

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.

VILLAGE OF WESTMONT SPECIAL EVENT PERMIT REQUEST

Event Name Trick or Treat Trail

Host Organization Westmont Chamber of Commerce

Name/Title of Event Contact Person (including name of alcohol contact person)
Larry Forssberg, Chamber Executive Director

Day Phone 630-960-5553

Email Lforssberg@westmontchamber.com

Event Date(s) & Times Sat., Oct. 27, 2012, 11am to 1pm

Rain Date (if applicable) NA

Event Location Downtown Westmont, participating business merchants in the central business district, Westmont Centre, and the south 1/3 of the Cass-Burlington Parking lot

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

This is an event that has taken place annually for over a decade. Children and families are invited to dress up in Halloween costumes and come into the downtown to go trick or treating at participating merchants. There are also vendor tables for local businesses to promote themselves. These tables will be set up in the Cass-Burlington parking lot and/or Westmont Centre. There will may be a radio station on location providing games and giveaways.

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

The radio station may be on location and have a small sound system providing music. There will be a costume awards distributed during the event.

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 Chamber will promote the event through the local newspapers, ch. 16 bulletin board, internal email blasts, village-chamber-and special events websites, and a banner in downtown Westmont and more.

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

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? YES **NO**

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?

As there are no street closures, this notice will not be hand-delivered. Instead, the Chamber will email information to the Downtown Westmont Business Owners.

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)

The Chamber will request that EMA is involved with this event as they have been in the past.

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? **YES** NO

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 will be minimal set-up for this event as most of the event consists of pedestrians walking from store to store in the downtown area. Participating stores will be marked and promoted. There will be some tables inside Westmont Centre. There will also may be some tables and a radio station promotion in the south 1/3 of the Cass-Burlington parking lot.

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

Participants will be asked to park in the general public parking in the area.

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.

__The south 1/3 of the Cass-Burlington Commuter Parking Lot from 8am-1:15pm.

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, in the works** 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.

ADDITIONAL

Create a comprehensive listing of all

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

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

Public Works has been asked to supply an electric line to the south 1/3 of the Cass-Burlington parking lot so that the vendors and radio station has power.

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) Temporary Closure of Right of Way – South 1/3 of the Cass-Burlington Parking Lot, from 8am to 1:15pm.

2) Sound Amplification Permit – For Saturday, Oct. 27, 11am to 1pm, in the downtown business district, Cass-Burlington Parking Lot

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.

1) EMA will be requested to assist with pedestrian safety

2) Public Works will be asked to supply barricades for the closure of the south-half of the south 1/3 of the Cass-Burlington parking lot

3) Public Works will be asked to supply an electric line at the Cass-Burlington parking lot

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

Larry Forssberg
Name of Contact/Title with Organization

October 1, 2012
Date

REVIEWED AND RECEIVED BY:

Larry McIntyre
Westmont Media Relations Coordinator

Date

**Village of Westmont
Special Event Permit Checklist**

The following checklist is to be completed in person by the special events permit requestor and the Westmont Media Relations Coordinator (MRC). 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
If YES, requires Village Board Action

- YES** **NO** **N/A** Amplified music, live or otherwise, has been requested
If YES, requires Village 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

- YES, in progress** A property use waiver and Village hold harmless agreement has been signed and is
attached with this request

- YES, in progress** 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 personnel and volunteers,
and
Fire Departments
has been reviewed and approved by the MRC along with the Westmont Police

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

- YES** **NO** **N/A** Health Department permits for food and beverage service 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 and Zoning Division

Larry McIntyre
Larry McIntyre/Westmont Media Relations Coordinator

Date

Larry Forssberg
Name of Event Contact/Title with Organization

Date