



Village of Westmont Community Event 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.

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 **60 days prior to the event.**

VILLAGE OF WESTMONT COMMUNITY EVENT PERMIT REQUEST

Name of Event Westmont Trick Or Treat Trail, Coffins on Cass, Scarecrow Decorating Contest & Pumpkin Smashing Extravaganza

Host Organizations Westmont Chamber of Commerce Village of Westmont Westmont Environmental Improvement Commission

Name/Title of Event Contact Person

Larry Forssberg - Chamber Executive Director - 630-960-5553 - forssberg@westmontchamber.org

Steve Golembiewski - Westmont Park District - 963-5252 - sgolembiewski@westmont.il.gov

Jon Kostal - DWBA

Larry McIntyre - Village of Westmont Communications Director and Environmental Improvement

Commission Liaison - 630-417-0280 - lmcintyre@westmont.il.gov

Mary Gabryel - EIC Secretary

Event Date(s) & Times Saturday, Oct. 22, 2016 11:00 AM to 3:00 PM; Street Closure at 10 a.m. to 3 p.m.

11am-1pm - Trick or treat trail

11am-1pm - Stuff a truck program

Noon-2pm - Pumpkin Smashing Extravaganza

1pm-2:30pm - Caskets on Cass

Rain Date (if applicable) N/A

Event Location Downtown Westmont Central Business District - Cass Avenue from Dallas to Chicago/Naperville and area B-1 sidestreets

EVENT DESCRIPTION (describe event, parade, goals, target audience & attendance, etc.) The Trick or Treat Trial event is designed to serve area families by providing a safe and secure environment to trick or treat and to help promote our B-1 Downtown Business District. Scarecrows will be used to enhance the feel of the season and as a part of a decorating contest. There will also be a pumpkin smashing event which will bring attention to the community-wide pumpkin recycling program. New in 2016 is the addition of the Coffins on Cass, a foot race of homemade coffins sponsored by community organizations, businesses and area residents.

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 amplified music from from the existing sound system that serves the B-1 Business District. The pumpkin smashing contest will be a part of the overall entertainment for the event and will require amplified sound for announcements. The Coffins on Cass Race will also require amplified sound for announcements.

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 will be promoted by flyers, local media announcements, social media postings, banners and email announcements to area schools.

Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division? YES **NO, Larry Forssberg will follow through on this.**

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? YES **NO, but in progress**

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

Westmont Chamber of Commerce and Tourism Bureau will coordinate the hand delivery of the event proximity notice before 7 days prior.

SAFETY (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)

At this time we would not need any police presence for street closures but will request for support from EMA to assist with general safety along with help with crossing guests at the street and railroad crossings.

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?

Westmont Chamber of Commerce has secured the proper insurance for the Trick or Treat Trail portion of this event and the Coffins on Cass. The Chamber and Village will work together to determine additional insurance needs.

EVENT LAYOUT & SET-UP (describe complete site plan of event with location of tent(s),

A layout graphic/drawing that includes the information listed above is recommended.

Layout must include public street and parking lot closures, barricades, placement of stage and tents, location of water hook-ups, placement waste receptacles, placement of tents-tables-chairs, location of food and beverage service, location of information tent, etc.

All sidewalks are open as normal. Closings include Cass Avenue and a portion of the Burlington/Cass parking lot. The south two-thirds of this lot will be used for the food drive and pumpkin smashing contest.

Is this drawing attached? **NO (in-process).**

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

General parking will be on the street and in designated parking areas. The Cass/Burlington parking lot will be used for the pumpkin smashing competition.

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-- If YES, list parking lot/street locations and times of closure.

Cass Avenue from Burlington to Chicago/Naperville from 10:00 AM to 3:00 PM and the south one-third of the parking lot at Burlington and Cass Avenue from 7:00 am to 3:00 pm

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? IN progress.
Light poles to secure scarecrows to in the B-1 Business District. The scarecrows will be on Display from no earlier than October 12th through no later than November 6th.

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
If YES, who will be responsible for preparing/serving food and meeting all County and State Health Codes?

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.)

- 1) Amplified sound permit
- 2) Community Events permit
- 3) Closure of the south one-third of the Burlington/Cass Parking lot from 7:00AM to 3:00PM on Oct. 22
- 4) Closure of Cass Avenue from Burlington to Chicago/Naperville from 10:00 AM to 3:00 PM on Oct. 22

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.

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

Larry Forssberg/Westmont Chamber of Commerce

Date 07/09/2016

REVIEWED AND RECEIVED BY:

Larry McIntyre/Westmont Communications Director

Date

Brian Gruen/Westmont Police Department

Date

Chief David Weiss/Westmont Fire Department

Date

Mike Ramsey/Westmont Public Works

Date