



Westmont Community Events Permit Request

This 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.

VILLAGE OF WESTMONT SPECIAL EVENT PERMIT REQUEST

Submission Date March 1, 2018

Event Name 2018 Westmont Cruisin' Nights & Street Fair

Event Date(s) & Times Thursday evenings, June through August, 5-9pm (street closure at 4:30pm, re-open approx. 9:30pm)

Rain Date NA

Event Location Downtown Westmont - In 2018, the plan is to continue last year's layout, Cass Avenue from Burlington to Naperville Road, with the small addition of 12 W. Burlington and the sidewalk between 12 W. Burlington and Cass Avenue

Host Organization Westmont Special Events Corporation - NFP

Name/Title of Event Contact Person (including name of alcohol contact person)

Kristina Kaniauskaite - Office Manager; Larry McIntyre - WSEC Village Liaison; Sam Alonzo-WSEC President; Bob Reid-WSEC Vice President Admin; Amy Quattrone-WSEC VP Communications;

Day Phone 630-829-9378 (office) **Eve Phone** Sam Alonzo - 708-243-0173 cell; Larry McIntyre - 630-417-0280

Email wsec@westmontevents.com

PROPOSAL - As discussed by many people and has received very positive feedback, close Cass Avenue from Burlington to Naperville rd to create street fair environment, then close E. and W. Irving Street from Cass to the alley, utilize Cass-Irving parking lot next to Toon Funeral Home, as well as the Bank of America parking lot, Manning School parking lot and the Crescent Islamic Mission of North America Parking Lot. The market and cars would park on Cass in the closed areas.

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

Westmont Cruisin' Nights and Street Fair has become a very popular event in the community and continues to grow each year. More volunteers and additional activities and events are being planned for 2017, so the event plans to grow. Classic car owners are invited to come to the community and park in designated areas so that residents and guests can come and enjoy looking at the cars. Each week features live music, which is presented at various locations including Potbelly near the Knights of Columbus, Absolutely Delicious, NEAT restaurant, Bank of America, and possibly other locations. There are parades typically associated with Squad Car Night and Fire Truck Night - there may be consideration for having more parade nights. In 2017, there will continue to be various kids activities as well as food demos. Also, there has been a request from the Hilton, which is planning to be a top-level event sponsor, to offer wine and/or beer tastings. This has been discussed with the liquor commission and the deputy liquor commissioner, and we are working together to develop and affirm the event details. Also, per conversations with the Liquor Commissioner, Deputy Liquor Commissioner, and Police Chief Gunther, the boundaries of the event will expand to now include the sidewalk north of Burlington Avenue from Cass Avenue to the entrance of the Uptown Tavern. This change will allow Uptown patrons to purchase beverages at the Uptown and then attend the car show. The liquor Commissioner and Deputy Liquor Commissioner will be working with the Uptown to confirm expectations. There will be continued excellent marketing to bring more people to the event. The street fair will feature specialty food products as well as a variety of unique arts and crafts vendors, and commercial vendors. The goal of Westmont Cruisin' Nights and Street Fair is to provide a successful event that offers fun for all ages and creates community for our residents as well as bring people into our downtown for the benefit of the entire community and our businesses.

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 live bands each week. They will typically play between the hours of 6 and 9 p.m. The bands will play along Cass Avenue in various locations including in front of the KCs, Pot Belly Pub, Absolutely Delicious, and NEAT. In each case, sound will be amplified. We work with the bands to make sure volume of acts is not too loud. We ask the Village to allow music to be played on the downtown sound systems on nights featuring original music, if possible. Also, the downtown sound system is requested all nights for the purpose of making announcements. The WSEC may set up small pop-up tents at Cass & Norfolk and other areas as our information centers and kids activity area.

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)

WSEC executes an extensive marketing campaign to promote the Street Fair. The marketing plan includes: ad in the Sub Life Progress, info in VOW newsletter, info on VOW website, WSEC website, WSEC Street Fair email blast, WSEC Facebook page, 5000 copies of Street Fair brochure distributed throughout community and to area car show events, 100s of posters and flyers distributed throughout the area, cable TV promotions and PSAs, extensive Street Fair distribution database, promotions with radio stations, ad in Sub Focus Magazine and additional press releases and news articles in Trib Local and other local publications

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 Communications Director 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?

Larry McIntyre will coordinate this effort, there will be several people working on this notification as it covers a large area. This will occur approximately mid-May and will include info about the Taste of Westmont and Street Fair. Notices will be delivered to businesses and residents on Grant, Lincoln, Cass, Linden and Warwick from Burlington to Naperville Road and on area side streets.

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)

Each year, the WSEC works with the Westmont Police Department and the EMA to develop a complete safety plan.

Will your event serve alcohol? YES, alcohol will be served by businesses that are involved with the event. Local institutions that have liquor licenses are allowed to serve alcohol at the event, additionally, the Hilton is planning to serve sample size alcoholic drinks to patrons - this item has been reviewed by the Liquor Commissioner, Deputy Liquor Committee, Chief of Police, and WSEC Board members.

If **YES**, list name & contact info of person securing liquor licenses with Village and State. NA, individual businesses will be responsible for their own liquor licenses, but Larry McIntyre will be the point of contact for this if there are questions.

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, the Westmont Police Department is aware that this event serves alcohol.

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.)

The layout will continue to be the same as it has been for the past several years, which includes closing Cass Av. from Burlington to Naperville Road. Again, the WSEC is working with the Uptown business to include their location within the geographic boundaries of the event.

East and West Norfolk rd would be used for vehicle entrance to the event. Classic car parking at Bank of America lot will start after 5:30 p.m. Public Works will put up barricades and create the detour plan. WSEC volunteers and Public Works will work together regarding the closure and re-opening of Cass Av., however, the WSEC may hire

additional part-time seasonal help to assist with Set-Up duties. Sound system and bands set up where they are playing – locations vary from KCs, Pot Belly Pub, NEAT, and Absolutely Delicious. Downtown businesses located within the area of the event will be invited to bring out tables onto the sidewalks and promote their businesses and sell items sold in their business providing they meet Village requirements. The Cass-Burlington Parking Lot will not be utilized and left open for public parking.

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, there are no changes from previous years.**

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

Many residents walk to this event from the downtown area. General public parking can be found on Burlington Avenue, the Cass-Burlington parking lot, and in residential areas. The WSEC also has agreement to use the Crescent Islamic Mission of North America parking lot behind China Chef.

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. Listed below under board actions.

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 **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.

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.)

- **Street and Public Right of Way Usage:**
 - **Cass Avenue Closure:** Close Cass from Burlington to Naperville for open market and classic car event on Thursday nights June through August 2018 from 4 to 9 p.m.
 - **Irving Street Closure:** Close East and West Irving Street from Cass to the alley for classic car parking on Thursday nights June through August 2018 from 4 to 9 p.m.
 - **Cass-Irving Parking Lot Closure:** Close entire parking lot Thursday nights June through August 2018 from 4 to 9pm.
 - **Manning School Parking Lot Closure:** Close entire parking lot Thursday nights June through

August 2018 from 4 to 9pm.

- **Cass Avenue Sidewalk Usage:** Allow downtown businesses located within the layout of this event to put out tables to promote their businesses and sell items from their store during event hours Thursday nights June through August 2018 from 5 to 9 p.m.

- Amplified Sound Request: Allow amplified sound from live bands, DJs, and radio station promotions at various locations within the event including on Cass Avenue near the KCs, Pot Belly Pub, NEAT, Absolutely Delicious, Bank of America, Irving Street, and other possible locations during event hours Thursday nights June through August 2018 from 5 to 9 p.m.

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.

- EMA (pedestrian safety)
- Public Works (safety barricades and cones)

TEXT FOR ORDINANCE

2017 Westmont Cruisin' Nights & Street Fair

Board to consider an ordinance approving the following requests from the Westmont Special Events Corporation for their 2017 Cruisin' Nights and Street Fair events:

- * Tent Permit Fee Waiver
- * Live Amplified Sound Permit for event hours
- * Street and Public Right of Way Closures

Westmont Special Events Corporation will be hosting their annual Westmont Cruisin' Nights and Street Fair events on Thursdays from 5-9pm in June, July & Aug, 2017. These events will be in Downtown Westmont on Cass Ave from Naperville Rd to Burlington Ave. All requests for this year are the same as last year with the exception of expanding the event boundaries to include West Burlington from Cass Avenue to 12 W. Burlington.

Ordinance

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

Kristina Kaniauskaite/WSEC Office Manager

Date

Sam Alonzo/WSEC President

Date

REVIEWED AND RECEIVED BY:

Larry McIntyre - Westmont Communications Director

Date

Leonard Gabreleski - Westmont Police Department

Date

Fire Chief Dave Weiss - Westmont Fire Department

Date

Mike Ramsey - Westmont Public Works

Date

Village Manager - Steve May

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.

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|------------|-----------|------------|---|
| <u>YES</u> | NO | | The Village of Westmont Special Event Permit Request Form has been completed, signed and is attached |
| <u>YES</u> | 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 |
| <u>YES</u> | NO | N/A | Amplified music requested - If YES, requires Village Board Action |
| <u>YES</u> | NO | N/A | A water hook-up is needed and has been reviewed by MRC |
| <u>YES</u> | NO | N/A | Street barricades and/or security fencing is needed, has been reviewed with MRC, and is listed on event layout drawing |
| <u>YES</u> | NO | N/A | A property use waiver and Village hold harmless agreement has been signed and is attached with this request |
| <u>YES</u> | NO | N/A | An appropriate insurance policy that protects the Village of Westmont has been secured and is attached with this request |
| <u>YES</u> | 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 |
| <u>YES</u> | NO | N/A | Village and State Liquor licenses are required and have been obtained |
| <u>YES</u> | NO | N/A | Health Department permits for food and beverage service are required and have been obtained |
| <u>YES</u> | 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) |
| <u>YES</u> | 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

Kristina Kaniauskaite/WSEC Office Manager

Date