

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



Street Dance/Street Closure Permit

Street Dance: An event organized and sponsored by a nonprofit organization in which persons gather in a designated area of a street to listen to and dance to live or recorded music, provided that said gathering does not fall under licensing requirements found elsewhere in Chapter 110 of the Galena Code of Ordinances. Licensed lunch stands may be located within the area designated for a street dance and may provide food and/or liquid refreshment to be consumed in the area designated for the street dance. A street dance license shall be restricted to events conducted on Commerce Street between Perry Street and Hill Street and on Hill Street between Commerce Street and Main Street. In no event shall a street dance extend past 10:30 p.m.

Other Event Requiring Street Closure: In addition to street dances, all other events requiring the closure of a public street shall comply with the licensing requirements found in Chapter 110 of the Galena Code of Ordinances. Street closure licenses shall be restricted to events conducted on Commerce Street between Perry Street and Hill Street and on Hill Street between Commerce Street and Main Street. In no instance shall an event requiring street closure extend past 10:30 p.m.

Please Note:

1. A permit fee of fifty (50) dollars must be submitted with this application for a street dance or other event requiring street closure.
2. Application must be made in writing to the City Clerk at least 30 days prior to the event.

To be completed by not-for-profit organization sponsoring event:

Organization sponsoring event: _____

Organization Address: _____

Organization Phone #: _____

Contact Person (name): _____

Date of Birth: _____ **Driver's License #:** _____

Address of person in charge: _____

Phone # of person in charge: _____

Street(s) to be closed (please be specific): _____

Date of Event: _____

Approximate # of persons to attend: _____

Close street at: _____ **Open street at:** _____

Event begins at: _____ **Event ends at:** _____

Name of Performer(s): _____

Type of Entertainment: _____

Will alcoholic beverages be served? Yes No

Number of security personnel to be present: _____

Please provide a sketch of the following (mandatory):

1. Street(s) requiring closure;
2. Location of all temporary fencing;
3. All entrances and exits;
4. Location of the Stage(s);
5. Location of Vendors;
6. Number and Location of Restrooms;
7. Location of Refuse Collection Bins;
8. Location of First Aid Station;
9. Location of All Supplemental Lighting;
10. Location of Security Personnel;

By signing this application, the sponsoring organization further agrees to indemnify and save harmless City of Galena, its officers, agents and employees from any and all claims, causes of actions and suits accruing or resulting from any damage, injury or loss to any person or persons, caused by, arising out of, or in any way connected with the privileges herein granted the applicant, vendors, performers and public at large.

Applicant's Signature **Date**

Name of Sponsoring Organization

City of Galena Use Only

Recommendation: Approve Deny Date for Council Action: _____

Conditions: _____

Attached is City of Galena Ordinance regulating Street Dances and Other Events Requiring Street Closure. Please take a moment to read and familiarize yourself with these regulations. Noncompliance with any of the provisions of this ordinance may result in the immediate revocation of your permit and subject you to the penalty provisions contained in Section 110.40.

Police Chief's Signature or Designee Date

Street Dance and Street Closure Ordinance

§ 110.40 PARADES , ASSEMBLIES, STREET DANCES AND OTHER EVENTS REQUIRING STREET CLOSURE.

(A) *Definitions.*

(1) **PARADE.** As used in this section shall be defined as any parade, march, ceremony, show, exhibition, pageant, or procession of any kind, or any similar display, in or upon any street, park, or other public place of the city, provided that said gathering does not fall under licensing requirements found elsewhere in this chapter.

(2) **OPEN AIR ASSEMBLY.** As used in this section shall be defined as the concourse or meeting together or congregation of 50 or more citizens held outdoors on public property, for the purpose of providing recreation, entertainment, or for having speakers or discussing some matter of public interest, provided that said gathering does not fall under licensing requirements found elsewhere in this chapter.

(3) **STREET DANCE.** As used in this section shall be defined as an event organized and sponsored by a nonprofit organization in which persons gather in a designated area of a street to listen to and dance to live or recorded music, provided that said gathering does not fall under licensing requirements found elsewhere in this chapter. Licensed lunch stands may be located within the area designated for a street dance and may provide food and/or liquid refreshment to be consumed in the area designated for the street dance. A street dance license shall be restricted to events conducted on Commerce Street between Perry Street and Hill Street and on Hill Street between Commerce Street and Main Street. In no event shall a street dance extend past 10:30 p.m.

(4) **OTHER EVENTS REQUIRING STREET CLOSURE.** In addition to street dances, all other events requiring the closure of a public street shall comply with the licensing requirements found elsewhere in this chapter and described hereafter. Street closure licenses shall be restricted to events conducted on Commerce Street between Perry Street and Hill Street and on Hill Street between Commerce Street and Main Street. In no instance shall an event requiring street closure extend past 10:30 p.m.

(B) *Written permit required; compliance with rules and regulations.* It shall be unlawful for any person to hold, cause to be held, sponsor, or participate in a parade, open air assembly street dance or event requiring street closure without first obtaining a parade, open air assembly, street dance or street closure permit from the Chief of Police as provided for herein.

(C) *Permit fee.* The parade permit fee shall be set at the sum of \$25. The street dance and street closure fee shall be set at the sum of \$50. No fee shall be required for open air assembly permits, and no fee shall be required for the following parades:

- (1) Memorial Day Parade;
- (2) Fourth of July Parade;
- (3) Boy Scout Pilgrimage Parade;

- (4) Galena High School Homecoming Parade;
- (5) Christmas Parade.

(D) *Application for permit; regulations.* An application to conduct a parade or open-air meeting shall be made in writing to the City Clerk at least 14 days prior to the event, by a representative of the group seeking the permit. An application to conduct a street dance or other event requiring street closure shall be made in writing to the City Clerk at least 30 days prior to the event. An application for a parade, open air meeting, street dance or other event requiring street closure shall set forth the following information:

- (1) The name, address, and telephone number of the person, organization, and if an organization, the representative spokesperson of the organization seeking to conduct the parade, open air meeting, street dance or other event requiring street closure;
- (2) The name, address and phone number of the person who will be the parade chairperson, the chairperson of the open-air meeting or the person in charge of the street dance or event requiring street closure;
- (3) The date when the parade, open air meeting, street dance or event requiring street closure is to be conducted;
- (4) The route to be traveled, the starting point, the termination point, the location of speakers' platforms or in the case of a street dance or an event requiring street closure, the location of fencing, entrances and exits, the stages, vendors, restrooms and other necessary information as determined by the Chief of Police;
- (5) The approximate number of persons participating or attending, animals, and/or displays that will constitute the parade or open-air meeting, the types of animals, and descriptions of all vehicles;
- (6) The hour when such parade, open air assembly, street dance or event requiring street closure will begin, and the hour at which said event will conclude;
- (7) A statement as to how much public space, and all locations thereof, including rights-of-way, that will be occupied by said event;
- (8) The hour at which the units of the parade will begin to assemble for the parade.

(E) *Compliance with rules.* Any person submitting an application, shall, at the time of submitting said application, demonstrate compliance with or the ability to comply with the following rules, regulations, and standards:

- (1) Parking facilities away from public roadways, so as not to interfere with the normal flow of traffic within the city;

(2) Restroom construction and location shall not constitute a threat to surface or underground water pollution. Such facilities shall be designed to fully serve the expected crowd. Said facilities shall be installed according to Jo Daviess County Health Department requirements.

(3) One pint of potable water per person per hour, for all persons in attendance, shall be provided, and shall meet the approved water supply standards as applied to interstate traffic. Internal water distribution shall meet the requirements of the State of Illinois Plumbing Code.

(4) Internal storage and collection of refuse shall be provided and shall not constitute any form of health hazard. A refuse disposal site approved by the Jo Daviess County Health Department shall be provided, and the premises and immediate surrounding properties shall be cleared within 24 hours after an event.

(5) Emergency first aid facilities and food service arrangements, including mandatory dispensing of liquids in plastic, paper or Styrofoam cups, serving all anticipated requirements.

(6) Amplifying equipment shall be controlled so that the noise level at the boundaries of the site shall not exceed seventy decibels (70dB) on the Capital A Scale of an ANSI approved sound level meter. This maximum noise level may be waived or modified for street dances.

(7) The site is to be provided with adequate lighting that shall illuminate the entire site at all times but shall not glare on surrounding properties.

(8) A written agreement holding the city harmless to the public at large for any loss or damage above and beyond the limits of the required insurance coverage.

(9) Security enforcement including prevention of unlawful use of alcohol, narcotics, or illegal drugs at the site and methods for limiting the size of the proposed function to the number of participants listed on the application. Security shall be provided for the surrounding properties, as well as internal crowd control. For street dances extending past 5:00 p.m. and where alcoholic beverages are served, off-duty law enforcement officers must be contracted by the event organizer and must be present as security for the entire duration of the event.

(a) One off-duty law enforcement officer shall be required as event security for each 300 patrons expected to attend the street dance. For repeat events, the numbers of required officers may be based on the best attended previous event.

(F) *Issuance of permits, denial of application, corrections.* Following receipt of an application, the City Clerk shall immediately forward the application to the Chief of Police for review. The Chief of Police shall, within 72 hours, issue a permit, or deny the application for a parade or open-air meeting. Applications may be denied on the basis that issuance thereof would require such services as to restrict fair service to the remainder of the city. The reasons for denial shall be made known to the applicant in writing, at the time of denial. The applicant shall be allowed to correct or complete an improper application and resubmit it to the City Clerk within 24 hours. Applications for street dances or events requiring street closure shall be forwarded to the City Council with a recommendation from the Chief of Police on final action.

(G) *Two or more applications at same time; regulations applicable.* If the Chief of Police shall receive more than one application for a parade, open air assembly, street dance or other event at or nearly at the same time on the same day, the application filed first in time shall take precedence; provided, however, that in no event shall more than one assembly take place on the same day as another assembly, except with the express written permission of the Chief of Police. If two or more such applications are received, the Chief of Police may set a time for the duration of each event.

(H) *Limitations on issuance of parade permits.* The Chief of Police may issue permits for more than a single parade during one day in accordance with the provisions in division (G), above, provided that multiple permits will not cause such a diversion of police officers or other personnel as to prevent normal police protection and other city services.

(I) *Violations, penalties, enforcement.* Enforcement of this section shall be the responsibility of the Mayor or the Chief of Police, and enforcement shall be in accordance with §§ 110.17 and 110.99 of this chapter.

('69 Code, § 12-10) (Ord. O-92-5, passed 4-27-92; Am. Ord. O-99-10, passed 6-28-99) [Penalty, see § 110.99](#)

Cross-reference:

Parades, see also [§§ 71.120 - 71.131](#)



SPECIAL EVENTS CLEANUP and RECYCLING POLICY

CLEANUP/DAMAGE DEPOSIT

The event sponsor is responsible for cleanup of the site. If the event is held on city property and food and/or beverage is served, the sponsor must provide a cleanup and **damage deposit of \$250**. This deposit or portions thereof may be retained to cover additional cleanup costs or damage to public property or loss or damage to city equipment. The City Administrator may waive or modify this requirement based on the circumstances of the individual event. Damages exceeding the amount of the deposit will be billed directly to the sponsor.

RECYCLING AND WASTE MANAGEMENT

The event sponsor must provide trash receptacles to be located in the immediate area where food and beverages are to be sold. All litter is to be picked up and removed by the sponsor. If the event is held on city property, the sponsor is responsible for the removal of all trash from the event area, including the trash in existing city-owned receptacles in the area. Trash receptacles must be emptied when full event. The grounds must be completely picked up and all trash must be emptied not later than the day following the event. All beverages served in paper or plastic containers that bear the recycling #1-7, which plastics that are recyclable in Galena. Styrofoam cups and glass bottles prohibited.

Recycling of plastic, glass, paper and cardboard is mandatory at all Special Event Portable Recycling Units are required and available for use event. The units may be obtained from the City of Galena (City Hall) and as part of the permit fee. These units help reduce recyclable waste at events. The recycling bins are easy to transport and assemble.



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Tips for packaging recyclable materials for collection:

Corrugated cardboard – break down and flatten all empty corrugated boxes. Place them on a pallet behind your booth or at designated collection point.

Co-mingled materials – includes all beverage bottles, containers, and clean paper and cardboard. Set out clearly labeled “recycling” bins throughout event area for patrons to recycle bottles and cans. Service bins regularly; collect filled liners; and place them into a larger trailer or dumpster away from main event area.