



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 Communications Director, 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.

VILLAGE OF WESTMONT SPECIAL EVENT PERMIT REQUEST

Event Name 2016 LOVE>FEAR - 5K Fundraiser

Host Organization(s) Reclaim 13 - (NFP that protects young people from human trafficking)

Name/Title of Event Contact Person (including name of alcohol contact person)
Event Coordinator Assistants - Lynda Balaja (Reclaim13)

Phone - Lynda Balaja - 630-742-3940; Catherine Theodorou 815-421-5265; Jenny Scorza 630-536-4089

Email - Lynda Balaja - balajasoccer5@hotmail.com; Catherine Theodorou - catherine@reclaim13.org; Jenny Scorza - jenny@reclaim13.org

Event Date(s) & Times Sat., August 20, 2016, 6am-Set-up, 7am-Sign-in; 8-9am-Race; 10-11a-Wrap up

Rain Date No rain date

Event Location Ty Warner Park South Soccer Field and Parking Lot, street surrounding Ty Warner Park, and streets throughout Oakwood (5K route similar to RTTF)

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

The Love>Fear 5K is a fundraiser advocating for human trafficking awareness and Reclaim13. It will take place on August 20, 2016 at Ty Warner Park, south soccer field, and surrounding streets. Using the same route as RTTF -

Oakwood Dr, Arlington Ave, Chestnut Ave, and Blackhawk Dr., Hamilton Ave, Revere Ave and Williamsburg St. Registration will be from 7:00-7:45 am. The goal for the fundraiser is to raise \$5,000 for Reclaim13, increase awareness for human trafficking, and encourage others to help combat this criminal industry. Reclaim13 is a non-profit organization that focuses on reclaiming a child's right to grow up feeling safe, loved, and free from harm around the Chicago-land area. An estimated 250 people will attend the race. The target audience is men and women of all ages, particularly in Westmont Illinois, but not limited to anyone as well. Bananas and granola bars will be offered at the Pavilion. At 4 locations through the race water will be provided near the racecourse. There will be, a Dj to provide entertainment after the race, and an expert on human trafficking to speak during the closing ceremony.

ENTERTAINMENT (describe type of entertainment: Dj, hours of entertainment: 9:15-11am, use of an amplified sound system which may require board approval, placement of stage & lights, etc.) Sound permit should be from 7am to 11am

Please provide details.

PUBLICITY The Love>Fear 5K will be promoted at churches, and businesses in and around Westmont,. t will also be advertised through various types of social media, such as Facebook, Instagram, Twitter, Snapchat, Tumblr, etc. Other means of promotion will be through Chicago Area Runners Association (CARA), Reclaim13, and Suburban Life Newspaper. (The Village encourages publicity to be published a minimum of 30 days prior to the event if requesting use of public space)

Please provide details.

Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division? IN PROGRESS (Larry McIntyre will work with Lynda Balaja)

Have you made arrangements with the Westmont Communications Director to have the Village hang/place signs and/or banners in the public right-of-way? IN PROGRESS (Larry M.)

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?

Lynda Balaja and volunteer team will be delivering the event proximity notice along the race route on Saturday August 13th, 2016

SAFETY None that I am aware of (describe safety concerns & how they will be addressed, define security plan including number of people working security at what times and where they will be stationed, and if Police Dept. and EMA personnel will be requested)

We will have 12 volunteers through out the race to help keep the route secure. We will request 2 police officers to secure Oakwood Dr. and Jamestown Ave.

Will your event serve alcohol? YES 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? Policy through NSI, Esser-Hayes Insurance Group #12278 Policy #A114350

Reclaim13 will provide the appropriate insurance for this event.

EVENT LAYOUT & SET-UP The opening ceremony will be at the start line of the race and the closing ceremony and Dj entertainment will be at the Ty Warner Pavilion. The race course will take place on the surrounding streets of Oakwood Dr, Arlington Ave, Chestnut Ave, and Blackhawk Dr., Hamilton Ave, Revere Ave and Williamsburg St.. (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.) Please provide details.

A layout graphic/drawing that includes the information listed above is REQUIRED. Is this drawing attached?)

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

Please provide details.

Are you requesting closure of a public right-of-way such as a street or parking lot? YES, limited closure

Will your event require a water hook-up? YES 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? YES NO

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.

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.)

- Sound Amplification and Noise Request – Request to waive amplified sound and noise ordinance during the event from 8 a.m. to 11 a.m.
- Street Closures – Jamestown Ave and Oakwood Dr. streets may be closed from approximately 7:50am to 9am. Appropriate signage and detour information will be put in place.

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. NA

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

Lynda Balaja - Event Chair

Date

REVIEWED AND RECEIVED BY:

Larry McIntyre - Westmont Communications Director

Date

Sgt. Brian Gruen - Westmont Police Dept.

Date

Dave Weiss - Westmont Fire Dept.

Date

Mike Ramsey - Public Works Dept.

Date



Quote Proposal

Customer Number: 1000059790
Policy Number: A144350 00

Quoted Policy Term: 08/20/2016 to 08/21/2016
Date Quoted: 04/22/2016

Customer Name and Address:
Compassionate Communities for Children
DBA Reclaim 13
PO Box 59
Downers Grove, IL 60515

Agency Name and Address: 12278
ESSER-HAYES INSURANCE GROUP
1811 HIGH GROVE LANE STE 139
NAPERVILLE, IL 60540
630-355-2077

Thank you for the opportunity to provide a quote.

See below for a summary of premiums quoted. Refer to additional pages for more details.

This quote proposal is based on the underwriting and rating information provided to date, including deductibles and retention. Please keep in mind this quote proposal may be subject to additional rating, pricing or underwriting considerations, as well as to a loss prevention survey and compliance with its recommendations.

These rate levels and this quote proposal are valid for 60 days or until the proposed effective date, whichever comes first. 08/20/2016

| Coverage Part | Premium |
|---|----------------|
| Commercial General Liability Coverage | \$430.00 |
| Total Premium: | \$430.00 |
| Total Including Taxes, Fees and Surcharges: | \$430.00 |

Kelly Schmid
Phone: 608-410-3489 | Fax: 1-800-320-1622
Email: kschmid@wbmi.com

**This quote proposal is not the insurance contract.
Only the actual provisions of the issued policy will apply.**



Quote Proposal

Customer Number: 1000059790
Policy Number: A144350 00

Quoted Policy Term: 08/20/2016 to 08/21/2016
Date Quoted: 04/22/2016

Customer Name and Address:
Compassionate Communities for Children
DBA Reclaim 13
PO Box 59
Downers Grove, IL 60515

Agency Name and Address: 12278
ESSER-HAYES INSURANCE GROUP
1811 HIGH GROVE LANE STE 139
NAPERVILLE, IL 60540
630-355-2077

This quote proposal is subject to the following and cannot be bound until all requested information is received and approved by underwriting for acceptability.

Underwriter Comments

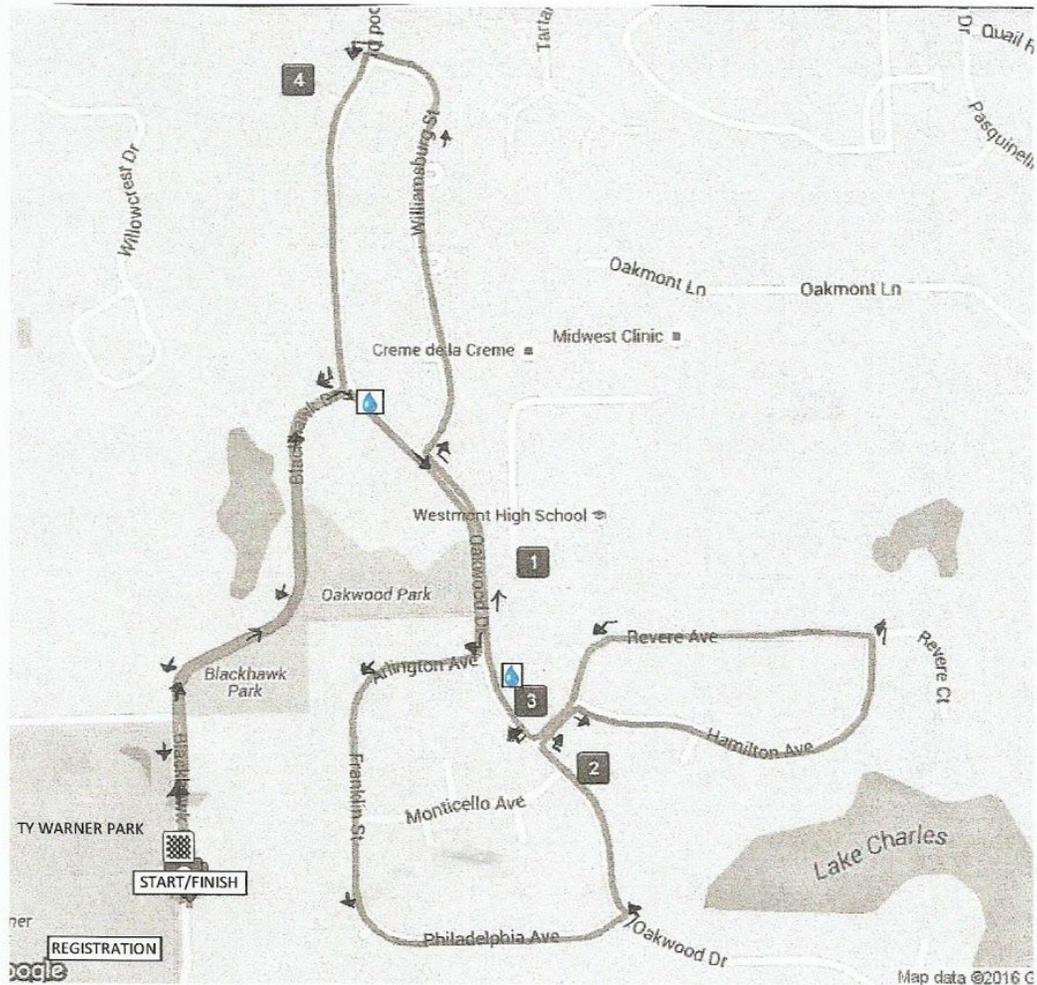
** Pricing Indication **

Coverage can be bound with an updated NSI Special Event application received 60 days prior to the event date

**This quote proposal is not the insurance contract.
Only the actual provisions of the issued policy will apply.**

love > fear

AUGUST 20TH, 2016 8:00 AM



From North – Take I-355, I-294 or Route 93 south to Ogden Ave. For Route 83 and I-294, go west on Ogden Ave. and for I-355 go east on Ogden Ave. Turn North on Blackhawk Drive and follow the signs.

From West – Take I-88 east to Cass Ave. Midwest Rd. Go south on Cass Ave./Midwest Rd. to Ogden Ave. turn left to Blackhawk Drive. Turn north on Blackhawk Drive and follow the signs.

From East – Take I-88 west to Route 83. Go south on Route 83 to Ogden Ave. Go west on Ogden Ave. to Blackhawk Drive. Turn north on Blackhawk Drive and follow the signs.

From South – Take I-355, I-294 or Route 83 North to Ogden Ave. For Route 83 and I-294, go west and for I-355 go east. Turn North on Blackhawk Drive and follow the signs.

