



2022 Rogers Park Alfresco and People Spot Community Events Rules & Regulations

Rogers Park Business Alliance (RPBA) invites the community to host outdoor programming and events in the Glenwood Alfresco (between Morse & Lunt) and Jarvis Alfresco (at Greenview) areas as well as the People Spot at 7056 N. Clark. These public spaces may be reserved between 10 a.m. – 8 p.m. Sunday - Thursday, or 10 a.m. – 10 p.m. on Fridays and Saturdays.

RPBA strives to provide safe and inclusive spaces and experiences where everyone is welcome. We're excited for the many ways these gathering spaces can help bring the community together by sharing entertainment and cultural events such as:

- Live performances
- Movie nights
- Book clubs & story time
- Sports & fitness classes or exhibitions
- Children's events
- Art exhibitions
- Fairs & festivals
- Arts & crafts classes or gatherings
- Other events only you can imagine

In order to ensure effective promotion and marketing of upcoming events, compliance with City ordinances, and to prevent schedule conflicts in these new public spaces, event organizers are required to notify RPBA of event plans by filling out the [Alfresco Application Form](#), as soon as possible.

Scheduling:

Event scheduling is first-come first served; scheduled events will be listed at [RPBA's online calendar](#) (filter by which area you're looking to reserve). To be considered to have your event added to the calendar, fill out the [Alfresco Application Form](#) a minimum of 2 weeks in advance of the desired date(s). Completed submissions must include organizer contact information, dates, times and event description.

For events and performances requiring special event permits, more time will be required for scheduling. City of Chicago Special Event permits are required for any events or performances

that include the sale or preparation of food, alcoholic beverages or merchandise, stage(s) taller than 2 ft. or tents larger than 20'x20'.

Event Organizer Responsibilities

It is the responsibility of the event organizer to follow these rules, as well as to promote an inclusive, safe environment. Because the Alfrescos and the People Spot are public spaces, neither entrance fees nor exclusionary activities will be allowed. If the organizer does not adhere to these regulations they will not be allowed to participate in or host another event.

- Event organizers must provide contact information for the person who will be on-site the day of the event.
- If you want RPBA to assist in promoting your event, you must submit any links or social media graphics at least 1 week prior to the event to happenings@rpba.org. Please note that our weekly newsletter goes out on Wednesday mornings. To be included, materials must be received by Monday at 3 p.m.
- Event organizers are responsible for setting up and taking down any equipment being used in the course of their event (tents, tables, chairs, sound equipment, etc.). If you move any of the existing public furniture or equipment, you must put it back the way you found it at the conclusion of your event.
- Event organizers may need to provide their own source of electrical power for their specific needs.
- Event organizers must collect and dispose of any garbage or recycling generated on site during their events.
- Event organizers must be in compliance with all state, city, and federal laws and ordinances, including securing any applicable permits and licenses.

Permitting and Licensing

Event organizers must ensure that all applicable permits and licenses are obtained. Not all permits/licenses will be applicable for every event. These include, but are not limited to:

- A [Street Performer license](#) is required for any person(s) performing in the public way, including, but not limited to, the following activities: acting, singing, playing musical instruments, pantomime, juggling, magic, dancing or reciting. Performances may only take place between the hours of 10 a.m. – 8 p.m. Sunday - Thursday, or 10 a.m. – 10 p.m. on Fridays and Saturdays.
- A [Special Event permit](#) is required for any events or performances that include:
 - food preparation;
 - food, alcohol or merchandise sales;
 - tents larger than 20' X 20' (400 sq. ft.); or
 - stage(s) taller than 2 ft.

For special events that include the sale of food, merchandise, or alcoholic beverages, each vendor must also be appropriately licensed:

- A [Street Peddler license](#) is required for any person(s) who, going from place to place, is selling goods, wares, merchandise, wood, fruits and/or vegetables.
- A [Mobile Food Dispenser license](#) is required for any person(s) serving individual portions of food that have been previously prepared and are totally enclosed in a wrapper or container and which have been manufactured, prepared or wrapped in a licensed food establishment.
- A [Mobile Food Preparer license](#) is required for any person who prepares and serves food from a mobile food truck.
- A [Pop-Up Retail User license](#) is required for short-term retail sales taking place at fixed indoor or outdoor retail spaces, or as part of a trade show or exhibition (such as art fairs and street festivals).
- A [Special Event Food license](#) is required for any person serving food as part of a Department of Cultural Affairs and Special Events-permitted [Special Event](#).

ALFRESCO PROGRAMMING FAQ'S

1. May I request donations or charge a fee for entrance to my event?

No, these are public spaces you may not charge an entrance fee, host a ticketed event or fundraisers using these areas.

2. How do I find out which dates are available at which locations?

The calendar of events that have already been scheduled and approved is posted on [RPBA's online calendar](#) (filter by which area you're looking to reserve). When you fill out the [Alfresco Application Form](#), you will be asked to provide a first and second choice of date and time.

3. How far in advance do I need to schedule my event?

For events that don't require a Special Event permit, or any other permits, from the City, we ask that you notify us at least 2 weeks in advance.

If your event requires a Special Event Permit, the City will not issue them within 14 days of the event, so a minimum of 3-4 weeks will be required. Keep in mind that the City permit fee for a Special Event permit increases the closer it is submitted to the event date.

4. Is busking allowed?

If you are planning a live performance (music, dance, comedy, poetry, theater, magic, etc.) a [Street Performer license](#) is required. Performances may only be scheduled between the hours of 10 a.m. – 8 p.m. Sunday - Thursday, or 10 a.m. – 10 p.m. on Fridays and Saturdays.

If your performance will be taking place on a stage that is more than 2 ft. in height, a Special Event permit is also required.

5. **Does my event need a Special Event Permit?**

Any event that includes a tent larger than 20'x20' or a stage higher than 2 ft. off the ground requires a special event permit, as does any event that includes the sale of food, alcohol, or merchandise.

Farmers markets, craft fairs, bar crawls, and flea markets are all examples of events that require a Special Event permit. In addition to the Special Event permit, any individual vendors participating in the event must also be licensed (mobile food dispenser or preparer license, pop-up retail license, peddler's license).

6. **My music, dance or theater group wants to perform - but we're not part of a special event and aren't planning to use a stage or tents. Do we need a license?**

A [Street Performer license](#) is required for any person(s) performing in the public way, including, but not limited to, the following activities: acting, singing, playing musical instruments, pantomime, juggling, magic, dancing or reciting. Performances may only take place between the hours of 10 a.m. – 8 p.m. Sunday - Thursday, or 10 a.m. – 10 p.m. on Fridays and Saturdays.