

Village of Westmont Community Events Permit Request

This permit request form and checklist has been developed for the purpose of assisting community organizations and other entities that wish to host or coordinate community special events in the Village of Westmont. Completion and approval of this form is mandatory for any community event that is requesting special permissions from the Village of Westmont. This includes street closures, use of public right-of-way, permission for parades, use of amplified music, hanging of temporary banners, etc. Events that invite large public gatherings or assemblies of people that may result in a distinct impact on public right of way should also complete this form. All block parties and private parties utilizing amplified music must obtain permission from the Village, but do not need to fill out this form.

Please contact Larry McIntyre, Westmont Media Relations Coordinator (MRC), at 630-417-0280 or LMCINTYRE@westmont.il.gov to assist with the completion of this form. Once completed, the permit request and accompanying checklist will be submitted for staff review. Requests that require Village Board Action will be placed on a Village Board agenda for consideration. Copies of completed requests will be placed on file with the Village Clerk's Office.

Please read through the entire form before filling it out. Please attach additional written information to this request if there is not enough space on this form. Requests should be received by Larry McIntyre up to 60 days prior to the event.

VILLAGE OF WESTMONT SPECIAL EVENT PERMIT REQUEST

Host Organization Westmont High School

Name/Title of Event Contact Person Tom DeMay, WHS Student Council Advisor

Phone 312-320-6282 (cell); 630-468-8100 (work)

Email tdemay@cusd201.org

Event Name Westmont High School Homecoming Parade & Bonfire

Event Date(s) & Times Thursday, October 4, 2012, 6:30pm - Parade on Cass; 7:30pm - Bonfire at WHS

Rain Date (if applicable) NA

Event Location Parade - Cass Avenue from Burlington to Melrose, and on Melrose from Cass to Warwick; Bonfire at Westmont High School, east side of school near softball fields

EVENT DESCRIPTION (describe event, parade, goals, target audience & attendance, etc.)

Westmont High School will conduct its annual Homecoming Events including a parade in the downtown and a bonfire event at WHS. Students and residents attend both events. Approximately 500 people will be involved. Tom DeMay and school administrators will help supervise.

ENTERTAINMENT (describe type of entertainment, hours of entertainment, use of an amplified sound system which may require board approval, placement of stage & lights, etc.)

There will be live marching bands, parade vehicles, and parade walkers. Participants will be instructed that there will be no throwing of candy in the parade. There will be a PA system and student band performing at the bonfire. Bonfire events will end at 9 p.m. at which time people will be cleared out.

PUBLICITY (describe where and when event will be promoted – the Village encourages publicity to be published a minimum of 30 days prior to the event if requesting use of public space)

The event is publicized through the school and in the local newspaper. It is also listed in the Village Calendar and on the Village Website. There will also be info on ch. 16.

Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division? NO, na

Have you made arrangements with the Westmont Media Relations Coordinator to have the Village hang/place signs and/or banners in the public right-of-way? NO, na

Event Proximity Notice

Minimally, the Village of Westmont requires the sponsoring organization to provide hand delivered notification regarding this event to all businesses and residences within one block of the event at least 7 days prior to the event. The Village may require a wider area of distribution depending on the size, scope and community impact of the event. This notice must include general information regarding the event including event hours, street & parking lot closures, sound amplification, special uses that may affect neighbors, event chair contact information including name and phone number, and more. This notice must be approved by the Westmont Media Relations Coordinator and a copy must be submitted with this application.

Please list the name of the person(s) delivering the event proximity notice, the specific location(s) to which this notice will be delivered, and the day and time of delivery?

Tom DeMay will be responsible for making sure that notification is sent out.

SAFETY (describe safety concerns & how they will be addressed, define security plan incl. # of people working security at what times and where they will be stationed & if Village personnel will be requested) Tom DeMay has been in communication with Larry McIntyre, Westmont Media Relations Coordinator, who in turn has been in communication with staff representing the various Departments: Tom Mulhearn, Westmont Police Chief; Brian Gruen, Westmont Police Department Special Events Liaison; David Weiss, Fire Chief and EMA Director; and Steve May, Public Works Director. Chief Mulhearn will issue the parade permit. Doug Daniels from the Fire Dept. is in direct contact with Tom DeMay to issue a permit for the bonfire. Tom DeMay and WHS administrators will be on hand to supervise the entire event. EMA will be asked to assist with safety during the parade and at the bonfire. EMA will provide an overhead light and generator at the bonfire. Brian Gruen will coordinate traffic safety devices with Steve May and the Public Works Department. Brian will reach out and communicate with Chief Weiss and the Fire Dept. regarding specific EMA needs.

Will your event serve alcohol? NO

Insurance - Have you secured an appropriate insurance policy in the amount of \$1 million naming the Village of Westmont as an additional insured protecting the Village of Westmont from potential claims concerning this event? **Larry McIntyre will work with Tom DeMay on this item.**

EVENT LAYOUT & SET-UP (describe complete site plan of event with location of tent(s), tables, chairs, generator(s), layout of power cables, stage, sound system, lighting, food and beverage service, fencing, water hook-up location, port-a-potties, waste receptacles including trash cans and dumpsters, etc. Create a schedule for expected delivery of items for set-up and teardown.)

There is no map needed for this item as the portion held on Village right of way is a parade. The bonfire event is held on Westmont High School property.

Parking (describe parking plan including areas designated for public parking, handicap parking, and how this plan will be promoted to the public)

Use of public parking on side streets and in public parking lots is recommended for the parade. Groups in the parade will meet in the public parking lots by the water tower. Participants will park in the WHS parking lot for the bonfire.

Are you requesting closure of a public right-of-way such as a street or parking lot (If YES, this requires board action and proof of insurance naming the Village of Westmont as an additional insured)?

YES, there will be a temporary closure of Cass Avenue during the parade, north on Cass from Burlington to Melrose, as well as Melrose from Cass to Warwick. Additionally, the area behind the water tower on east Burlington will be used for a staging area for the parade. The parade will be approximately 6:30 p.m. to 7:30 p.m.

Will your event require a water hook-up? NO

If you are using any Village of Westmont-owned property, have you signed the Village of Westmont waiver regarding use of any Village equipment?

Per a written recommendation from IRMA, NO students will be allowed to ride on top of Village vehicles as has happened in the past. This will include village fire engines and the dump trucks. Students MAY ride inside village vehicles providing that they sign a release form and wear a seatbelt. However, the Westmont Park District will be working with the Larry McIntyre and WHS to utilize Park District hayrack trailers during the parade. Both the Village and the Park District will be listed as additional insured. Also, the event will use one overhead light and generator at the bonfire - this will be supplied by EMA.

Event Maintenance

The Village of Westmont requires the event host to provide general clean up and maintenance during the event. This includes making sure that the area be litter-free, ensuring waste receptacles are regularly emptied and available for use, and ensuring that port-a-potties are regularly stocked and maintained. The Village further requires that the entire area enveloping the event is completely cleaned up immediately upon the close of the event. NOTICE: While the Village does not require a special event bond from the host organization, the Village reserves the right to invoice the host organization if the Village of Westmont incurs any unforeseen costs during the event.

ADDITIONAL

Will your event serve food? NO

Additional Requests (List all additional requests that you are considering)

Requesting EMA to assist with parade and bonfire safety as well as provide overhead lights and generator at bonfire.

Requesting Fire Department personnel to attend the bonfire event to ensure participant safety.

Requesting to ride inside Village vehicles such as the fire engine.

BOARD ACTION REQUESTS & FEES

List all items requiring board action (such as but not limited to sound amplification, use of public right-of-way, etc.)

- Street closure for parade event - Cass Avenue from Burlington Avenue to Melrose, and Melrose from Cass to Warwick, Thursday, Sept. 29, 6:15 p.m. to 7:30 p.m.

- Live Music and Amplified Sound Request on Cass Avenue from 6:30 p.m. to 7:30 p.m. during the parade; and at Westmont High School from 7:30 p.m. to 9 p.m. during the bonfire.

Create a comprehensive listing of all Village of Westmont fees (such as but not limited to hiring of Police Dept. personnel, overtime payment to Village personnel, fees related to equipment use, etc.) that will be incurred by the host organization.

In the past, there were no fees paid to the Village of Westmont regarding involvement with this event.

The undersigned acknowledges the expectations of all four pages of this permit and agrees to follow through with all items outlined.

Name of Contact/Title with Organization

Date _____

REVIEWED AND RECEIVED BY:

Larry McIntyre - Westmont Media Relations Coordinator

Date _____

Brian Gruen - Westmont Police Dept. Events Liaison

Date _____