

## **Special Events Approval Process**

### *Naper Settlement Approval Process*

Naper Settlement follows City processes for special events approvals. For clarification, it is noted that Naper Settlement holds events in which they sometimes serve as the organizers and sometimes as the venue only.

- Example as organizers include: Naper Nights, Civil War Days and All Hallow Eve
- Examples as venue only: Last Fling, Kiddyland, and Ale Fest.

Special events organized by the Naperville Heritage Society follow the same City process.

As Naper Settlement staff considers new special events on the Settlement grounds, an internal committee reviews the event and makes a recommendation to the Heritage Society. If the Heritage Society approves moving forward with the event, Settlement staff negotiates a contract with event organizers and directs the organizer to work with the City's Special Events Team. The Special Events Team includes representatives from all City departments, the Naperville Park District, Naper Settlement, and the Downtown Naperville Alliance.

### *City Approval Process*

Organizers, including Naper Settlement, are required to secure special events permits from the City. The threshold for a special event is met, and requires City Council approval, when any of the following criteria is required:

- Events requiring street closures (with the exception of block parties)
- Events that require the closure of parking facilities and/or the use of city-owned property
- Events that require the posting of "No Parking, Tow Zones"
- Events that require a liquor license
- Events that require on-site City staff

Historically, City services for Settlement events will include traffic control and police officers on site when an event is open to the public and a liquor license has been issued. Some events at the Settlement, such as the Harvest Pow-Wow and Witches Night Out, do not require City services.

Events for the upcoming year are approved by the City Council through the approval of the annual special events calendar in November. Typically, this will be the only approval required from the City Council unless there is a need for road closures. For example, Ale Fest at the Settlement (July) and Ale Fest at Frontier Park (February) both receive approval from the City Council through the approval of the annual special event calendar only. Regardless of whether an event is approved through the calendar or an individual agenda item, all organizers are required to meet with the Special Events Team to discuss logistics.

### *Revised Process*

City and organizer or venue staff will be including the City's special event coordinator earlier in the review process of new events. The City's special event coordinator serves as a resource identifying conflicts with the current calendar, highlighting any need for City services, and acting as a conduit back to the City's Special Events Team in the early planning stages. The event organizer will then work with the entire City Special Events Team as they do today. This enhanced partnership between event organizers or venue staff and the Special Events Team will ensure process consistency from application to implementation.