

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

Race to the Flag 5K Run/WALK

Exact Address of Event

Ty Warner Park + Oakwood Subdivision

Type of Event (Check all applicable)

Festival Run/Walk Parade Car Show Carnival Fireworks Other: _____

Date(s) of Event

Sun. 5/28/23

Hours of Event

5AM - NOON

Set Up Date

5/28/23

Rain Date (If Applicable)

N/A

Estimated Attendance

300

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

Community 5K Run/WALK for People's Resource Center

SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

WPD + PRC

Contact Person from Sponsoring Organization

ZACK JOHNSON / Chris EVANS

Sponsoring Organization Address

75 E. Richmond

City

Westmont

Zip

60559

Phone Number

630-963-5252

E-Mail

zjohnson@westmontparks.org

Website

racetotheflag.org

ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

ZACK JOHNSON / Chris EVANS

E-mail

zjohnson@westmontparks.org

Organizer/Coordinator Address

Same as above

City

Same as above

Zip

Phone Number

630-963-5252

Cell Phone Number

Fax Number

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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.

Start / finish at Ty Warner Park, Blackhawk Dr., Pass North on Blackhawk through Oakwood Subdivision

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. Borrow from Memorial Day Fest

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

Will your event serve food? Yes No

(SNACKS + BANANAS)

Note: A Westmont Police Officer(s) will need to be hired for the event, as required by ordinance if an event serves alcohol.
 If Yes, who will be responsible for preparing/serving food and meeting all County and State Health Codes?
 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 RW (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.

See MAP Attached

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.

Streets closed around 7:45 AM, Race Starts at 8 AM, ends close to 11:30 AM

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.)

Sound Amplification

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

4-11-23
Date

Westmont Park Dist.
Organization

Indemnification and Hold Harmless Agreement

IN CONSIDERATION OF THE UNDERSIGNED ('APPLICANT') REQUESTING TO HOLD THE FOLLOWING SPECIAL EVENT IN THE VILLAGE OF WESTMONT, CHRIS EVANS 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 11th day of April 20 23

Chris Evans
Name of Applicant


Signature of Applicant

Westmont Park District
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: _____



Race to the Flag

Westmont, IL



USATF Certificate
IL19023WR
Effective: 09/29/2019
Through: 12/31/2029

Start: Mag nail E curb of Blackhawk Dr., 24" from face of curb and 102' 11" SE of fire hydrant (see detail)
Mile 1: North curb of Philadelphia Ave., 9' 6" east of east edge of driveway at 448 address
Mile 2: East curb of Oakwood Dr., 44' north northwest of red fire hydrant at 833 address
Mile 3: East curb of Blackhawk Dr., near Blackhawk park sign, 32' 6" SW of street light NEV133
Finish: Same as start

Measured by Winston Rasmussen (w.rasmussen@comcast.net on September 20, 2019)

NOTE: This course starts and ends at the same point on Blackhawk Dr. east of Ty Warner Park. Cones and Marshals required on the center line of Oakwood between Arlington and Williamsburg, and on Revere Court. See map for detail

