



## 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](mailto: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** U.S. Luge Midwest Tryouts - Slider Search

**Host Organization** U.S. Olympics Luge Team

**Name/Title of Event Contact Person** Fred Zimny (U.S. Luge), Larry McIntyre (Communications Director)

**Day Phone** **Eve Phone** 630-417-0280

**Email** [Zimny@usaluge.org](mailto:Zimny@usaluge.org); [Lmcintyre@westmont.il.gov](mailto:Lmcintyre@westmont.il.gov)

**Event Date(s) & Times** Saturday, June. 16 & Sunday, June 17, 2018, 7am-6pm

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

**Event Location** Cass Avenue from 55th Street to West Dallas

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

The US Olympic Luge Team will come to Westmont for the 4th time to host their Midwest Luge tryouts. Young athletes will be trained to use street luges and follow a luge course as they are evaluated by the US Luge Team to see if they might be hopefuls to make the Olympic Luge Team. There may be over 100 youths trying out over the 2 day event.

**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 may be amplified sound so that the Luge team can effectively communicate with participants. The Clerks Office will be asked to connect with event organizer to confirm whether or not a sound amplification permit is needed.

**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 social media, press releases, village website, village newsletter, 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**, Larry McIntyre will follow through on this if needed, we may use Police Dept. Info sign to promote street closures

**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 NA

### **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?** Larry McIntyre will coordinate this with Westmont Special Events.

**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, Fire and EMA will develop a plan to assure event safety.

**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? **X YES** - Larry McIntyre will follow through on this item.

**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.) The location of this actual event is on Cass Avenue between 55th and West Dallas. Bales of hay will be acquired and put along the curb to protect competitors. Pre-setup will occur on Friday, June 15. Street closed on Sat and Sun from 7am to 6pm.

**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.

**Will there be a drawing?** **X YES**

**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 in residential areas and on Quincy Street, as well as near the Park District.

**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.

Listed in Request for actions - Cass Avenue from 55th Street to West Dallas, Sat. and Sun. June 16 & 17

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

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

NO TENT PERMIT REQUIRED.

#### **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) Use of public right of way - Closure of Cass Avenue from 55th Street to West Dallas on June 16 and 17 from 7am to 6pm

2) Amplified sound permit

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.

Request Police, Fire and EMA to review event to determine safety needs.

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

\_\_\_\_\_  
Fred Zimny/Event Coordinator

\_\_\_\_\_  
Date

REVIEWED AND RECEIVED BY:

\_\_\_\_\_  
Larry McIntyre/Westmont Communications Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Leonard Gabreleski/Westmont Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief David Weiss/Westmont Fire Department-EMA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Ramsey/Westmont Public Works

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alicja Richard/Clerks Office

\_\_\_\_\_  
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 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 personnel and volunteers, has been reviewed and approved by the MRC along with the Westmont Police and 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 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/Westmont Communications Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Event Contact/Title with Organization

\_\_\_\_\_  
Date