



# 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** Run and Walk for Prostate Cancer Awareness 5K

**Host Organization** Prostate Cancer Foundation of Chicago and Chicago Prostate Cancer Center

**Name/Title of Event Contact Person** Jennifer McCartney

**Day Phone** 630-654-2515 **Eve Phone** 847-650-0423

**Email** [jennifer@prostateimplant.com](mailto:jennifer@prostateimplant.com)

**Event Date(s) & Times** Sunday, Sept. 9, 2018, 6am-Noon  
(6am-set-up; 7am-check-in; 8am-race start; 10am-race completed; post-race activities until Noon)

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

**Event Location** 815 Pasquinelli Drive, Westmont, Ill 60559 and throughout the Pasquinelli Drive Business Corridor

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

This event is an annual 3K walk and 5K run (started in 2011) to promote prostate cancer awareness. Additionally, there is a health fair in the parking lot of the center. It is estimated that there will be about 300-plus participants in the race as well as friends and families of the participants.

**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 amplified and recorded music and a PA system for speakers, from 7 a.m. to Noon. Clerks Office will connect with event organizer after approval of event to review needs including official sound amplification permit and raffle permits.

**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 brochures to former patients, email blasts to clientele database, posters distributed throughout the area, press releases in the local media, etc.

**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, may use Police Dept. Info sign to promote street closures

**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 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?** Jennifer McCartney will coordinate the delivery of notices to each building in the area.

**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 presence and EMA will be requested to assist with the blocking off of streets and direct vehicular and pedestrian traffic. There will be an EMA presence at 3 posts along the race route.

**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 the Chicago Prostate Center property. The layout will include tables and chairs for sign-in, information handouts, and food and water. Additional chairs will be used for general seating. There will be a sound system setup for music and announcements. There may also be an area on the center's property for live music. There will be (2) port-a-potties and several trash cans set-up throughout the race route. Complete tear down is expected around 11am. The race will take place on Pasquinelli Drive from the CCPC to 35th Street and on Oakmont Drive west of Pasquinelli. EMA will be asked to assist with traffic to and from Homestead Village during the race.

**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?**      X YES - Same as previous years

**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 at the neighboring businesses (Eddie Bauer and Mann Roland). There will be traffic control attendees of CPCC employees along with signage. Parking at Eddie Bauer will be first to be used so that it does not interfere with the race start line.

**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 - Paquinelli Drive from Cancer Center north to 35th Street, Oakmont Lane west of Pasquinelli Drive

**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?** Store bought water, coffee, power bars, donuts, fruit, gatorade, etc., no County or State Health Dept. inspection will be needed.

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 - Partial closures of Pasquinelli Drive from the Chicago Prostate Center to 35th Street and on Oakmont Drive west of Pasquinelli Drive

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 Department to have on-duty officer presence on location for the event. It is understood that this Police presence will not be specifically scheduled for the race event and may have to leave during the event if

there is a Police call in the area. There is no charge for this non-dedicated Police presence.

Request Fire Department to have an on-duty ambulance on location for the event. It is understood that this ambulance will not be specifically scheduled for the race event and may have to leave during the event if there is an ambulance call in the area. There is no charge for this non-dedicated ambulance presence.

If the race organizers want to request dedicated Police and/or first aid personnel at this event, then this should be discussed and agreed upon with the Village of Westmont prior to the approval of this request form. There would be associated fees if this request were approved.

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

\_\_\_\_\_  
Jennifer McCartney/Event Chair

\_\_\_\_\_  
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