

Village of Westmont

Community Event Permit Application

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 90 DAYS PRIOR TO THE EVENT

Village of Westmont Clerk's Office, 31 W Quincy St. Westmont, IL 60559 Fax: 630-829-4441

INSTRUCTIONS: PLEASE READ THE GUIDE TO SPECIAL EVENTS PLANNING BEFORE COMPLETING APPLICATION

GENERAL EVENT INFORMATION

Name of Event

Westmont Cruisin' Nights & Street Fair

Exact Address of Event

Cass Avenue from Burlington Avenue to Naperville Road

Type of Event (Check all applicable)

Festival Run/Walk Parade Car Show Carnival Fireworks *For Government Entities Only* Other: _____

Date(s) of Event

Thursday Nights in June, July & August

Hours of Event

5-9pm on each date

Set Up Date

Set-up begins around 4pm on each event date

Rain Date (If Applicable)

No rain dates requested at this time

Estimated Attendance

Up to 3,000 people per event date depending on weather

Description/Purpose of Event (Be as detailed as possible)

Festival-style car show, similar to previous years, includes food vendors, live music, on-street alcohol during the event, kids activities, art classes and shows, and more. Event is wildly popular and successful and provides a great opportunity for local businesses.

SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

Westmont Special Events Corp., NFP

Contact Person from Sponsoring Organization

Kristina Kaniauskaite

Sponsoring Organization Address

1 S. Cass Avenue - Suite 102

City

Westmont

Zip

60559

Phone Number

630-829-9378

E-Mail

wsec@westmontevents.com

Website

westmontevents.com

ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

Same as above

E-mail

Same as above

Organizer/Coordinator Address

Same as above

City

Same as above

Zip

Same as above

Phone Number

Same as above

Cell Phone Number

NA

Fax Number

NA

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Event Overview

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, etc.) **A site plan that includes the information listed above is REQUIRED.**

Event layout is similar to previous years. Classic cars parked on Cass from Burlington to Naperville, parking lot at Cass & Irving, Manning School parking lot, Bank of America parking lot, side streets, and other nearby locations as needed. At NEAT, outdoor dining/beer area, art displays and classes, activities, and live music. Live music on Cass near Knights of Columbus at various locations, bands set up of sidewalks next to approved businesses. Event vendors and organization participants set up on Cass, mostly near Cass & Norfolk. Some downtown businesses may participate by putting out their own tents and tables near the front of their business. Most classic cars enter the event at Cass and Norfolk and proceed to their parking spot. WSEC volunteers and staff coordinate numerous details regarding event set-up and teardown. WSEC volunteers and staff assist with greeting participants, providing information, and parking vehicles as well as overall management of the event. There will be several 10x10 tents used for this event, none of which require a permit. Limited electric will be used from street lights, as in the past. Banners for signage will be requested as we get closer to the event. The event proximity notice will be prepared and delivered as we get closer to the event to include all downtown events for 2023. Host organization will not serve alcohol, however, downtown businesses will sell and serve alcohol, which is allowed throughout the event.

Is this site plan attached? Yes No *Note: 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.*

Will you be using a tent? Yes No **If Yes, a tent permit application will need to be completed and approved. Please see Community Dev.**

Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division? Yes No

Have you made arrangements with the Westmont Communications Director to have the Village hang/place signs and/or banners in the right-of-way? Yes No

Has an Event Proximity Notice been prepared? Yes No **If Yes, please attach a copy for review.**
Note: 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.

Will your event serve alcohol? Yes No **If Yes, in order to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from the Illinois Liquor Control Commission and the Village. If your event includes the use of alcohol, you will need to provide liquor liability coverage on your Certificate of Insurance.**
Note: A Westmont Police Officer(s) will need to be hired for the event, as required by ordinance if an event serves alcohol.

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? Individual vendors will be responsible for their Health Dept. needs.**
If Yes, a DuPage County Health Department temporary food service and/or mobile vending permit is required. No food or beverage can be sold or given away at events open to the public, unless authorized by the County.

Will your event require Police, Fire, or Public Works support? Yes No Police Fire PW (check all that apply)
Note: The Village will provide limited support to public events on a case-by-case basis and pending staff availability. This includes the availability of additional police services (i.e. traffic control, officer presence at event, etc.); public works services (i.e. road closures, street sweeping, provision of barricades, etc.) and fire services (i.e. medics or ambulance on standby). Additionally, during the Special Event application review, the Village may require Police or Public Works personnel at the event. The cost for any Village personnel involved during the day(s) of the event and in preparation for the event will be charged back to the sponsoring agency or applicant. The Village will determine the number of personnel necessary to ensure the safety of the participants and spectators, to minimize inconvenience to the residents and to reduce public liability exposure to the sponsoring agency or applicant, as well as to the Village of Westmont. An invoice will be sent to the sponsoring organization after the event has concluded indicating these costs. Failure to pay the invoice within 30 days shall result in a \$50 late fee. A pre-event meeting is required for any event that includes road closures or Village traffic control. At a minimum, the permit applicant's point of contact must be present. This meeting shall occur at least two weeks prior to the event.

Have you secured an appropriate insurance policy? Yes No *Note: A Certificate of Insurance showing evidence of a commercial liability policy and additional insured endorsement naming the Village of Westmont, its officials, employees, agents, and volunteers as an additional insured, with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, covering any such claims for bodily injury and property damage is required for special events. Coverage to the additional insured shall be provided on a primary and non-contributory basis. In addition, the special event that is covered by the insurance must be named on the certificate. Upon approval of your special event, an original copy of the Certificate of Insurance, and additional Insured endorsement is due at least 30 days prior to the event. The Village of Westmont reserves the right to request additional insurance for the event if deemed necessary by the Village staff or the Village Board.*

Are you requesting closure of a public right-of-way such as a street or parking lot? Yes No Street Parking Lot (check all that apply)
If Yes, this requires board action and proof of insurance.
If Yes, list parking lot/street locations and times of closure.

Right of way closures request: Cass Av from Burlington to Naperville, side streets from Cass to 1 block east and west of the event, Cass and Irving parking lot, Manning School parking lot, other areas.

Describe your proposed traffic plan, including all streets and intersections to be closed before, during and after the event. Additionally describe your proposed parking plan including areas designated for public parking, handicap parking, and how this plan will be promoted to the public.

Village departments including Public Works will create the detour route and circles the event, which is expected to be similar to past years.

Will your event require a water hook-up? Yes No **If Yes, list where and when you would like the water hook-up?**

Will food trucks be present? Yes No **If Yes, please fill out food truck application**

Are there any items that require Board approval? Yes No **If Yes, list all items requiring board action (such as but not limited to sound amplification, use of public right-of-way, new event, etc.)**

- Right of way closures
- Amplified sound
- Food truck permit & fee waiver
- Temporary sign permit waiver

Will you be selling raffle tickets as part of your event? Yes No **If Yes, a Village raffle license is required.**

Will a Public Address (PA) system or amplified sound be used? Yes No **If Yes, a Village Live Amplified Sound Permit is required.**

If this is a carnival or circus have you applied and obtained an Amusement License? Yes No **If No, The Amusement License will need to be obtained prior to the Special Event Permit being approved.**

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Applicant Statement of Agreement

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations included in this application. I have the authority from my organization to sign and submit this application on their behalf.

Signature of Applicant

3-17-2023

Date

Westmont Special Events Corporation, NFP

Organization

Indemnification and Hold Harmless Agreement

IN CONSIDERATION OF THE UNDERSIGNED ('APPLICANT') REQUESTING TO HOLD THE FOLLOWING SPECIAL EVENT IN THE VILLAGE OF WESTMONT, **Westmont Special Events Corporation, NFP**, THE UNDERSIGNED HEREBY RECOGNIZES, ACKNOWLEDGES, AND ASSUMES ANY AND ALL RISK PERTAINING TO SAID SPECIAL EVENT. TO THE FULLEST EXTENT PERMITTED BY LAW, THE UNDERSIGNED HEREBY AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE VILLAGE OF WESTMONT, ILLINOIS, ITS OFFICIALS, AGENTS, EMPLOYEES, AND VOLUNTEERS AGAINST ALL INJURIES, DEATHS, LOSS, DAMAGES, CLAIMS, SUITS, LIABILITIES, JUDGMENTS, COSTS AND EXPENSES (INCLUDING ATTORNEY'S FEES), WHICH MAY IN ANY MANNER ACCRUE AGAINST THE VILLAGE OF WESTMONT, ITS OFFICIALS, AGENTS, EMPLOYEES, AND VOLUNTEERS ARISING IN WHOLE OR IN PART OR IN CONSEQUENCE OF SAID SPECIAL EVENT BY THE UNDERSIGNED ORGANIZATION, ITS EMPLOYEES, AGENTS, VOLUNTEERS, GUESTS OR VENDORS, OR WHICH MAY IN ANY MANNER RESULT FROM SAID SPECIAL EVENT, DIRECTLY OR INDIRECTLY, EXCEPT THAT ARISING OUT OF THE SOLE LEGAL CAUSE OF THE VILLAGE OF WESTMONT, ITS AGENTS OR EMPLOYEES.

Agreed this 17th day of March 2023

Steve Golembiewski

Name of Applicant

Stephen Golembiewski
Signature of Applicant

Westmont Special Events Corporation, NFP

Organization

****FOR OFFICE USE ONLY****

Application Received On: _____ By: _____

Fees Paid: Yes No

Waiver of Fees: Yes No

Board Approval Required: Yes No

Items Requiring Board Approval: _____

Board Approval Date: _____



Village of Westmont
"In the middle of it all"

31 W. Quincy Street • Westmont, Illinois 60559

Village Clerk's Office
Finance Collector's Office

www.westmont.il.gov
Phone (630) 829-4402 • Fax (630) 829-4441

LIVE ENTERTAINMENT APPLICATION
FOR A SINGLE OR ONGOING EVENT.

Liquor License Holder: Westmont Special Events Corporation

Address: One S. Cass Ave #102, Westmont IL 60559

Your Name: Kristina Kaniauskaite Phone No. 630-829-9378

Date of application: 3/20/2023 Date & times of actual event June 1, 2023 - Aug. 3, 2023

Nature of request/application (Be as specific as possible) WSEC responsible for hiring bands, one location at Pot Belly Bar on Cass Ave and second location at Heat Kitchen + Bar for Westmont
(Use reverse side if additional space is needed) Cruisin Nights 3 Street fair

Will any amplification be used? yes Number of performers around 30

Name of performers/band TBD

Note: All entertainers and/or band members must be 21 years of age or older.

Has this entertainment performed at your ^{festival} ~~business~~ before? most repeat

Location(s) of band's last two performances: _____

Will the event be held indoors or outdoors outdoors? Is outdoors fenced in? no

Will liquor be served outdoors? yes Do you anticipate a larger than normal crowd for this event? no If yes, is there adequate parking available for the event? _____

Briefly describe actions you will take to assure that offering such live entertainment will not be detrimental to the surrounding area and to the public safety and welfare.

WSEC works with Westmont Police Dept. to ensure public safety.

(OVER)

During any entertainment events at your ^{festival} business, did you receive any complaints from residents or Police about the event? no

For official use only

Date received by Mayor _____ Date received by Police _____

Approval or rejection letter. Date letter sent _____
(Circle one) (Include date and initials of sender)

Reason for rejection, if applicable: _____

Report of any complaints or problems encountered during event (for file) _____

- * *To be delivered to Liquor Commissioner, Village of Westmont, 31 W. Quincy, Westmont, IL, at least 30 days prior to date of event.*
- * *This form is to be used by applicant/business after approval for periodic entertainment has been granted. To be forwarded to Westmont Police Dept., 500 N. Cass Ave., Attn: Deputy Liquor Commissioner, at least 30 days prior to date of event.*
- * *You may FAX your request to (630) 829-4441*