

VILLAGE OF PLAINFIELD

ORDINANCE NO. 3765

AN ORDINANCE ADOPTING ARTICLE XIII (SPECIAL EVENTS) OF CHAPTER  
4 OF THE CODE OF ORDINANCES OF THE VILLAGE OF PLAINFIELD

ADOPTED BY THE PRESIDENT  
AND BOARD  
OF TRUSTEES OF THE  
VILLAGE OF PLAINFIELD

THIS 20<sup>TH</sup> DAY OF OCTOBER, 2025.

Published in pamphlet form by  
authority of the President  
and Board of Trustees of the  
Village of Plainfield, Will and  
Kendall Counties, Illinois,  
this 21<sup>ST</sup> day of October, 2025.

ORDINANCE NO. 3765

AN ORDINANCE ADOPTING ARTICLE XIII (SPECIAL EVENTS) OF CHAPTER 4 OF THE CODE OF ORDINANCES OF THE VILLAGE OF PLAINFIELD

WHEREAS, pursuant to the laws of the State of Illinois, the Village of Plainfield (“Village”) has the authority to adopt ordinances and promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety and welfare of its citizens; and

WHEREAS, the Village desires to organize and regulate Special Events through clear administrative procedures, consistent with public safety and local standards; and

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF PLAINFIELD, WILL AND KENDALL COUNTIES, ILLINOIS, as follows:

SECTION ONE. That the Facts and statements contained in the Preamble to this Ordinance are found to be true and correct and are hereby adopted by this reference as if fully set forth herein.

SECTION TWO. That Chapter 4, Article XIII, Section 480 is hereby amended to read as follows:

Sec. 4-480. - Definitions.

Unless the context otherwise requires, the following terms as used in this article shall be construed according to the definitions given below:

*Applicant* means any natural person or entity, acting individually or for any other person or entity in any capacity; or any other entity recognized by law, other than the village, that submits an application to the village pursuant to this chapter.

*Application* means the application form for a special event permit available from the village and any and all corresponding documentation for all events regulated pursuant to this Chapter.

*Carnival* means any aggregation of shows or riding devices, games of skill or chance, or any combination of several enterprises, such as Ferris wheels, tilt-a-whirls, carousels, roller coasters, giant swings, or other riding devices, whether carried on or engaged in or conducted in any field, park, or in a building or

enclosure, and whether carried on, engaged in or conducted as one (1) enterprise or by several concessionaires, and whether one (1) admission fee is charged for admission to all such shows or entertainments, or separate fee for admission is charged for each amusement.

*Code* means the Village of Plainfield Code of Ordinances.

*Entity* means any association, partnership, firm, club, company, corporation, limited liability company, institution, agency, government corporation, municipal corporation, district or other political subdivision, or any officer(s), agent(s), employee(s) or other representative(s), acting individually or for another individual or entity in any capacity.

*Film production event* means the use of public or private property, whether indoor or outdoor within the Village of Plainfield for the purpose of producing, videotaping or filming of commercials, movies, television programs, and/or other media, commercial, not-for-profit, educational or artistic activities. A film production event does not apply to individuals filming on public or private property for personal, non-commercial purposes.

*Parade* means any parade, march, ceremony, show, exhibition, pageant or procession of any kind, or any similar display, in or upon any street or other public place.

*Person* means any natural person acting individually or for another individual or an entity in any capacity.

*Special event* means any indoor/outdoor event held in whole or in part on village property that requires the services of village personnel, that impacts the flow of traffic on any village street, that requires a street(s) closure, and/or that requires the closure of parking facilities

*Special event coordinator* means an individual designated by the chief of police or his designee to coordinate applications and logistics for special events regulated pursuant to this chapter.

*Special event permit* means the permit issued by the village pursuant to this article for a special event in the village.

*Special event support team* means representatives of various Village department and community partners who will work with the Special Events Coordinator to review special event permit applications and to assist in the provision and coordination of appropriate village services for events based on information including, but not limited to: staffing levels required, expected attendance,

parking impacts, number of event days, footprint of the event, inspections, mutual aid potential, type of entertainment, community impact, and the availability of liquor.

*Village* means the Village of Plainfield and its officers, agents, employees, and representatives.

*Village property* means public streets, sidewalks, rights-of-way or other property owned or controlled by the village.

*Village services* means services provided by any department of the village, including, but not limited to, public safety, crowd control, traffic control, road closures, demarcation of no-parking and/or tow zones, signage and management of the event site.

SECTION THREE. That Chapter 4, Article XIII, Section 482 is hereby amended to read as follows:

Sec. 4-482. - Persons and entities exempt.

The following persons, entities and/or events are exempt from the requirements of this article:

1. The Village of Plainfield;
2. Educational institutions approved or authorized by the State of Illinois;
3. Block parties;
4. Public demonstrations permitted pursuant to the Illinois Public Demonstrations Law, 470 ILCS 70/1 et seq., as amended, or other applicable federal, state or local law, regulation or ordinance;
5. Funeral processions.
6. Film production involving schools, businesses, places of worship, residents using their own premises for producing films for their own educational, family, or training purposes, individuals filming on public or private property for personal, non-commercial purposes, and the filming of actual news events or stories within the Village of Plainfield.

Notwithstanding the foregoing, if village services are required for a special event organized by an education institution approved or authorized by the State of Illinois, or for a block party, the requirements of this article shall be imposed and a special event permit shall be obtained.

Notwithstanding an exemption from this article, the issuance of other permits and/or licenses may be required depending on the nature of the event, including, but not limited to, an amplification permit, open-air meeting permit and/or liquor

license/permit. An exemption under this article does not waive the requirement of the Code for such additional permits and/or licenses.

SECTION FOUR. That Chapter 4, Article XIII, Section 483 is hereby amended to read as follows:

Sec. 4-483. - Application for permit.

An application for a special event permit shall be available on the village's website and at the village's police department. The application shall include the requirements for the issuance of a special event permit, including, but not limited the requirements set forth in this article. In addition to the requirements set forth in the village's Code and in the application, special events may be subject to additional conditions or restrictions deemed necessary and appropriate by the village. Submission of an application shall require the following:

1. An applicant seeking a special event permit regulated by this Article shall submit to the village a completed application form provided by the village, containing all information requested in the application, including, but not limited to, a site plan/route map, parking/shuttle plan, insurance requirements, accessibility plan, medical plan and security plan.
2. Applications shall be submitted to the special event coordinator a minimum of one hundred twenty (120) days prior to the event identified in the application, which may be waived by the Chief of Police or his/her designee at his/her discretion.
3. Any person or entity submitting an application for a special event on behalf of an applicant, must be vested with the legal authority to bind the applicant and may be requested to supply evidence to that effect, and to certify the accuracy of all statements and information contained in the application, and that the applicant is qualified in all respects to receive a special event permit.

The Special Events Team, comprised of representatives of various village departments and community partners, led by the Special Events Coordinator, shall review applications for proposed special events and submit recommendations to the Village Board regarding such events and any requirements or conditions therefore.

A request for a special event permit shall be submitted to the Village Board by the Special Events Coordinator for review and consideration. The Village Board, taking into consideration whether the event is to be held for a lawful purpose, whether there is a reasonable basis to believe that it will tend to cause a breach of peace or unduly interfere with the public use of public right-of-way or other

public property, or whether it will unduly interfere with the peace and quiet of the residents of the village, may approve the permit, deny the permit, or approve the permit subject to such conditions or restrictions as it deems appropriate.

A special event permit shall be issued after it has been approved as set forth herein and after the Special Events Coordinator is in timely receipt of the following items, as applicable: (a) a completed special event permit application; (b) all required fees; (c) a certificate of insurance and additionally insured endorsements in a form and in the amounts approved by the village, naming the village and its officers, agents, employees and representatives as additional insures; (d) a copy of the temporary liquor license issued by the Village's Liquor Commissioner, if applicable; (e) any other information or documentation deemed necessary and appropriate.

All supplemental permits and licenses needed for the special event, other than a liquor license if applicable, shall be included in the issuance of the special event permit if the applicant has paid the required fees and otherwise complied with the requirements for each such supplemental permit or license.

SECTION FIVE. That Chapter 4, Article XIII, Section 484 is hereby amended to read as follows:

Sec. 4-484. - Special event conditions.

1. In addition to the requirements and/or conditions set forth in the application and/or permit, all special events shall comply with the following conditions, as applicable:
2. Special events shall comply with all applicable state laws and village Code, rules, regulations and policies.
3. Unless otherwise authorized, special events may only be held between the hours of 9:00 a.m. and 10:00 p.m. on any day, as authorized by the village and identified on the special event permit.
4. The nature and intensity of the special event must be planned so the event will be compatible with the existing development in the area of the event. The event shall not be significantly or materially detrimental to the public health, safety and welfare of village residents, or injurious to property or improvements in the village, including, but not limited to, excessive traffic, parking and/or noise, and/or pedestrian safety, and/or adverse effects on neighboring areas.
5. The applicant shall allow for free and unobstructed access to the premises where the special event shall be located and for any and all inspections required and/or deemed necessary by the village.

6. Any activity related to the special event that requires occupying or using any street, public place or public right-of-way in the village may be permitted only in compliance with the provisions of this article and/or other provisions of village Code, where applicable.
7. Security provided for special events shall be through the Plainfield Police Department and shall be approved and coordinated with the chief of police and/or the special event coordinator. If the Plainfield Police Department, other law enforcement agencies, and/or the Plainfield Fire Protection District are used to provide security or emergency services for an event, the applicant shall be responsible for the costs, which will be assessed as part of the charge back provided for in Section 4-488.
8. If the sale and/or consumption of alcohol is proposed for the special event, the applicant must obtain all required state and/or local licenses and/or permits related to the sale and/or consumption of alcohol.
9. Upon approval from the Village Board, an applicant for a special event permit shall, at its cost, provide written notification of the proposed event, including a narrative summary of the event, to residents and businesses which may be affected by such an event. The Special Events Coordinator shall review and approve the narrative and the scope of the notice proposed by the applicant.
10. All special events permitted under the Chapter shall post signs, clearly and conspicuously, at the entrance(s) to the special event in conformity with the Firearm Concealed Carry Act, 430 ILCS 66/65 et. seq., as amended from time to time.
11. In addition to the specific regulations, standards and time limitations set forth in this article, all special events shall be subject to such conditions and restrictions related to location and operation as deemed necessary by the chief of police and/or special event coordinator in their sole discretion.

SECTION SIX. That Chapter 4, Article XIII, Section 488 is hereby added to read as follows:

Sec, 4-488 - Chargeback for Special Events.

The request for a special event permit submitted to the Village Board from the Special Events Coordinator shall contain the anticipated costs associated with the event's security and/or emergency services provided by the Plainfield Police Department, other law enforcement agencies, and/or the Plainfield Fire Protection District. The applicant shall be responsible for fifty percent (50%) of those total costs, unless waived or modified by the Village Board. Special event permits involving only a parade shall be exempt from chargeback services. The

applicant shall be responsible for a twenty-five percent (25%) prepayment on the estimated cost of the services provided above, due two (2) weeks prior to the event. At the conclusion of the special event, the applicant shall be responsible for the remaining costs, due within the timelines specified on the bill. If such payment is not made in full in a timely manner, the Village Attorney may be requested by the Village Manager to take or direct the necessary legal action to obtain such payment. The reasonable costs and attorney's fees resulting from such action may be added to the amount due and owed by the applicant. Failure to timely pay bills for chargeback services may result in denial of future permits to the applicant or the applicant's organization. In the event any damage is caused to public property during the special event, the applicant shall be responsible for those costs.

SECTION SEVEN. That any Village Ordinance or Resolution, or part thereof, conflicting with this Ordinance, is hereby repealed to the extent of such conflict.

SECTION EIGHT. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.

PASSED this 20<sup>th</sup> day of October, 2025.

AYES: Sula, Wojowski, Bonuchi, Kiefer, Panicker  
NAYS: None  
ABSENT: Ruane

APPROVED this 20<sup>th</sup> day of October, 2025.

JOHN F. ARGOUDELIS  
John F. Argoudelis, Village President

ATTEST:

MICHELLE GIBAS  
Michelle Gibas, Village Clerk