

Village of Roselle Special Event Permit Application & Guidelines

This packet contains:

Policy Statement
Application Form
Village Ordinance

It is the policy of the Village of Roselle that it is necessary, reasonable and appropriate to adopt a permit procedure for any organized gathering of people that requires the use of Village streets, sidewalks, rights-of-way, services, personnel, equipment and property and that any person or organization who holds or sponsors an event that affects the ordinary use or availability of such Village resources at a greater level than such resources are allocated for the general public, shall pay the Village's costs of providing such services, personnel, equipment or property. (Chapter 9, Article 13 of Roselle Village Code)

In certain instances, the Village Administrator is authorized to modify the procedures or waive the requirements for obtaining a Special Event Permit. Any request for a waiver of the requirements of the ordinance must be requested in writing by the applicant.

If the event planned does not require a permit it may still be advisable to notify the Village of the event and provide a contact point so that traffic, parking or other problems may be cleared up should they arise. This may be done by phone, in writing or person:

Village of Roselle
c/o Village Administrator
31 S. Prospect St.
Roselle, IL 60172
630-671-2804
630-980-8558 (Fax)
roselle@roselle.il.us

VILLAGE OF ROSELLE SPECIAL EVENT PERMIT APPLICATION

Date of Application: ____/____/____

Description of Application and Permit: This Application is made pursuant to the provisions of Chapter 9 of the Roselle Village Code, Special Event Permit, which regulates Special Events within the Village of Roselle.

A Special Event Permit is required for any event held on public or private property for a limited period of time, which is sponsored by a for-profit or non-profit individual, group, organization, or entity at which any two or more of the following apply: 1) The Village is required to provide special services (street closures, traffic control, police protection, emergency medical services, fire protection, additional garbage removal, street sweeping, no parking restrictions, use of any Village building, equipment, or other property for any purpose other than the normal daily operations of the Village) to maintain public health, safety, and welfare; 2) The event requires the use of Village property (public streets, rights-of-way or sidewalks); 3) The event is expected to have a visual, noise or other environmental impact upon the immediate vicinity or surrounding area of the event; and 4) The event involves the distribution or selling of alcoholic beverages.

Instructions: This application must be completed in its entirety and submitted at least 60 days prior to the event to the Village Administrator, Village Hall, 31 S. Prospect St, Roselle, IL 60172.

Required Attachments: A permit will not be issued without the following required attachments:

Application Fee: The applicant shall pay a non-refundable application processing fee of \$35.00 at the time of the special event application is filed. The fee shall not be credited against the User Fee.

User Fee: If applicable, the rates for the use of Village personnel, equipment and public property shall be established by the Village Administrator, based upon the fee formulas established in the Roselle Village Code, plus a non-refundable administrative charge equal to ten (10) percent of such costs.

Certificate of Insurance: The certificate of insurance shall be in an amount of not less than two million dollars (\$2,000,000.00) general liability, including bodily injury, property damage and automobile liability, naming the Village of Roselle as an additional insured, as follows: "The Village of Roselle, its corporate authorities, officers, boards, commissions, employees, attorneys, agents, volunteers, and representatives are made additional insured with respect to any and all claims which arise out of, or are in any way related to, the operations of described special event while present in the Village of Roselle." A letter shall accompany the certificate of insurance from the insurer stating that there are no outstanding claims against the policy. The Village, through its risk management agency, has contracted for a cost-effective insurance program whereby special event organizers can obtain an automated quote. To obtain a quote, visit <http://www.irmarisk.org/Coverage/TULIP.aspx> and complete the online form. Organizers of running events should select "marathon" as the activity type. The coverage is available for any organizer who intends on using Village government property or facilities as part of the special event.

Indemnification and Hold Harmless Agreement: Agreement in which the applicant and/or sponsor of the special event agrees to defend and hold the Village, its officers, employees, volunteers, and agents, harmless from any loss, damage, expense, claim and cost of every nature and kind whatsoever, including attorney's fees, arising out of or in connection with applicant's use of the public property, public right-of-way, public equipment or public personnel at, during or in conjunction with the special event described in the permit.

APPLICANT INFORMATION

Sponsoring Organization: _____

Event Organizer/Contact Person: _____

Organizer Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Phone: _____ Cell: _____

Event Day On-Site Person in Charge: _____

(if different from event organizer)

Phone: _____ Cell: _____

EVENT INFORMATION

Event Name: _____

Description and Purpose of Event: _____

Location: _____

Date of event: _____ Time: _____ to _____

(if multiple dates and/or times are requested, please attach a detailed list)

Set-Up Date: _____ Time: _____ to _____

Teardown Date: _____ Time: _____ to _____

Estimated Attendance _____ Is the event open to the general public? ___ Yes ___ No

Do attendees have to pay to enter the event? If yes, how much? ___ Yes, \$_____ ___ No

AFFIDAVIT OF APPLICANT, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Roselle to issue the permit herein applied for, that I have the authority from my organization to sign and submit this application on their behalf and agree to pay all fees, to meet all requirements of the Roselle Village Code and any additional regulations, conditions or restrictions set forth in the permit and to comply with the laws of the Village of Roselle, the State of Illinois and the United States of America in the conduct of the Special Event described herein. I understand that any changes made to this application after approval are subject to Village approval.

I, the undersigned applicant, hereby agree to defend, indemnify and hold harmless the Village of Roselle, its officials, agents, volunteers, and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys' fees), which may in anywise accrue against the Village of Roselle, its officials, agents, volunteers, and employees, arising in whole or in part or in consequence of the organizer's event or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of Roselle, its officials, agents, volunteers, or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Roselle, its officials, agents, volunteers, and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same.

Printed Name of Applicant

Signature of Applicant

Date: _____

ADDITIONAL LICENSES AND PERMITS

Check any item(s) that will be included in the event. Each item requires an additional license or permit. Contact the Village Administrator's Office at 630-671-2804 to obtain the appropriate application(s).

- Alcoholic beverages
- Fireworks
- Raffle

SUPPORTING DOCUMENTS

The following items must be submitted with every special events permit application:

- An original letter of authorization from the owner(s) of the property where the special event is to occur, authorizing the use of the property for the event.
- An 8 ½" x 11" site layout plan for the event and/or a map of the route to be traveled. (The size may be increased up to 11" x 17" as necessary to accommodate the proposed information.)
- A written description of the planned role and responsibilities of volunteers, if any.
- A written detailed description and map of the use of public streets, sidewalks or other public or private property for which the applicant requests the Village to restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns, the nature of such restrictions or alterations, and the basis of the need.
- A written description and map of the traffic control and parking plan.
- Description of restroom facilities.
- An emergency response plan for weather, medical and other emergencies, which shall include but not be limited to an early warning system, a communications plan, an evacuation plan, shelter locations, first aid center, and provision for emergency medical staff.
- An event security and safety plan for both during the event and overnight as appropriate.
- A post-event clean-up plan.
- A resident/business notification plan. The applicant shall provide written notification to adjacent residents and businesses at least two (2) weeks in advance of any proposed street and/or parking lot closures.
- A description and location of all proposed event signage used to promote the event. *Please note, signs in the public right of way are prohibited unless approved by the Village and are subject to removal by the Village.*
- A description of any proposed tents, including size, location and need for electrical hook-ups.
- A description of any proposed lighting and its impact on adjacent properties, if any.
- A description of any amusement rides, amusement attractions, carnival, or fair.
- A sound control plan including the hours during which music will be played, the location and direction of any proposed amplifiers.
- A description of any proposed food, drink or alcoholic beverage preparation or sales.
- A written explanation of requested Village services, if any (traffic control, installation of crowd control fencing, setting up street barriers, etc.).
- Completed applications for other applicable permits and/or licenses including but not limited to electrical hook-ups, raffles, and liquor licenses, whether required by the Village, County, or any other regulatory agency.
- Certificate of Insurance in an amount determined appropriate by the Village.
- Application fee of \$35.00.

Questions? Contact the Village Administrator's Office at 630-671-2804

**AN ORDINANCE AMENDING CHAPTER 9, ARTICLE 13, SPECIAL EVENTS OF THE CODE
OF ORDINANCES OF THE VILLAGE OF ROSELLE**

WHEREAS, the Corporate Authorities of the Village of Roselle, have determined that it is necessary, reasonable and appropriate to adopt permit procedures for Special Events held within the Village, which may include fees for the provision of special services as defined below in order to defray costs which should not have to be borne by general tax revenues because those costs are not incurred in providing general services.

NOW THEREFORE BE IT ORDAINED by the President and Village Board of the Village of Roselle, DuPage and Cook Counties, Illinois, as follows that Chapter 9 "Special Events" is amended with a new Article XIII titled "Special Event Permits", which shall read as follows:

SECTION 9-900 Legislative findings and statement of policy

- A. The Village Board finds that from time to time persons and entities host or sponsor events that require the Village to provide special services beyond the services the Village customarily provides on an equal basis to its citizens; and
- B. The Village Board further finds that providing special services as defined below effects the health, safety and general welfare of the Village and it requires the Village to reallocate its personnel, equipment and property, imposes additional costs on the Village, exposes the Village to additional liability, interferes with the Village's normal operations and can interfere with the safe use of the Village's public ways and the Village's property; and
- C. The Village Board further finds that persons or entities who fail to provide the Village with adequate notice of a need for special services deprive the Village of the ability to plan for the allocation of its resources and therefore further jeopardize and undermine the Village's ability to provide for the public health, safety and welfare; and
- D. The Village Board further finds that "Special Services" as further defined herein increase the Village's operational costs; and
- E. The Village Board further finds that granting or denying a Special Event permit shall not be based on the content of any expression protected by the First Amendment that may occur during a special event.

SECTION 9-901 Statement of Policy.

It is therefore the policy of the Village that any person or entity which hosts or sponsors an event that requires the Village to provide special services shall pay the Village's costs of providing such special services. It is also the policy of the Village that the allocation of the Village's resources and the setting of fees and charges for their use for special events shall be done pursuant to content neutral standards and procedures.

SECTION 9-902 Definitions and Exclusions

A. Special Event.

As used in this Article “Special Event” means any organized gathering of people on public or private property for any purpose for a limited period of time, which is sponsored by a for-profit or nonprofit individual, group, organization or entity at which any two or more of the following shall apply:

1. The requirement for the Village to provide special services is contemplated or is deemed necessary by Village personnel to maintain public health, safety, and welfare;
2. The event requires the use of Village property;
3. The event is expected to have a visual, noise or other environmental impact upon the immediate vicinity or surrounding area of the event.
4. The event involves the distribution or selling of alcoholic beverages.

B. Special Services

“Special Services” means the exclusive allocation of Village resources, including but not limited to Village personnel, equipment, rights-of-way or property for use in conjunction with a special event as requested by the host or sponsor of the event or requested by or on behalf of any person attending the event. Special services shall include, but not be limited to, any of the following:

1. Street closures;
2. Requiring police officers or other public safety personnel to stop or reroute traffic during the special event;
3. Special police protection during the special event;
4. Stationary emergency vehicles at or in the immediate vicinity of the special event, providing firefighters, paramedics or firefighting equipment or ambulances at the event;
5. Requiring additional garbage removal or street sweeping services;
6. Special signage, such as temporary no parking signs;
7. The use of any Village building, equipment or other property for any purpose other than the normal daily operations of the Village;
8. And otherwise providing exclusive services.

C. Official Visit or Appearance.

“Official visit or appearance” means a visit or appearance of an elected official that is paid for with public funds and that is open to the general public.

D. Sponsor.

“Sponsor” means the organization or entity on whose behalf the authorized representative has applied for a permit under this Article and to whom the permit is issued.

E. Exclusions.

For purposes of this Article the following shall not be considered special events:

1. An official visit or appearance of the following elected officials:
 - a. President or Vice President of the United States.

- b. Governor of the State of Illinois.
 - c. Incumbent United States Senator of the State of Illinois.
 - d. Incumbent member(s) of the United States Congress in the District(s) in which the Village of Roselle is located.
 - e. Other state or federal officials; or dignitaries from foreign countries as determined by the Village Board.
2. An activity or event sponsored by or held in conjunction with a governmental entity that is conducted on property where such events are normally held including but not limited to graduation ceremonies and athletic events.
 3. An activity or event that occurs outside the corporate limits of the Village which Village personnel, services and/or resources are provided pursuant to mutual aid agreement, other intergovernmental agreement or the Village is otherwise justly compensated by a unit of government.
 4. Funeral processions.
 5. Block parties.
 6. Parades that receive financial contributions from the Village.
- F. Village Equipment
 "Village Equipment" includes any vehicle of any type that is owned, leased or used by the Village and any equipment owned, leased or used by the Village in providing firefighting, police, emergency medical services or public works services.
- G. Village Personnel
 "Village Personnel" shall mean full-time and part-time employees or volunteers of the Village, employees of other municipalities which provide services to or for the Village pursuant to a mutual aid or other intergovernmental cooperation agreement, and independent contractors who provide services to or for the Village.
- H. Village Property
 "Village Property" shall mean any and all real or personal property, owned, leased or used by the Village, and all public streets, sidewalks or rights of way within the Village.

SECTION 9-903 Permit Requirements

No person or entity shall conduct a special event without first having to obtain a special event permit from the Village in conformance with the terms of this Article.

SECTION 9-904 Permit Application and Processing

- A. Permit Application
 All applications for special event permits shall be delivered to the Village Administrator's Office no less than 60 days prior to the proposed event.
- B. Form and Content of Application

The application shall be in writing and shall be accompanied by the required application fee, the certificate of insurance and the indemnification and hold harmless agreement required by this Article. The application shall provide the following information.

1. The name, address, daytime telephone number, cellular telephone and if applicable e-mail address of the sponsor submitting the application and the sponsor's authorized representative who will manage or direct the special event, if applicable; and
2. A general description of the special event, including the street address/location, the date(s) and the beginning time and ending time, and if it is parade, the route to be followed; and
3. The approximate number of persons expected to participate in the event and the basis on which the estimate is made; and
4. Whether access to the event requires payment by participants or if the event is open to the public without required payment; and
5. A description of any proposed food, drink or alcoholic beverage preparation or sales; and
6. A description of the services, Village personnel, Village equipment and Village property which the applicant requests the Village to provide, including the applicant's estimate of the number and type needed and the basis on which the estimate is made; and
7. A detailed description of all public rights-of-way and private streets for which the applicant requests the Village to restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns, the nature of such restrictions or alterations, and the basis of the need for the same; and
8. A statement signed by the applicant either agreeing to pay all fees and meet all other requirements of this Article or representing to the Village that the applicant is duly authorized to make such agreement on behalf of the entity holding or sponsoring the special event; and
- 9.
10. Any additional information the Village deems reasonably necessary in order to properly plan for the Village's provision of special services for the event. In no event or circumstances shall the Village request any information regarding the content of speech or other communications which may occur at the special event.

C. Application Review and Procedures

1. All applications for a special event permit shall be processed on a first come first served basis.
2. The Village Administrator shall be responsible for promptly processing all applications, including conferring with department heads and applicants as necessary to implement the provisions of this Article. The Village Administrator shall approve, approve with conditions and modifications, or deny the special event permit application.
3. The Village Administrator may refer the application to the Village Board for consideration if the Village Administrator determines such consideration is warranted by the nature and extent of the Village's resources required to accommodate the event.

4. The Village Administrator shall promptly distribute the copies of the application for review by any department head from which special services are requested or required. Each department head shall review the application and evaluate the special services requested and shall report to the Village Administrator an estimate cost for the special services (pursuant to Section 9-910) required along with a recommendation that the requested special services be approved, approved with conditions or modifications or denied. Any such recommendations shall comply with the standards or procedures set forth in Section 9-904.
5. Prior to denying a special event permit application or granting a special event permit subject to conditions or modifications, the Village Administrator, or his designee, shall confer with the applicant and/or responsible party to attempt to agree on terms under which the permit can be issued, which may include but shall not be limited to considering other dates or locations for the event, having the event's sponsors or organizers obtain certain services from private vendors or having the Village provide other or additional special services where required by the unique nature of the event.

D. Standards for Review and Issuance of Permits

1. No special event permit application shall be denied for any grounds other than those set forth in this Section. Whenever a special event permit is recommended for denial or is denied, the reasons for the recommendation of denial shall be set forth in writing.
2. No special event permit application shall be approved with conditions or modifications unless such conditions and modifications are consistent with the provisions of this Section and are set forth in writing in the permit.

E. Certificate of Insurance

No Village personnel, equipment, property or services shall be provided for special events unless the applicant provides the Village with a certificate of insurance for the Special Event in such amounts as the Village may prescribe and naming the Corporate Authorities, Officers, Officials, Boards, Commissions, Employees, Agents and Representatives as additional insured.

F. Indemnification and Hold Harmless

The permit application shall be accompanied by the indemnification agreement provided by the Village.

G. Reservation of Rights

To the extent permitted by law, the Village of Roselle reserves the following rights:

1. To deny a permit for any of the following:
 - (i) The application contains incomplete or false information or is not fully completed or executed.
 - (ii) The applicant has not tendered the required application fee with the application or not tendered the user fee,

- indemnification agreement or insurance certificate required by this Article;
- (iii) The applicant is not legally authorized and competent to bind the responsible party; and
 - (iv) The responsible party is not legally competent to contract or to sue or be sued; and
 - (v) The applicant does not otherwise comply with the terms of this Article.
 - (vi) The special event is for an activity that is illegal under Federal, State or Village law;
2. To order the cessation of the special event if the Village Administrator, Chief of Police, Fire Chief, or designees determine that any of the terms and conditions of the permit have been violated;
 3. To order cessation of the special event if the Village Administrator, Chief of Police, Fire Chief or designees determine the operation of the special event is creating a public nuisance or hazardous condition, provided that the event shall be allowed to resume upon abatement of the nuisance or hazardous condition;
 4. To deny a permit if the applicant, responsible party or person on whose behalf of the application is submitted (i) has an outstanding balance due from a prior special event; (ii) has on prior occasions damaged Village property and has not paid in full for such damage; (iii) has other outstanding debts to the Village; (iv) has on prior occasions made material misrepresentations regarding the nature and extent of special services required for a special event in the Village; (v) has violated the terms of a prior special event permit;
 5. To deny a permit if (i) the event will substantially or unnecessarily interfere with traffic in the Village, will interfere with access to the fire station or fire hydrants or will interfere with businesses or residences in the immediate vicinity of the event; (ii) there are not available at the time of the proposed event, sufficient Village resources to mitigate the disruptions;
 6. To deny the permit if (i) the special services required for the event will substantially or unnecessarily interfere with police, fire, public works or other services to the Village as a whole; and (ii) there are not available at the time of the proposed event sufficient Village resources to mitigate the disruption; and (iii) the person or entity applying for the special events permit is not capable of providing the additional resources through private sources;
 7. To deny a permit if (i) the proposed date and time of the special event conflicts with a previously scheduled event and (ii) there are not sufficient Village resources available at the time of the proposed special event to provide services for both events without substantially or unnecessarily interfering with police, fire, public works or other services to the Village as a whole;
 8. To impose requirements, conditions or restrictions for the conduct of the special event other than or in addition to those provided in this Article if the Village, acting through its Village Administrator or the Village Board, determines that such other or additional requirements,

- conditions or restrictions, which shall be stated in writing in the permit, are necessary to protect the public health, safety or welfare;
9. To refer an application to the Village Board for consideration if the request is also subject to a provision of the Village Code that requires the Board's approval or if the Village Administrator determines such consideration is warranted by the nature and extent of the applicant's request for the Village's resources required to accommodate the event.
 10. To waive some or all fees associated with this ordinance, if, in the opinion of the Village Board that it is in the best interest of the Village.

SECTION 9-905

The Village shall make reasonable inspections to determine if the following conditions are met:

- A. Adequate aisles for pedestrians, and fire separation between structures, attractions and sales areas;
- B. Sufficient exits, marked and properly lighted;
- C. Proper safeguarding of the use of any open flames;
- D. All combustible decorative materials, including curtains, streamers, and cloth are rendered fireproof;
- E. Satisfactory sanitary facilities on or near the premises on which the event is to occur are sufficient for the public;
- F. Adequate wiring on all temporary electrical fixtures;
- G. Arrangements for the proper servicing of all areas where debris may be expected to accumulate;
- H. Adequate traffic circulation and parking provisions for patrons;
- I. Noise levels are controlled so as not to become a nuisance to adjacent uses;
- J. Adequate security and crowd control;
- K. Adequate traffic control at all entrances to public streets;
- L. Lighting does not intrude upon adjacent residential properties, if any.

Each permit issued hereunder shall contain the provision that police, fire, and other authorized officials of the Village shall have the right to free access to the grounds and all buildings, structures, booths, shows, and concessions, and any other attractions on such grounds to inspect and enforce compliance with the provisions of this Article. If access to police, fire or other authorized official of the Village is denied access for any reason the permit shall be immediately revoked.

SECTION 9-906 Authority to Village Administrator

1. In determining whether to approve a Special Event permit, the Village Administrator may consider factors reasonably deemed relevant for the proposed event and necessary to secure the public health, safety and welfare. The Village Administrator is authorized, upon good cause shown, to modify procedures, insurance, indemnification requirements, or reduce the fees or charges for any items in any section of this Ordinance.

SECTION 9-907 Appeal to the Village Board

An applicant shall have the right to appeal the following decisions of the Village Administrator to the Village Board:

1. The denial of the permit;
2. The amount of the user's fee.

SECTION 9-908 Time of Appeal and Procedures

- A. Any person or entity appealing pursuant to Section 9-907 of this Article shall notify the Village Administrator in writing of the appeal within seven (7) days after the decision for which the appeal is sought, and the Village Administrator shall set the appeal on the agenda of the next regularly scheduled Village Board meeting.
- B. The applicant shall have the burden of providing proof to establish that the decision appealed from should be reversed.

SECTION 9-909 Compliance with Applicable Ordinances, Regulations, Conditions and Restrictions

- A. All special event permits issued pursuant to this Article shall be conditioned upon the applicant's compliance with all applicable Ordinances within the Village and with any additional regulations, conditions or restrictions set forth in the permit or by other governmental or regulatory agencies.
- B. All special events permits issued pursuant to this Article shall be deemed "Prohibited Areas" pursuant to the State of Illinois Firearm Concealed Carry Act.

SECTION 9-910 Fees and Charges

- A. The applicant shall pay a non-refundable application processing fee of \$35.00 at the time the special event permit is filed. The fee shall be made payable to the Village of Roselle and shall not be credited against the user fee.

- B. Late Fee

If the permit application is submitted less than 60 days, but more than 30 days, before the event, a non-refundable late fee of \$250.00 shall be added to the application processing fee. A fee of \$500.00 shall be added to the application processing fee for any permit application received less than 30 days before the event. The late fee shall not be credited against the user fee.

- C. Fee Deposit

To ensure clean-up and restoration of Village owned property, the applicant shall pay a fee deposit at least five (5) days before the special event, 25% of the cost estimated by the Finance Director or designee pursuant to this Section but not to exceed \$1,000, if any, of the costs to be incurred by the

Village to provide special services for the special event. This deposit fee shall be applied to the user fee.

D. User Fee

On completion of this special event the Village shall prepare a detailed account of all special services provided for the special event and shall set the final user fee using the rates, fees and charges established as provided in this Article, plus a ten percent (10%) non-refundable administrative fee. The fee may include compensation for lost revenues from paid or permitted parking spaces and for loss or damage to Village property or rights-of-way. The Village shall provide the authorized and responsible person identified in the application with a copy of the detailed account of services and an invoice for the user fee, less than any fee deposit. The balance of the user fee shall become due and payable upon ten (10) calendar days of the date it is postmarked, personally delivered or sent by e-mail.

E. Fees

The Village Finance Director, in conjunction with department heads, based upon standard and routine accounting practices, shall determine all rates, fees, and charges for reimbursing the Village for providing special services. The rates for Village employee costs shall be no less than the hourly rates contained within Ordinance No. 80-949, as amended. The rates for use of Village equipment shall be obtained from the "Schedule of Equipment Rates" as prepared by the Federal Emergency Management Agency. The Village Finance Director, in conjunction with department heads, shall periodically review and bring forward proposed increases or decreases in the rates as may be required in consequence of increases and decreases in the actual costs for personnel and equipment.

SECTION 9-911 Fines and Penalties

A. Fines and Penalties

Any person who violates any provision of this Article shall be subject to the penalties provided in the general penalty provisions of the Roselle Village Code; however, the penalty for holding a special event without submitting a completed permit application and paying the required deposit at least five (5) days before the special event shall be a fine of not less than \$1,000.00 per day of violation plus the reimbursement to the Village of any special services provided by the Village after it became aware of the special event.

B. Revocation of Permit

The Village Administrator may revoke any permit issued pursuant to this Article if under the terms and conditions of the special event permit, this Article, applicable Village Code or state law is violated. The permit revocation shall not preclude the Village from seeking fines or pursuing other available remedies of such violations.

C. Liability for Violations

A permit holder shall be subject to penalties for a violation of this Article, or of a permit issued pursuant to this Article, by any officer, director, manager, employee, agent or representative of the permit holder as if the violation had been committed by the permit holder personally. A person who hosts a special event shall be subject to penalties for violations of this Article by the sponsor of the event or any officer, director, manager, employee, agent or representative of the host or sponsor, as if the violation had been committed by the host personally.

D. Cumulative Remedies

The remedies provided in this Article shall be in addition to the Village's right to collect all fees that are assessed in conformance with the provisions of this Article.