

# 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

**Name of Event** 2018 Westmont Fall Wine Festival

**Host Organizations** Westmont Special Events, Dolce's, Shaw Media

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

Greg Notbusch, Bill Korbel, Ryan Wells, Sam Alonzo, Kristina Kaniauskaite, Alcohol will be purchased through Dolce Restaurant

**Phone**

WSEC - Kristina Kaniauskaite - 630-829-9378 Sam Alonzo - 708-243-0173

Dolce-Greg Notbusch - 630-450-4193

Shaw Media - Bill Korbel - 630-4276230, Ryan Wells - 630-845-5284

Larry McIntyre - VOW Liaison - 630-417-0280

**Email** wsec@westmontevents.com

**Event Date(s) & Times** Sat., Oct. 6, 1-2pm - VIP Tasting, 2-6pm; Wine Tasting event would be Saturday only; partial closure of West Quincy from 6am-11pm on Sat. Oct. 6

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

**Event Location** 15 W. Quincy St

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

Westmont Fall Wine Tasting Event will include --- wine vendors providing tasting samples --- The wine "tasting" event will be Saturday between 1pm and 6pm --- it will be a ticketed event just like last year. Number of servings and size of servings will be similar to last year's event and reviewed by the Deputy Liquor Commissioner. Attendees will be given a wristband after confirming ID and a punch card for the tasting. Attendees will be able to order bottles and cases of wine at the event to be picked up at a later date. The inaugural event in 2017 was a big success with about 150 attendees throughout the 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.)

This event will include a small musical ensemble

**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 various Chicago area media as well as via internal event databases. Shaw Media, which is a partner, will promote the event. This is a ticketed event with limited walk-up participation, so general distribution publicity will be minimal.

**Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division?**

YES  NO - If needed, Larry McIntyre will work with event host to complete this request.

**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 - If needed, Larry McIntyre will work with event host to complete this request.

### **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 Communications Director 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 is working with Dolces to develop and distribute notification to neighbors.

### **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)

In 2017, it was determined that no on-site police personnel nor EMA was needed for this event, and the event went off without any problems.

Will your event serve alcohol? YES NO

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

Dolces, Greg Notbusch, will be the liquor license and insurance holder.

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 NO, but will follow through on this if required.

### **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 - Dolce will provide Liability and DRAM insurance

**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. )

General layout will be discussed with Deputy Liquor Commissioner and will be similar to last year. There will be a tent on West Quincy in front of Dolces for event guests. Barricades will block off that area of the street. The tented area will be closed off during the wine "tasting" event. Under the tent there will be tables, chairs and decorations.

**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, in progress

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

Parking will be on public streets in the area and the parking lot on West Quincy in front of the 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 naming the Village of Westmont as an additional insured)?

**YES , partial closure of West Quincy Street, same as last year.**

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

West Quincy Street in front of Dolce's, 15 W. Quincy, on oct. 6 from 7am to 11pm

Will your event require a water hook-up? YES NO

If **YES**, list where and when you would like the water hook-up?

**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**

Create a comprehensive listing of all additional requests.

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? Dolce's will coordinate this.

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

**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.)

- Request to close have partial closure of West Quincy near 15 W. Quincy in front of Dolce's on Saturday, Oct. 6, 2018, 7am to 11pm, 10pm (there will be egress for traffic to travel west via the drive-through lane at the train station);
- Request to approve live amplified sound permit during event hours
- Request tent fee waiver
- IF NEEDED, Temporary Liquor License fee waiver

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 Presence** - No Police personnel were directly scheduled to this event last year and the 2018 request is the same.

**Ambulance Presence** - No ambulance service will be on location. On duty personnel will respond to calls as they occur.

**EMA Presence** - No EMA were scheduled in 2017, this year's request will be the same.

**Public Works** - As in 2017, asked to provide delivery of resources to ensure the success of event, including street barricades for partial street closure.

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

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Dolce's - Greg Notbusch

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Date

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Bill Korbel - Shaw Media

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Date

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Sam Alonzo - WSEC

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Date

**REVIEWED AND RECEIVED BY:**

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Larry McIntyre - Westmont Communications Director

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Date

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Lenny Gabrielski - Westmont Police Department

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Date

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Dave Weiss - Westmont Fire Department

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Date

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Mike Ramsey - Westmont Public Works Department

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Date

## Village of Westmont Special Event Permit Checklist

The following checklist is to be completed in person by the special events permit requester 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 - **Requires Board Action**
- YES NO N/A**        Amplified music, live or otherwise, has been requested - **Requires 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 staff and volunteers has been reviewed and approved by the MRC and the Westmont Police & 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 & beverage 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 & Zoning Division

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Greg Notbusch/Dolces

\_\_\_\_\_  
Date