



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. Ideally, requests will be submitted 90 days prior to the event. 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 COMMUNITY EVENT PERMIT REQUEST

Submission Date 2018-10-12

Event Name 2018 Holly Days & Ugly Sweater 5K

Event Date(s) & Times Saturday, November 24; 8AM-8PM

Rain Date NA

Event Location Downtown Westmont - Ugly Sweater 5k/Various streets in the downtown between Burlington and Chicago Avenue; Holly Days Parade/Cass Avenue from Naperville Road to Richmond (closure continues to 55th Street); Holly Days Tree Lighting/Quincy Street from Cass to Lincoln

Host Organization Westmont Park District, Village of Westmont

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

Dustin Kleefisch - Westmont Park District - Parade - 630-963-5252 - dkleefisch@westmontparks.org

Glen Liljeberg - Westmont Rotary - 5K - 630-981-6241 - gliljeberg@westmont.il.gov

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

Rotary 5K Race - 3.2 mile race to help benefit the Rotary Scholarship program. Target audience is family and friends that enjoy running. Estimated attendance would be 150-200 people; the event may add a large tent to the set-up in 2018

Small Business Saturday - Events will start at 4pm just prior to the parade - Business around Westmont will have activities and specials to help promote footsteps to downtown businesses. Estimated Attendance would be 75-100 people throughout all activities

Holly Days Parade and Tree Lighting Ceremony - The Holly Days Parade will be on Cass Avenue in downtown Westmont. Target Audience is all families and friends from not only Westmont, but all surrounding communities. We estimate up to 3,000 people.

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 various activities at different times during the day. In the morning, the Rotary Club is host the Ugly Sweater 5K. At 4pm, there will be downtown business-related events. At 5pm, the Frosty and Friends Parade will march down Cass Avenue.

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)

There will be significant publicity of this event including feature articles in Neighbors, use of the electronic bulletin boards at the Library and Fire Dept., publicity on ch. 6 and 16, posters distributed throughout the area, 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 **NO, not yet, but Larry McIntyre will be working on this.**

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, not yet, but Larry McIntyre will be working on this.**

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?

Dylan K. of the Park District will be responsible for coordinating this effort with the assistance of the Westmont Rotary Club, the Chamber, and the Westmont Special Events Corp.

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)

The Holly Days Committee meets throughout the year and the Westmont Police and Fire Departments are invited to participate in all event planning. Police and Fire coordinate their own involvement with this event.

Will your event serve alcohol? YES **NO**

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

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? NA

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, the Park District will list the Village as an additional insured for all events on Nov. 24 on Village right of way.**

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 of this event will be similar to previous years, except the staging of the parade will be on Linden rather than in the Library parking lot.

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, it is in the process of being completed**

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

Guests to the event will be invited to park in public parking spaces throughout the community.

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**

Will your event have tents? YES NO **MAYBE, the Rotary might have a tent for the 5K**

If **YES**, then you will need to fill out a tent permit request form via the Community Development Department. Please contact Larry McIntyre regarding fees associated with tent permits.

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.)

Board asked to consider an ordinance approving the following requests from the Westmont Holly Days Committee for the 2018 Westmont Holly Days Opening Ceremony and Ugly Sweater 5K on November 24, 2018:

- A. Permit amplified sound in downtown business district near Westmont Centre 4pm to 8pm,**
- B. Close West Quincy Street from Cass Avenue to Lincoln from 2pm to 8pm.**
- C. Close East Quincy Street from Cass Avenue to Wilmette from 2pm to 8pm**
- D. Close North Linden from Norfolk to Chicago Avenue for parade staging area 4pm to 5pm.**
- E. Close sections of several streets between Burlington Avenue and Traube, west of Cass Avenue from 7am to 10am, for the Ugly Sweater 5K.**

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)

Additional Notes:

- Amplified Sound Permit to be secured through the Clerk's Office
- Parade Permit to be secured from the Westmont Chief of Police

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

Dustin Kleefisch - Westmont Park District

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 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 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/or 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

Dustin Kleefisch/Westmont Park District/Holly Days Chair

Date