



APPLICATION FOR CARNIVAL PERMIT

INSTRUCTIONS:

- Warrenville City Code Title 3, Chapter 17 (attached) should be reviewed for filing procedures and requirements prior to filing an application.
- Please print or type. Application must be complete before filing with the City of Warrenville.
- \$250 filing fee must accompany application.
- City Services Fee will be determined based on information provided in this application, and must be paid before Carnival Permit issuance. City Services Fee includes, but is not limited to, police services, electrical and water connections, and temporary water meter charges.
- Clean-up Bond must be paid at time of Carnival Permit issuance.
- Three (3) copies of this application, all attachments referenced in this application, and any additional application information required by law and/or in Title 3, Chapter 17 of the Warrenville City Code shall be submitted simultaneously with this application. This application will not be forwarded to the City Council for consideration until all required information and supporting documentation is submitted.

FOR APPLICANT USE:

1. Carnival Operator (The person to whom the Carnival Permit is to be issued)

Person's Name: _____ Age: _____

Address: _____

Phone: _____ Fax: _____ E-mail Address: _____

2. Carnival Operator Company

Company Legal Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail Address: _____ Website Address: _____

3. Location of Proposed Carnival (Attach addendum, if necessary)

Property Address: _____

Description of Present Use of Property: _____

Present Zoning of Subject Property: _____

Property Owner Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail Address: _____

4. List all personnel who will attend or operate child-oriented rides or shows, including Last, First and Middle Names
(Attach addendum, if necessary)

5. City Electrical Service: Requested Not Requested

If requested, please specify: _____

6. **City Water Service:** Requested Not Requested

If requested, please specify: _____

7. **Attachments**

- Letter(s) from Property Owner(s) authorizing the Carnival Operator to utilize their property for carnival activities.
- Site Plan illustrating location and layout of proposed carnival.
- Affirmative documentation which demonstrates that none of the carnival personnel who will be attending or operating child oriented rides or shows is a child sex offender, as defined in 720 Illinois Compiled Statutes 5/11-9.3 or 5/11-9.4.
- Certificate of Liability Insurance, naming the City of Warrenville as an additional noncontributory primary insured (if the carnival is located wholly or partly on City property).
- Hold Harmless Agreement approved by the City (if the carnival is located wholly or partly on City property).
- Copy of Business License with the City of Warrenville.

8. **Requirements Applicable to Carnivals:**

Except as otherwise permitted by law, the possession of concealed firearms at the event is strictly prohibited per 430 ILCS 66/65(a)(10)

9. **Certifications** (Please review and initial each box.)

- I certify that my employees and I will not violate any of the laws of the State of Illinois, or of the United States, or any ordinance of this City in the conduct of the carnival.
- I agree to provide police officers free access to the carnival grounds and its booths, shows and concessions at all times.
- I certify and will ensure that all personnel associated with the carnival will wear photo identification.
- I certify and will ensure that personnel listed in this Application who will attend to or operate child oriented rides or shows will wear special forms of identification at all times. No other personnel will attend to or operate child oriented rides and shows.
- I certify that the carnival and its personnel will comply with the amusement tax ordinance and carnival provisions of Title 3, Chapters 12 and 17 of the Warrenville City Code. http://sterling.webbusiness.com/codebook/index.php?book_id=438
- I certify that a copy of this permit shall be produced and shown to any police officer or citizen upon request.
- I certify that the above information is true and accurate to the best of my knowledge and belief, and that I have thoroughly reviewed the regulations outlined in Title 3, Chapter 17 of the City of Warrenville City Code.

Dated: _____

Name of Carnival Operator: _____
(Please Print)

By: _____
(Signature)

FOR OFFICE USE:

Project Number: _____ Date Submitted/Paid (\$250 Filing Fee): _____

City Services Fee: \$ _____ Date Paid: _____

Clean-Up Bond: \$ _____ Date Paid: _____

Special Conditions: _____

Approved By: _____ Date Approved: _____

Issued By: _____ Date Issued: _____

Chapter 17

CARNIVALS

3-17-1: DEFINITIONS:

For the purposes of this chapter, whenever any of the following words, terms or definitions are used herein, they shall have the meaning ascribed to them in this section:

CARNIVAL: An aggregation of attractions, whether shows, acts, games, vending devices or amusement devices, whether conducted under one or more managements or independently, which are temporarily set up or conducted in a public place or upon any private premises accessible to the public, with or without admission fee, and which, from the nature of the aggregation, attracts attendance and causes intermingling of persons in the spirit of merrymaking and revelry.

CHILD ORIENTED RIDE OR SHOW: A carnival ride or show which is directed exclusively toward persons under the age of eighteen (18). (Ord. 2092, 10-20-2003)

3-17-2: PERMIT REQUIRED:

No carnival shall be set up, run, operated or conducted within the limits of the city unless a written permit from the corporate authorities has been issued, setting forth the conditions under which such carnival shall be operated. The permit shall be granted upon the condition that there shall not be set up or operated any gambling device, lottery, number or paddle wheel, number board, punch board, or other game of chance, or any lewd, lascivious or indecent show or attraction making an indecent exposure of the person or suggesting lewdness or immorality.

In addition, each permit shall have attached thereto a copy of this chapter, and a copy of the city's amusement tax ordinance ([chapter 12](#) of this title), and no permit shall be issued until the applicant has affirmatively demonstrated that the carnival and its personnel will comply with the provisions of this chapter and all other pertinent laws and regulations.

Notwithstanding the foregoing, no permit shall be required for an inflatable bounce house or similar air supported, inflatable amusement device. (Ord. 2755, 11-19-2012)

3-17-3: APPLICATION FOR CARNIVAL PERMIT/FEEES:

The city administrator shall cause a carnival application form to be promulgated pursuant to the terms of this chapter. An application fee of two hundred fifty dollars (\$250.00) shall accompany each application. Upon the submission of the completed application, the city administrator shall

forward the application for review and approval by the corporate authorities. The application shall be signed by the person to whom the permit will be issued and shall be verified by oath or affidavit.

The application shall include, but shall not be limited to, the following information:

- A. The name, age and address of the person to whom the license is to be issued.
- B. If the application is on behalf of a corporation then it must be executed by an officer of the corporation or other person duly authorized by corporate resolution to execute the application.
- C. The location of the premises or place of business which is to be operated under such permit.
- D. A statement that the applicant and his employees will not violate any of the laws of the state of Illinois or of the United States or any ordinance of this city in the conduct of the carnival. (Ord. 2092, 10-20-2003)
- E. Affirmative documentation which demonstrates the carnival operator's compliance with the carnival and amusement rides safety act¹, as now existing or hereafter amended, including, without limitation, required background checks and the prohibition against employment of individuals convicted of certain sex offenses as set forth in the act. (Ord. 2689, 1-16-2012)

3-17-4: GRANTING OF PERMIT:

No such permit shall be granted by the corporate authorities until they shall have investigated the carnival and are satisfied that, if permitted, it will be operated in accordance with the permit and the provisions of this chapter. The corporate authorities may issue the permit and collect permit fees necessary to pay the expenses of the investigation and to aid in policing the grounds and otherwise to compensate the city in such amount as the corporate authorities may determine. Such amount shall be paid by the applicant prior to the issuance of the permit. Any overpayment with respect to police services actually provided at the carnival will be refunded. Each permit shall contain the proviso that police officers shall have free access to the grounds and all booths, shows and concessions on such grounds at all times, and it shall be the duty of all officers present at such carnival to enforce all the provisions of this chapter. In addition, to the extent that the city police services will be provided or the carnival will be located wholly or partly on city property, the corporate authorities may require certificates of liability insurance naming the city as an additional, noncontributory primary insured, a reasonable cleanup bond and a hold harmless agreement approved by the city. The certificate of liability insurance shall be in such form and amount as is normally and customarily required by the city's insurance carrier, but not less than general liability

coverage in the amount of one million dollars (\$1,000,000.00) combined single limit and two million dollars (\$2,000,000.00) aggregate. (Ord. 2092, 10-20-2003)

3-17-5: PERSONNEL IDENTIFICATION:

All personnel associated with the carnival shall, at all times, wear photo IDs and such other forms of identification as may be determined by the corporate authorities of the city. Any personnel who will attend or operate child oriented rides or shows shall be separately listed on the permit and shall further be required to wear special forms of identification at all times. No other personnel shall attend or operate child oriented rides or shows. (Ord. 2092, 10-20-2003)

3-17-6: ISSUANCE OF PERMIT IN DUPLICATE:

The permit as provided for in this chapter shall be made in duplicate, one copy thereof being retained by the corporate authorities. The other copy shall be kept in the possession of the manager of the carnival and shall be produced and shown to any police officer or citizen upon request. (Ord. 2092, 10-20-2003)

3-17-7: PENALTY:

Any person who violates any of the provisions of this chapter shall be subject to a fine of not less than two hundred fifty dollars (\$250.00) nor more than seven hundred fifty dollars (\$750.00), and each day upon which the violation exists shall be treated as a separate offense. (Ord. 2092, 10-20-2003)