

**Chapter 260**  
**SPECIAL EVENTS**

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**[HISTORY: Adopted by the Board of Trustees of the Village of Port Byron as indicated in article histories. Amendments noted where applicable.]**

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**ARTICLE I**  
**Permit Requirements**

**[Adopted 3-5-2001 by Ord. No. 010503B (Title 4, Ch. 3, Art. 2, of the 1993 Code)]**

**§ 260-1. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**SPECIAL EVENTS** — A gathering of more than 100 persons upon Village streets, parks and/or rights-of-way, for the purpose of music concerts, rallies, sporting events, retail sales, political events, speeches, parade(s), ceremonies, fairs, social gatherings and other similar events.

**§ 260-2. Permit required.**

Special events require the issuance of a permit by the Port Byron Village Board of Trustees.

**§ 260-3. Exemptions.**

- A. Family gatherings, such as family reunions.
- B. Sanctioned school events, both public and private schools.
- C. Sanctioned church events.
- D. Exemptions to be approved by the Village Board of Trustees.

**§ 260-4. General requirements.**

- A. All PERMIT applications for special events held on Village property, must be completed and received by the Port Byron Village Clerk 30 days prior to the event. Obtain the application form from the Village Clerk.
- B. All vendors of goods, food, liquor and services and sponsors of a special event held on property owned by the Village of Port Byron, will be required to comply with all relevant Rock Island County Health Code(s)/Ordinance(s). Each vendor and/or sponsor shall be required to carry a certificate of insurance in accordance with the Village of Port Byron's insurance carrier requirements, and to submit a copy of such certificate to the Village Clerk at least 10 working days prior to the scheduled event. The Certificate of Insurance shall list the Village of Port Byron as, Additional Insured.
- C. The Port Byron Police Chief will be notified by the Village Clerk and be given information on all special events. Security will be coordinated by and at the discretion of the Police Chief. A security fee will be negotiated with the sponsor by the Police Chief based upon manpower and equipment needs as determined by the Police Chief, to ensure the safety and well-being of the residents of the Village of Port Byron, as well as any persons attending the event. The issuance of a Special Events permit shall be conditioned upon the required security being provided.
- D. Temporary rest room facilities will be obtained by the special event organizer at one rest room per 100 persons estimated to attend, or six per 1,000, including one for handicapped use, with one washing station per five rest rooms. The facilities must be removed within 48 hours after said event or will be subject to a \$10 per unit per day fine. The Rock Island County Health Inspector must approve all temporary rest room facilities. Any event lasting less than three hours, shall be exempt from the temporary rest room facilities requirement.
- E. Liquor vendors will be required to carry Dram Shop insurance and obtain a Village of Port Byron and Illinois State liquor license for each day of the event and provide the Village Clerk proof of both prior to the start of the event.
- F. Gambling/gaming will not be permitted in violation of Village ordinance and State law.
- G. Special events will not exceed three days without permission from the Village Board of Trustees.
- H. Upon any Village-owned property, the event sponsors shall clean up no later than the day following the special event and all waste is to be removed in an orderly and sanitary manner. A fine may be levied for any waste not removed from the site by the following day. All clean up must be performed no later than two days following the special event on private property.
- I. Special event approval is at the discretion of the Village Board of Trustees.
- J. Ultimate authority to terminate event activities at any time during such events is with the POLICE CHIEF, or designee, in compliance with written Police Operations Policy for Special Events.

- K. The Police Operations Policy for Special Events lists additional rules/regulations for special events. It is the responsibility of the Event Organizer(s)/Sponsor(s) to have knowledge of and comply with such rules and regulations.

**§ 260-5. Inspections.**

- A. The Rock Island County Health Inspector will be notified of any special event where food and/or beverages are to be served to ensure strict compliance with health rules and regulations. Notification to the Rock Island County Health Inspector is the responsibility of the event organizer.
- B. The Village of Port Byron Building Inspector will be notified of any special event for the purpose of inspecting any and all temporary electrical work, carpentry of temporary structures, or any other work performed solely for the event. The Village of Port Byron may charge a reasonable fee for this service based upon the cost of providing the inspection service.
- C. Inspection of the grounds will be conducted by the Fire Chief or designee for any fire code violations or safety concerns. If any violations are found, they are to be corrected before the start of the event to the satisfaction of the Fire Chief.
- D. The event organizer will allow a representative of the Village of Port Byron to inspect the event grounds, whether on public or private grounds, at various times during the event to assure compliance with this Ordinance and related Codes. The Village representative(s) will not be charged a fee for entry to the event/grounds.
- E. Inspection of the grounds will be conducted after the event by the Police Chief, or designee, and/or a Village Board Trustee; the findings of such inspection(s) shall be reported to the Village Board of Trustees.

**§ 260-6. Violations and penalties.**

- A. Violation of any inspections or general requirements of this Ordinance shall give the Village of Port Byron just cause to deny the event to continue, or to deny the organizer any future events within the Village of Port Byron.
- B. Violations of this Ordinance shall also be punishable under the general penalty provisions of this Code.
- C. Penalties. The possible penalty for violation(s) of any section(s) of this Ordinance shall be a minimum fine of \$100 and a maximum of \$500 per violation.

## ARTICLE II

**Sale of Alcoholic Beverages****[Adopted 7-15-2002 by Ord. No. 02-08-07 (Title 2, Ch. 2, Art. 20, of the 1993 Code)]****§ 260-7. Findings and purpose.**

The President and Board of Trustees of the Village of Port Byron believe that the public safety and welfare of the residents and those persons who enter the territorial jurisdiction of the Village would be served by the adoption of rules, regulations and procedures for the selling of alcoholic liquor at special events in the Village.

**§ 260-8. Rules, regulations and procedures.**

- A. Any person possessing and/or consuming any alcoholic liquor(s) must be 21 years of age or older and must provide valid identification as proof of such age.
- B. Any Liquor License Holder dispensing any alcoholic liquor(s) is required by this Ordinance to check any customer purchasing any alcoholic liquor(s) for proper identification prior to the sale of such liquor(s).
- C. Any Liquor License Holder dispensing any alcoholic liquor(s) is required to place a wrist band on any customer receiving any alcoholic liquor(s).
- D. Any person possessing and/or consuming any alcoholic liquor(s) is required to wear and display a wrist band issued by a Liquor Vendor.
- E. Any person possessing and/or consuming any alcoholic liquor(s) is subject to age verification by any police officer so empowered/employed by the Village of Port Byron.

**§ 260-9. Violations and penalties.**

When the conduct or operation of any business, occupation, activity or establishment, whether licensed or unlicensed, shall constitute a violation of the rules, regulations and procedures of this ordinance as determined by the Mayor or President or authorized individual, then the Mayor or President may enter, or authorize any law enforcement officer to enter, at any time, upon the premises licensed and to summarily order the cessation of business. Also, another penalty for violation of this ordinance shall be a minimum fine of \$100 and a maximum fine of \$500 per violation, per day.