# 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.

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 SPECIAL EVENT PERMIT REQUEST

**Name of Event** 2016 Westmont Lions Club 95th Anniversary Circus
**Host Organization** Westmont Lions Club

**Name/Title of Event Contact Person** (including name of alcohol contact person)
Chair - Jim Addington; Co-Chair-John Karesh

**Home Phone** 630-654-2894 **Cell Phone** 630-215-9527

**Email** jaddington@westmont.il.gov

**Event Date(s) & Times** Friday, Sept. 23, 2016 -- 2 Shows -- 4:30pm and 7:30pm
NOTE: Circus arrives in the AM for setup; at 9am, there may be a tour of the circus

**Rain Date (if applicable)** N/A

**Event Location** Ty Warner Park - Main Parking Lot at Blackhawk & Plaza

**EVENT DESCRIPTION** (describe event, parade, goals, target audience & attendance, etc.)
Big top circus looking to attract up to 2500 guests. Parking will be in the south parking lot off of Blackhawk

**ENTERTAINMENT** (describe type of entertainment, hours of entertainment, use of an amplified sound system which may require board approval, placement of stage & lights, etc.)
This event will include amplified sound and music. This will be a full circus with animals, acrobats, clowns, tumblers,

etc. There will be sideshow exhibits including games, animal rides, food, etc.

**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 via Neighbors magazine, local radio, social media, posters, tent cards for local businesses, etc.

**Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division?**
YES X NO - We are working with Larry McIntyre to complete this, this will include various banners and yard signs placed throughout the Village on private property.

**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 - We will be working with Larry McIntyre to complete this

**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 Communications Director 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?**
Larry McIntyre & Brian Gruen will work with Jim Addington to follow through on this.

## 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)
Police officers maybe be on site during the event, may request some EMA to control traffic.

**Will your event serve alcohol?** YES **NO**

**If YES**, list name & contact info of person securing liquor licenses with Village and State.

NA

**If YES**, have you contacted the Westmont Police Department to hire an officer for the event, which is required by ordinance if an event serves 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? YES - Liability insurance is through the Circus - Village of Westmont is not named as an additional insured. Park District and Lions Club named.

**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. )
General layout will be made available

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

**Is this drawing attached?** YES NO, in progress

**PARKING** (describe parking plan including areas designated for public parking, handicap parking, and how this plan will be promoted to the public)
Parking will be on public streets around Ty Warner Park and the south parking lot. The Lions will be working with CUSD 201 to allow additional parking at WJHS and WHS.

**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 **NO**

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

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

**If YES**, list where and when you would like the water hook-up?
Bob Fleck will work with Public Works on this item. Water needed for food service and animals.

**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 **X-NO - not needed**

**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

Create a comprehensive listing of all additional requests.
**Will your event serve food?** **YES** NO

**If YES, who will be responsible for preparing/serving food and meeting all County and State Health Codes?** Carnvial will contact DuPage County Health about requirements

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

## 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.)

- Request to approve Amusement License fee waiver for the event
- Request to approve live amplified sound permit during event hours
- Request to approve tent permit fee waiver

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.

**Police Presence** - Will contact Police Dept. re: security
**Ambulance Presence** - Will contact Fire Dept. re: safety
**EMA Presence** - Probably not needed
**Public Works** - Barricades at parking lots and equipment for water service.
**Waste Management Request** - Bob Fleck will work with WM to see if more resources are needed.

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

_____ _____
Jim Addington - Event Chair/Lions Date

**REVIEWED AND RECEIVED BY:**

_____ _____
Larry McIntyre - Westmont Communications Director Date

_____ _____
Brian Gruen - Westmont Police Department Date

_____ _____
Dave Weiss - Westmont Fire Department Date

_____ _____
Steve May - Village Manager Date

_____ _____
Mike Ramsey - Westmont Public Works Date

## Village of Westmont Special Event Permit Checklist

The following checklist is to be completed in person by the special events permit requester and the Westmont Communications Director. This checklist is to accompany the request.

**YES NO** The Village of Westmont Special Event Permit Request Form has been completed, signed and is attached

**YES NO N/A** Closure or ordinance variance in regard to Village streets, parking lots and/or public right-of-way has been requested - **Requires Board Action**

**YES NO N/A** Amplified music, live or otherwise, has been requested - **Requires Board Action**

**YES NO N/A** A water hook-up is needed and has been reviewed by MRC

**YES NO N/A** Street barricades and security fencing is needed, has been reviewed with MRC, and is listed on event layout drawing

**YES NO N/A** A property use waiver and Village hold harmless agreement has been signed and is attached with this request

**YES NO N/A** An appropriate insurance policy that protects the Village of Westmont has been secured and is attached with this request

**YES NO N/A** An event safety plan including requests to utilize Village staff and volunteers has been reviewed and approved by the MRC and the Westmont Police & Fire Departments

**YES NO N/A** Village and State Liquor licenses are required and have been obtained

**YES NO N/A** Health Department permits for food & beverage are required and have been obtained

**YES NO N/A** Event proximity notice has been created and submitted with this permit request
(NOTE: This notice MUST be delivered to all businesses and residents within one block of the event no later than seven days before date of event)

**YES NO N/A** Posting of signs and banners within the Village will be required and a temporary sign request has been submitted and approved by the Westmont Building & Zoning Division

_____ _____
Larry McIntyre/Westmont Communications Director Date

_____ _____
Jim Addington/Westmont Lions Club Date