary structures

I understand that I am responsible for ensuring these requirements are met.

Signature of Organizer: *

Brad Staab

Date:

03/28/2025

If you have any questions or concerns regarding the above requirements, please contact the City of Joliet Building Department at: 815-724-4070.

TRAFFIC CONTROL PLAN

(Street Closure and/or 5,000+ attendance)

Traffic Contact Person: *

Brad Staab

Phone: *

815-207-6330

Email: *

bstaab@jolietpark.org

Please explain the proposed traffic control for this event: *

Two main parking lots - Traffic Control will be handled by City of Joliet
Main enter/exit at the Joliet Memorial Stadium traffic light and Stadium east parking lot on Infantry

Expected attendance: *

45,000

Will you be hiring Joliet Police Officers for traffic control? *

☒ Yes ☐ No

Please complete the following:

Date(s) Officers Needed: *

June 20-June 22, 2025

Time of Traffic Control Start: *

12:00 PM

Time of Traffic Control End: *

12:00 AM

Location of Traffic Control: *

Main enter/exit at the Joliet Memorial Stadium traffic light and Stadium east parking lot on Infantry

THE FOLLOWING ITEMS MUST ACCOMPANY THE TRAFFIC CONTROL PLAN:

- Site Map (Movement of traffic to and from event must be *CLEARLY MARKED*).

CARNIVAL / CIRCUS

Type of Event: *

☒ Carnival ☐ Circus

Description of Event: *

Windy City Carnival

Paid ticket to get into carnival and carnival will be selling tickets for rides and games. Carnival will be selling food.

Corporate Business Information**Business Name (DBA): ***

Windy City Amusements, Inc

Corporate Name: *

Windy City Amusements, Inc

Corporate Address: *

914 W. Main Street

City: *

St. Charles

State: *

IL

Zip Code: *

60174

Business Phone: *

630-443-4547

Email: *

office@windycityamusements.com

Contact Name: *

Tony Salerno

Phone: *

630-443-4547

FEIN: *

37-1043748

IBT Number: *

1237-2994

Business Ownership Information

Provide the following information concerning business ownership:

Legal Business Name: *

Windy City Amusements, Inc

*

☐ Individual ☐ Limited Liability Corporation (LLC) ☐ Partnership ☒ Corporation ☐ Private Limited Company (LTD)

Name: *

Tony Salero

Title: *

President

Home Address: *

1915 Crystal Tree Ct.

City: *

Geneva

State: *

IL

Zip Code: *

60134

Phone: *

630-443-4547

Ownership %: *

21

Name:

Ruth Salerno

Title:

Secretary

Home Address:

1915 Crystal Tree Ct.

City:

Geneva

State:

IL

Zip Code:

60134

Phone:

630-443-4547

Ownership %:

19

CHECKLIST OF COMPLETED APPLICATION

- * Complete, sign and date Application (General Event Information section)



- * Attach insurance coverage information



- * Attach Site Map/Route Map indicating layout of event/route and other required information



- * Include payment



If necessary:



Complete the Temporary Liquor License Permit Application and all required documents listed



Complete the Temporary Tent / Stage / Air Supported Structure Application and all required documents



Complete the Traffic Control Plan



Complete the Street Closure Plan



Complete the Carnival/Circus application

Would you like your event to be advertised on the City's website? *

☒ Yes ☐ No

If yes, please include a flyer or other promotional information with this application.

Upload Supporting Documents Here:

carnival 2025 information.pdf

1.27MB

COI - Liquor.pdf

80.16KB

TOJ_2025_TrafficMap_FLYER.pdf

741.69KB

TOJ_Fire Resistant_2025.pdf

284.76KB

Signature of Organizer ***Date**

Brad Staab

03/28/2025