



# Greenwood Festival Grounds Policy & Procedures

## *Exhibit A*

All events require planning and should be safe for the entire community. The Village of Niles will consider and account for pedestrian safety, increased vehicle traffic, parking, noise and weather related issues that may impact the event and the community. The Village will assist in the process to ensure that your event is a safe and enjoyable one. It will involve village services, submitting applications, obtaining necessary permits, passing inspections and appropriate fees. With assistance from the Festival Organizer, and all appropriate Village departments, the Village will prepare an Incident Action Plan. The Village is not responsible for organizing your event.

### **GOLF MILL PARK:**

Golf Mill Park is property of the Niles Park District; you must receive written permission from the Niles Park District Board of Commissioners for use of the park. Electric is also available from the Park District and must be arranged through them. Contact Tom Elenz, Executive Director (847) 967-6633 or [tome@nilesparcs.org](mailto:tome@nilesparcs.org).

### **EVENT PLANNING:**

Two meetings will be scheduled with Festival Organizers and Village departments. An initial meeting will be held once the application is processed and a final meeting 2 weeks prior to the event. All appropriate Festival staff should be present.

All fees and ticket prices charged to attend the event must be posted at least 3 days in advance of the event start date and cannot be changed once posted. If there is an entrance fee, then designated entrances and exits with appropriate space needs to be established. Designated exits must be accessible at all times.

### **EQUIPMENT / SPECIAL SERVICES:**

Festival Organizer must abide by Village's rules and regulations with respect to the use of any equipment and shall be responsible for the repair of any damage caused by such use.

Public Works will be responsible for closing Church Street and Davis Street for the duration of the event. This includes vehicles, barricades and parking signage; there is a minimum fee of \$1,150 for this required service.

Street closures impact PACE Bus routes. All equipment and debris MUST be removed from Church and Davis streets by the agreed upon date and time (specified in the Fees and Dates Schedule). If Public Works needs to remove debris, expenses will be billed to the Festival Organizer.

There is a \$250 set-up fee for water access; water usage will be billed after the event. A food grade hose is required and the responsibility of the Festival Organizer. Hand washing/sanitizer stations must be available to food vendors stipulated in the Temporary Food Permit Application.

Light towers (up to 7 can be requested) are based on availability and not guaranteed. Only a Public Works Employee can operate the light towers, there will be a fee for delivery, fuel and operation. Light towers can be

removed at any time and are not guaranteed for the duration of the event. Festival Organizers must comply with removal accommodations during the event if deemed necessary.

Stages, tents, sound systems and other structures must pass inspection before the event opens. Electrical, generators and amusement rides are subject to inspection. All inspections conducted on a weekend or holiday will be billed an overtime rate (\$150/hour) to the Festival Organizer. All erected structures must be secured (tied) down by 9:00 a.m. opening day of the event. Inspections will be scheduled through the Community Development Department (847) 588-8040. Designated exit rows must be accessible at all times. There should always be access to the center of the crowd. Designated police and/or fire staff reserve the right to shut down at any time.

Only approved security can be identified as "SECURITY" all other festival volunteers, crew or staff cannot say "SECURITY" they may say "STAFF" or "CREW." Identifiers include t-shirts, name badges, lanyards, etc.

### **NOISE / NEIGHBOR NOTIFICATION:**

All organizers must adhere to the Village of Niles noise ordinance, no loud music is allowed after 11:00 p.m. and before 11:00 a.m. This includes any sound checks or rehearsals. A \$500 fee will be assessed for every 30 minutes past the end time.

As a courtesy to residents in the surrounding areas, a letter of notification should be sent 2 weeks in advance of the event indicating dates, times and street closures. Feel free to include event promotions for neighbors to attend the event. The Village of Niles will supply mailing labels for Festival Organizers. The Village will need to approve the notification.

### **FOOD AND LIQUOR:**

A Liquor License must be obtained from the Village Liquor Commissioner. Contact Pat Byrne at (847) 588-8081 or [pbb@vniles.com](mailto:pbb@vniles.com). Liquor must be served in a restricted area (i.e. fence, tent) with monitored entrance and exits. Patrons must be over 21 years of age. A wristband system should be used if the area is open to all ages. Alcohol service must end 30 minutes prior to closing time.

All food vendors are required to obtain a Temporary Food Permit. The Temporary Food Permit application should be submitted at least 3 weeks in advance of the event date. Handwashing stations must be provided. For vendor cooking areas, propane tanks must be upright and secured, at least 10 feet behind the cooking appliance. Fire extinguishers must be available in all cooking areas. Food vendors must pass inspection prior to opening.

### **EMERGENCY RESPONSE:**

In the threat of severe weather, a designated representative from the following departments or organizations shall meet immediately: Niles Police Department, Niles Fire Department and Festival Staff. Severe weather shall include but not be limited to: severe thunderstorm (warning posted by National Weather Service), tornado warning, heavy rain, high winds (gusts exceeding 50 mph), thunder and or lightning.

Designated members of this group will collaborate if the threat of severe weather exists. The group will attempt to reach consensus regarding decision(s) to suspend, delay, or cancel aspects of the event. Based upon the specific weather threat and other known conditions, a decision to suspend or cancel any aspect of the event should allow adequate time to notify attendees and evacuate the threatened area. The final decision shall be that of the Niles Fire Department Chief (or his designee) or the Niles Police Department Incident Commander (or his designee).

A written emergency plan for evacuation with P.A. Announcer contact information and means and safe haven location sites is required. First aid area (station/tent) with staffed, certified medical person(s) is required. Contact information and copy of credentials for onsite personnel or private company must be provided. An AED must be onsite. All documentation and copies of credentials must be submitted at least 3 weeks prior to the event.

### **SECURITY / TRAFFIC CONTROL:**

All events at the Greenwood Festival Grounds require a Niles Police Department Commander and one sworn officer on site at all times. The Organizer will be billed at a rate of \$70/hour for (1) Supervisor and \$65/hour for (1) sworn officer (overtime rates may apply for Sundays and holidays). Additional sworn officers may be required depending on festival size and activity.

In addition to the Niles Police Department personnel requirement, the event must be properly staffed with security for crowd control, traffic, and monitoring general activity as a means to ensure safety for everyone. All private security companies operating in the State of Illinois must have a license issued by the Department of Financial and Professional Regulation. All employees of the security company are required to have a Permanent Employee Registration Card (PERC). A copy of licensing, registrations, valid credentials and contact information must be submitted to the Niles Police Department at least 30 days in advance of the event.

Approved security personnel must be identifiable at the event either in uniform or shirts/jackets with "SECURITY" clearly visible. Only approved security can be identified as "SECURITY" all other festival volunteers, crew or staff may say "STAFF, VOLUNTEER or CREW."

One hour prior to the event end time each day, traffic control should be provided to assist vehicles exiting area parking lots. Designated handicapped parking should be considered and properly identifiable on site map. VIP parking or staff parking should also be clearly identified on a site map and at the event.

Traffic Control: The Niles Police Department utilizes Community Service Officers to conduct traffic and pedestrian control around the event location. They are billed at a rate of \$22/hour, per Community Service Officer. The Niles Police Department determines the number of personnel needed for traffic control, based upon estimated crowd size, road closures and specialty requirements of the event. (i.e. fireworks, re-enactments).

### **REQUIRED INSURANCE COVERAGES AND LIMITS:**

- Commercial General Liability Insurance, to include personal injury liability, contractual liability, non-owned automobile liability and owners' and contractors' protective insurance coverage, written on an occurrence basis with inclusive limits of not less than \$2,000,000 for bodily injury to any one or more persons, or property damage, and containing severability of interests and cross-liability clauses.
- Automobile Insurance on a primary and non-contributory basis covering all owned, non-owned and hired automobiles with limits of liability of not less than \$1,000,000 for bodily injury to any one person, and \$1,000,000 for property damage for each accident.
- Worker's Compensation Insurance covering all employees, agents and contractors of Promoter performing work in, on, or with respect to the Premises, in amounts not less than those required by applicable law.
- Employers Liability Insurance covering all employees, agents and contractors of Promoter performing work in, on or with respect to the Premises, in amounts not less than \$500,000 for each accident and \$500,000 for diseases. \$500,000 for disease - Each Employee, and \$500,000 for Disease-Policy Limit.

**CLEAN UP AND BREAKDOWN:**

The Village of Niles has an exclusive contract with Groot Industries for solid waste removal. The organizer must make arrangements through Groot Industries (1-800-244-1977) to handle these needs. During the Event, the premises (and all merchandise and all other displays) shall be kept in a neat, clean, orderly and professional manner. All materials, property, equipment, rented/leased equipment MUST be removed and the premise broom swept within 48 hours from the end of the event. A fine of \$250 a day will be issued each day thereafter. For a fee, Public Works can provide lot sweeping both before and/or after the event. After 6 days all debris and equipment will be removed and discarded by Public Works at the expense of the Festival Organizer.

**SECURITY DEPOSIT:**

All fees incurred in the planning and executing of the event will be agreed upon in writing by the Village of Niles and Festival Organizer. A deposit of 50% owed is required 30 days before the event and the remaining balance is due 1 week before the event begins. A final bill will be sent after the event to be paid within 30 days.

**MARKETING / PROMOTIONS/ AGENDAS: All materials must be in English.**

An event timeline including set-up, clean-up, entertainment schedule, activities and special announcements is required. All materials must be submitted in English. Please submit the event flyer and marketing promotions (digital files or paper) to help promote the event and to provide information to residents and visitors inquiries. The Village of Niles will post on our website and social media to help promote the event. Any usage of Village logo must be approved in writing by the Village of Niles in advance of any production or publication.

**RAFFLE LICENSE:**

To conduct a raffle in the Village of Niles, you need a license from the Village Clerk's Office. Please complete the Application for Raffle License.

**HUMAN TRAFFICKING RESOURCE CENTER NOTICE ACT**

Effective January 1, 2019, revisions to the law (P.A. 100-0671) now require the organizer of a public gathering conducted on property open to the public to post a notice that complies with the requirements of the Act in a conspicuous and accessible place on the premises in clear view of the public where similar notices are customarily posted. The notice is intended to inform the public and victims of human trafficking of telephone hotline numbers to seek help or report unlawful activity. The Act requires specific posting mandates, language requirements, and penalties of up to \$500 per violation for failure to post. For helpful model notices, you can find State of Illinois resources [www.dhs.state.il.us](http://www.dhs.state.il.us)

**SITE MAP / LAYOUT REQUIREMENTS:**

A site map with a layout of the event including entrances/exits, gates, restrooms, dumpsters, stage, back stage, beer gardens, food/non-food vendors, staging areas, barricades, all equipment and other activities should be properly listed and labeled. Also ensure:

- Designated entrances and exits with appropriate space need to be established. Designated exit rows must be accessible at all times.
- Designated Handicapped Parking and/or VIP Parking should be considered and properly identifiable on site map.
- If there will be a pyrotechnics display (lasers or fireworks), the site map should show designated launch area and note safety distances from spectators and structures.
- Location of First Aid Station, onsite AED and on-site command post