



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

Date of Submission March 1, 2018

Event Name 2018 Taste of Westmont

Event Date(s) & Times Thursday, July 12, 4:00-9:30pm; Friday, July 13, 4-10:30pm; Saturday, July 14, Noon-10:30pm; Sunday, July 15, Noon-8pm (Set-Up and Teardown July 10-16)

Host Organization Westmont Special Events Corp.

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

Kristina Kaniauskaite - Office Manager; Larry McIntyre - Village Liaison; Sam Alonzo – WSEC President; Bob Reid – WSEC VP Administration; Amy Quattrone - WSEC VP Communications; Steve Golembiewski - Treasurer; Linda Liddle - Secretary

Day Phone 630-829-9378 Office

Cell Phone Kristina Kaniauskaite Cell - 847-826-1022; Larry McIntyre Cell - 630-417-0280; Sam Alonzo Cell - 708-243-0173; Bob Reid Cell - 630-605-2279; Amy Quattrone Cell 630-670-4444

Email wsec@westmontevents.com

Rain Date (if applicable) None

Event Location Downtown Westmont – Cass Avenue from Burlington to Naperville Road, Cass-Burlington parking lot, Cass-Irving parking lot, Manning School parking lot, Irving Street from alley east of Cass to Lincoln Street, Norfolk from alley east of Cass to alley west of Cass, as well as several private property use agreements including parking lot behind China Chef, Convenience parking lot, Neat parking lot, Crescent Islamic Mission of North America lot and Center for Dance parking lot.

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

The Taste of Westmont is one of Westmont's biggest and most successful community events. Taste of Westmont is a community event that offers fun for all ages. It is estimated that more than 30,000 people attend over the course of the four days. Our audience is all-ages and it is estimated that at least half our visitors are from out of town, which means the event promotes tourism to Westmont. The goal is simply to have a wonderful festival that brings people together and creates a sense of community. Additional goals include showcasing Westmont restaurants, businesses and community organizations, providing fun for all ages, bringing people into the downtown to provide exposure of downtown Westmont, and more. This event is financially self-sufficient and has been for the past several years.

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

All of our main stage acts are popular area bands that play cover songs. Most of the bands are in the rock genre. On Sunday, we will continue our blues jam during the day and headline music in the evening. There is an all-ages carnival that will start on Thursday for our Kidzapalooza and run through Sunday night. Entertainment is continuous throughout the event during event hours. Our main stage, south stage, and main dining tent have amplified sound systems and/or lighting for music and dance. The carnival also has amplified recorded music and lights. Our radio station promotions and bingo tent use sound systems as well. The main stage continues to be on Cass, south of Naperville Road (near NEAT Kitchen). The Irving stage will be located on Cass Avenue.

PUBLICITY (describe where and when event will be promoted)

The WSEC has a comprehensive marketing plan for the Taste of Westmont. It includes: WSEC internet, VOW webcalendar, VOW newsletter, local press releases and articles, radio station promotions, posters and flyers throughout the area, cable TV PSAs, cable TV electronic bulletin board, yard signs throughout the community on private property, extensive event pull-out section in Sub Life Newspapers, info distributed at other community events, 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, in process, Larry McIntyre will coordinate

Have you made arrangements with the Westmont Communications Director to have the Village hang/place signs and/or banners in the right-of-way? YES, in process, L.McIntyre will coordinate

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 is expected to occur approximately mid-May and will include info about the Taste of Westmont and Westmont 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 incl. # of people working security at what times & where stationed, & if Police/Fire/EMA personnel will be requested)

The WSEC works closely with the Westmont Police, Fire and EMA to determine needs and set schedules for

security. The safety team includes the WSEC (Sam Alonzo), Westmont Police (Lenny Gabreleski), Westmont Fire (Dave Weiss), Village PIO (Larry McIntyre) and EMA (Dave Lincoln). In 2018, there will be one main location serving alcohol, at the Center for Dance building, therefore requiring an officer at that location. There may be a wine tasting event on Saturday between Noon and 5pm near the beer tent (just south in the dining tent). Details have been reviewed by the Liquor Commissioner, Deputy Liquor Commissioner, Chief of Police, and WSEC Board members. As usual, EMA will assist with overall safety communications, weather monitoring, as well as pedestrian and vehicle traffic. Overnight security staff will be secured by the WSEC and will have direct contact with the police department in case of an emergency. In 2011 and 2012, the Taste of Westmont experienced a surge in juvenile delinquent behavior, but there have been no similar incidents since. The Police Dept. assigns the police security detail to ensure event safety.

Will your event serve alcohol? YES, in 2018, there will be two changes from the previous year. Alcohol service from the beer tent will begin on Thursday evening during the car show - this night will also provide an opportunity to give more training to the beer servers at a time when it's less busy. Also, there is the possibility of a special wine tasting event that would probably be on Saturday between Noon and 5pm in the main dining tent. This event would be co-hosted by Shaw Media and would provide WSEC with sponsorship benefits. These items have been reviewed by the Liquor Commissioner, Deputy Liquor Commissioner, and the Police Chief, and they will work with the WSEC to confirm expectations and details.

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

Amy Quattrone, 630-670-4444 (cell) is the chair for alcohol, and Kristina K. is the overall event coordinator, 630-829-9378.

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**

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** (all insurance through West Sub Ins. – Rick Martin)

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, etc.)
The layout is exactly the same as last year. The event is located mostly on Cass Avenue from Burlington Avenue to Naperville Road. Side streets include Irving and Norfolk up to the alleys east and west of Cass. Also, west Irving is used up to Lincoln. The carnival is located on Cass from Burlington to Irving, on Irving Street from alley east of Cass to Lincoln Street, in the Cass-Irving parking lot, and in the Methodist Church parking lot at Irving and Lincoln. Commercial vendors and organization booths are on Cass from Irving to Norfolk. Near the intersection of Norfolk and Cass will be the Westmont Auto Mile Display. Food vendors will be in the Manning School parking lot east of Cass. The main entertainment stage will be on Cass south of Naperville Road. Dining tent and small entertainment will be on Cass Avenue north of Norfolk and just south of the parking lot next to Manning School. Alcohol will be served from the same location as last year – Center For Dance parking lot. The WSEC will have property agreements with each of these locations, but if either were to fall through, then the WSEC would request (and need) to move the main beer tent location back to Norfolk west of Cass, which is where it was for the first 10 years of the event. Generators are located behind the main stage, in the Convenient parking lot and near the carnival set-up. Temporary lights are set up near the carnival, the beer tents, and other areas deemed necessary. Each tent has its own lights. Waste receptacles are placed throughout the event. Port-a-potties and handwashing stations are placed throughout the event. Carnival set-up will begin on Wednesday in the Methodist lot and on west Irving. All other set-up will begin on Thursday and continue until the fest opens at 4pm on Friday. Teardown begins at 8pm on Sunday. The majority of the event is completely removed from the area by 7 a.m.

Monday morning. Also, in working with downtown businesses, the WSEC requests use of all sidewalks for the purpose of businesses to put tables out to promote their business and sell items from their store. This opportunity would be allowed during event hours up until 5 p.m. each day, which is when pedestrian egress is congested. Businesses must abide by Village Code in regard to maintain a safe pedestrian egress of at least 5 feet.

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 IN PROGRESS

PARKING

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

Many people from the community walk to the Taste of Westmont. Holding this event in the downtown is ideal for a community festival so to encourage community participation and pedestrian traffic. General parking occurs on residential streets to the east and west of Cass. There is handicapped parking in the Bank of America parking lot that will be promoted on event maps and publicity. The Cass-Burlington lot will be open to the public. People are also encouraged to park in the commuter lot in front of Village Hall.

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) YES

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

Listed comprehensively under board actions.

Will your event require a water hook-up? YES

If YES, list where and when you would like the water hook-up? Mike Ramsey from Public Works is aware of exact locations – one or two in carnival area, and one or two in the food tent area.

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.

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? Sam Alonzo is the Food Committee Chair, he will be assisting vendors, but each individual food vendor is responsible for their health code needs.

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

The WSEC appreciates the generous support of the Village and requests to continue the positive and successful working relationship that has been developed over the years including the continuation of in-kind support that was received in 2015.

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 Closures:

- o **Cass Avenue:** Burlington to Naperville – Wednesday, July 11, approximately 6 p.m. to Monday, July 16, 5 a.m.
- o **Norfolk Avenue:** Alley east of Cass to alley west of Cass – Thursday, July 12, approximately 4 a.m. to Monday, July 16, 5 a.m.
- o **Irving Street:** Alley east of Cass to Lincoln Street – Wednesday, July 11, 4 a.m.
- o **Cass-Irving Parking Lot:** Wednesday, July 11, approximately 4 a.m. to Monday, July 16, 5 a.m.
- o **Cass-Burlington Parking Lot:** Open to public parking throughout event.
- o **Cass-Manning School Parking Lot:** Wednesday, July 11, 4 a.m. to Monday, July 16, 5 a.m.
- o **Burlington Street Metered Parking:** Sunday, July 8, 4 p.m. to Thursday, July 12, noon (utilize for carnival equipment staging/set-up. Additional equipment staging area may be needed. Other possible areas of consideration include the public parking area north of railroad tracks and east of Cass Avenue, area school parking lots including Westmont High School, Plaza Drive at Ty Warner Park, and business parking lots on Pasquinelli Drive.)
- o **Cass Avenue Sidewalks:** During event hours up until 6 p.m. each day, downtown businesses located within the layout of the event will be allowed to put out tables in front of their business to promote and sell items from their store.

· **Sound Amplification and Noise Request** – Request to waiver amplified sound and noise ordinance during the Taste of Westmont including set-up and teardown

· **Temporary One-Way Traffic Plan**

- o **Grant Street:** one way south – Thursday, July 12, approximately 4 a.m. to Monday, July 16, 7 a.m. – (same as last year)
- o **Warwick Street:** one way north – Thursday, July 12, approximately 4 a.m. to Monday, July 16, 7 a.m. – (same as last year)
- o **Lincoln Street:** southbound ingress closed at Naperville Road and ingress/egress totally closed at Burlington – Thursday, July 12, approximately 4 a.m. to Monday, July 16, 7 a.m. – (same as last year)
- o **Linden Street:** southbound ingress closed at Chicago Avenue and ingress/egress totally closed at Burlington – Thursday, July 12, approximately 4 a.m. to Monday, July 16, 7 a.m. – (same as last several years)

· **Alcohol fee waiver request**

* **Tent Permit fee waiver**

· **Amusement fee waiver request**

TEXT FOR AGENDA ITEM:

Board to consider an ordinance approving the following requests from the Westmont Special Events Corporation for their 2018 Taste of Westmont event:

- * Special Event Liquor License Fee Waiver
- * Amusement License Fee Waiver
- * Tent Permit Fee Waiver
- * Live Amplified Sound Permit for event hours
- * Street and Public Right of Way Closures

Background Of Subject Matter

The WSEC will be hosting their annual Taste of Westmont July 12-15, 2018 in Downtown Westmont on Cass Avenue from Naperville Road to Burlington Avenue. All of their requests for this year are the same as last year.

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 Department (Security) - specific agreement to be reached between WSEC and Police Dept., which should be similar to last year
- Public Works Dept. Staff (set-up and teardown) - Most to be scheduled within regular working hours, as in the past - additional time to potentially be addressed through Hotel-Motel Tax Grant, as in the past
- Fire Department (First Aid Tent) - Fire Dept. has secured sponsorship through Kurtz Ambulance

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

Sam Alonzo - WSEC President

Date

Kristina K. - WSEC Office Manager

Date

REVIEWED AND RECEIVED BY:

Westmont Communications Director - Larry McIntyre

Date

Westmont Police Dept. - Lenny Gabrielski

Date

Westmont Fire Dept. - Fire Chief Weiss

Date

Westmont Public Works - Mike Ramsey

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.

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

Sam Alonzo/WSEC President

Date