

**AGREEMENT BETWEEN THE VILLAGE OF WESTMONT AND WESTMONT
SPECIAL EVENTS CORPORATION REGARDING PROPOSED NEW
SPECIAL EVENTS**

This Agreement Between the Village of Westmont and Westmont Special Events Corporation Regarding New Special Events (hereafter “Agreement”) is dated July 5, 2018 and is entered into between the Village of Westmont, an Illinois municipal corporation (hereinafter “Village”) and Westmont Special Events Company, an Illinois not-for-profit corporation (hereinafter “WSEC”).

WHEREAS, WSEC’s purpose is to plan, organize, publicize, fundraise and operate certain special events with the Village that promote the Village and promote arts, entertainment and family fun activities for the benefit of the public; and

WHEREAS, WSEC currently focuses its efforts on recurring annual special events within the Village, including but not limited to, Taste of Westmont and Cruisin’ Nights and Street Fair; and

WHEREAS, the Village assists WSEC by providing partial funding for such special events, by donating services of paid Village employees for such events, and by granting needed permits; and

WHEREAS, the Village now desires to have WSEC vet/review requests for new special events within the Village to be held by other individuals and organizations and to make recommendations to the Village Board regarding potential approval and permit issuance; and

WHEREAS, WSEC agrees to provide such services, finding such services to be consistent with its not-for-profit mission and purpose.

NOW, THEREFORE, for mutual consideration exchanged between the parties, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Recitals. The above-stated Recitals are hereby restated and incorporated into this Section 1 as thought fully set forth herein.

2. Duties of Communications Director Regarding Requests for New Special Events. Organizations who desire to make requests for new special events to be held on Village property shall be directed to make such requests initially to the Village’s Communications Director. Individuals are only eligible to make requests for new special events if they are affiliated with or partner with one or more not-for-profit organizations, local Westmont businesses, or public agencies.

The Communications Director will explain the procedures for approvals to such individuals and organizations and provide such persons with the necessary applications to complete. The individual or organization shall submit completed applications to the Communications Director, who shall review the same for completeness. If incomplete, the Communications Director shall

instruct the requestor to provide additional information. Once complete, the Communications Director shall submit the application and accompanying information to WSEC's for review.

3. Duties of WSEC Regarding Requests for New Special Events. Upon receipt of a completed application for a new special event, the WSEC shall forward the application to its New Events Sub-Committee for review. This Sub-Committee may request additional information from the requestor and may request to interview the requestor about the proposed event. The Sub-Committee's review of the proposed special event shall include, but not be limited to, the following criteria:

- A. Experience and track record of requestor.
- B. Positive benefit to the public and business community of the Village, in particular whether the proposed special event fosters the arts or entertainment in a meaningful and positive way, promotes the Village in a meaningful and positive way, and/or is targeted as a family-appropriate event that values inclusion of the public. In this regard, special events that promote political or special interests, appeal to prurient interests, and/or are primarily for fund-raising purposes should be discouraged and not recommended to the Village for approval.
- C. Impact of proposed special event on public resources.
- D. Proposed location(s) of special event and benefits/negatives of proposed location(s).
- E. Event budget and ability of requestor to fund the special event. The requestor should include a written business plan for money management, including but not limited to procedures for revenue collection, accounting, payments to vendors and staff, and other matters pertinent thereto.
- F. Whether financial assistance from the Village or other organizations is needed.
- G. Special requests or needs for the special event.
- H. Proposed date(s) of special event and possible conflicts with other events or activities.
- I. Similarity of proposed events with existing annual special events of WSEC or other organizations (i.e., Westmont Park District).
- J. Ability of requestor to provide the required liability insurance and other insurance which may be required for the proposed special event.
- K. Other matters/considerations contained in the special event application.

Upon completion of this review, the Sub-Committee shall forward its recommendation, along with any special considerations, suggestions and concerns, to the Village's Administration Committee for consideration and review.

4. Duties of Village Regarding Requests for New Special Events. The Village's Administration Committee shall review the application and supporting materials for the proposed new special event, along with the recommendation, special considerations, suggestions and concerns of WSEC's Sub-Committee, at its next regularly-scheduled meeting or at any special meeting which may be called. Based on its independent consideration of the criteria set forth in Section 3 above, such other criteria as deemed relevant by the Administration Committee, and the recommendation of the WSEC Sub-Committee, the Administration Committee shall make its recommendation regarding the proposed new special event to the Village Board.

The Village Board of Trustees shall consider the application for the special event, using the same criteria as utilized by the Administration Committee. The Village of Board of Trustees shall vote whether to approve or disapprove of the proposed new special event, including the issuance of any Village permits for such special event, and any matters ancillary thereto. The vote of the Village Board of Trustees shall be final.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

VILLAGE OF WESTMONT

WESTMONT SPECIAL EVENTS CORPORATION

By: _____ By: _____

Its: Mayor

Its: President