



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.

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 12/12/2019

Event Name 2020 Westmont Park District Craft Beer Fest

Event Date(s) & Times Saturday, February 8, 2020; 2PM-7PM

Rain Date NA

Event Location TY Warner Park, 800 W Blackhawk Drive, Westmont, IL 60559 (parking lot)

Host Organization Westmont Park District,

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

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

Robert Fleck - Westmont Park District 630-963-5252

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

Westmont Park District is to host a beerfest.

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

Amplified Sound has not been requested.

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)

NA

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

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? 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?

See list of event organizers

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)

This is organized with the Police & Fire Departments.

Will your event serve alcohol? YES

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

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?

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**

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 event will be set up similarly to last year.

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?

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

Site Plan Attached

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? **NA**

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

Will your event require a water hook-up? **NA**

Will your event have tents? **YES**

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? **NO - This is on Park District Property.**

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 2020 Westmont Park District Craft Beer Fest:

- A. Temporary Liquor License Fee Waiver**
- B. Tent Permit Fee Waiver**
- C. Temporary Use 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.

- **Estimated Fees**
 - \$700 - (estimated) 2 Police Officers Personnel
 - \$300 - Tent Permit
 - \$100 - Temporary Liquor License
 - \$25 - Temporary Use Permit
- **Estimated Waiver of Fees: \$1,125**

