

# 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.

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### VILLAGE OF WESTMONT SPECIAL EVENT PERMIT REQUEST

Event Name Holy Trinity Oktoberfest

Host Organization Holy Trinity Church

**Name/Title of Event Contact Person(s)/Phone/Email**

Keith Sellers (Event Chair-Liquor License Holder), 630-660-6554, [sellerscmi@comcast.net](mailto:sellerscmi@comcast.net)

Amy Porter, 630-434-2329, [akarmazon@hotmail.com](mailto:akarmazon@hotmail.com)

Father Mike Danek, 111 South Cass Avenue, 630-968-1366, [mdanek@holyltrinitywestmont.org](mailto:mdanek@holyltrinitywestmont.org)

Bruce Barker, 630-310-4394, [BBarker@holyltrinitywestmont.org](mailto:BBarker@holyltrinitywestmont.org)

Event Date(s) & Times Saturday, Oct. 20, 11am - 10:30pm

Rain Date (if applicable) NA

Event Location Holy Trinity Church Property, 111 S. Cass Avenue, mostly in church parking lot off of East Richmond Street

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

First-time community event intended to be a fundraiser for Holy Trinity Church. Event will have tents, live music, serve food and beverages including beer. There will also be an inflatable moon bounce attraction and a DJ for kids. The entire community is invited. The goal is to have around 1000 people attend throughout the day. Parking will be available on church property as well as public parking.

**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 a live band and DJ at different times. 11am-12:30p - Windy City Harmonica Club: DJ from 4-6pm, German Oom Pah Band from 6-10pm. The bands will be playing inside the tent, which will be located in the parking lot off of Richmond. The inflatable moon bounce will be on the east side of that parking lot.

**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 publicized through Holy Trinity Church and the local media.

**Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division?** NO, but if signs and banners are wanted, Keith will apply for a permit through the Building and Zoning Division

**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, if signs are requested, then this item will be addressed

### **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?**

Keith Sellers will work with Larry McIntyre to create the notice and schedule delivery prior to the event.

**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)  
Keith Sellers is in communication with the Westmont Police Dept., Fire Dept., and Larry McIntyre, Westmont Media Relations Coordinator, who in turn will be in communication with staff representing the various Departments involved. Chief Weiss and Doug Daniels have been contacted regarding potential fire safety concerns. Keith has already discussed alcohol concerns with DC Jim Gunther and a liquor licence has been acquired. Keith is working with Sgt. Gruen regarding police presence. Keith has requested that they will have a couple of grills to cook and warm food which will be sold and served on location. Cpt. Daniels will work with Sellers to ensure fire safety.

EMA p[re]sence has not been requested.

**Will your event serve alcohol?**

YES, a temporary liquor license has been acquired from State and the Village.

**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 the Holy Trinity to ensure that the proper insurance certificate is in place.

**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. )  
An event map has been submitted with this request. Please contact Larry McIntyre for map updates.  
Much of the set-up will occur on Friday on church property. Potentially, the tent, filling of water barrels, snow plow drop off, and beer truck arrival will take place on Friday and then be picked up on Monday.

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

People will be able to use public parking as well as Holy Trinity parking.

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

**Yes, the parking spaces on Richmond in front of Holy Trinity School will be used for this event, however, these spaces may be private property owned by the church.**

**Will your event require a water hook-up?**

**Maybe, TBD**

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

**NO, na**

### **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?** **YES, Holy Trinity has already received their health permit from the County Health Dept.**

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

None forseen at this time.

### **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.)

- Live Music and Amplified Sound Request at the event on Saturday, Oct. 20, 2012, 11am-10:30pm

- Parking Space Closure - Richmond Street between Cass Ave and Linden on Saturday, Oct. 20, 7am-11pm

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.

- There has been NO request to have EMA personnel on hand.

- There has been a request for Police and Fire vehicles to make a visit to the event, as is done for block parties, on Saturday, Oct. 20, between 1 and 2pm.

- There has been a request to have Public Works drop off snow plows to the event so that they can be painted as an event activity.

- There has been a request for Public Works to fill up water barrels that would be used for tent security (this would have to take place on Friday, Oct. 19)

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 \_\_\_\_\_