

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**MARCH 10, 2009 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Heritage Festival Tent Rental Vendor Agreement	✓ Resolution Ordinance Motion Discussion Only	Mary Scalzetti, Community Events Director

**SYNOPSIS**

A resolution has been prepared authorizing a second addendum to an agreement with Chicago Party Rental to provide Tent rental and associated equipment at the 2009 Heritage Festival in an amount of \$31,304.

**STRATEGIC PLAN ALIGNMENT**

Our Village Goals 2013 identifies an *Authentic downtown – The Heart of Our Community* with the objective of more *people attracted to Downtown: destination for residents and non-residents.*

**FISCAL IMPACT**

The FY09 General Fund Budget includes funds for the Heritage Festival Street Fair with \$427,150 projected in expenses and \$435,650 projected in revenue. Of the anticipated Heritage Festival expenses, \$34,000 was reserved for the tent rental vendor.

**RECOMMENDATION**

Approval on the March 17, 2009, consent agenda.

**BACKGROUND**

In 2007, Chicago Party Rental Inc. was selected as the Village's tent vendor for Heritage Festival via a Request for Proposal. Included in this agreement was the option for two one-year renewals for tent rental services. Approval of the proposed addendum would represent the second of two possible renewals to the tent rental contract. Chicago Party Rental Inc. has agreed to hold their pricing for 2009 at 2008 levels. The estimated total tent rental cost is \$31,304. The Community Events Commission, at their February 19, 2009 meeting, unanimously recommended extending the 2007 agreement with Chicago Party Rental Inc, as the tent rental vendor for the 2009 festival.

Staff anticipates recovering approximately \$9,000 from vendors through tent rentals for their booth space, and this would bring down tent costs for the Village to \$22,304. As plans for the layout of the street fair booths have not been finalized, the quantity of tents or other related items may vary slightly.

**ATTACHMENTS**

Addendum to Contract  
 Letter from Classic party Rental

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING A SECOND ADDENDUM  
TO THE CONTRACT BETWEEN  
THE VILLAGE OF DOWNERS GROVE AND  
CLASSIC PARTY RENTALS (F/K/A CHICAGO PARTY RENTAL)**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the “Agreement”), between the Village of Downers Grove (the “Village”) and Phoenix Event Services, LLC d/b/a Chicago Party Rental, formerly known as Classic Party Rentals (“Vendor”), for tent rental and related equipment for the 2009 Heritage Festival, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Mayor and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_  
Village Clerk

**SECOND ADDENDUM TO THE CONTRACT BETWEEN  
THE VILLAGE OF DOWNERS GROVE AND CLASSIC PARTY RENTALS  
(F/K/A CHICAGO PARTY RENTAL)**

The Village of Downers Grove, Illinois (the "Village") published a Request for Proposal ("RFP") for a table, tent and chair vendor for the 2007 Heritage Festival and Phoenix Event Services, LLC d/b/a Chicago Party Rental submitted a response on or about March 25, 2007. Pursuant to the terms stated therein, the parties desire to extend that contract for the 2008 Heritage Festival to be held June 26-28, 2009 under the following terms:

1. Chicago Party Rental has changed their business name to Classic Party Rentals.
2. All dates mentioned in the 2007 agreement will be changed to reflect 2009 for the purposes of the 2009 Heritage Festival. The dates for the 2009 Heritage Festival are June 26-28, 2009. All prior terms from the 2007 agreement shall remain in full force and effect, except as specified below.
3. Classic Party Rentals agrees to provide to the Village tables, tents, chairs and labor at the 2007 pricing structure for the 2009 Heritage Festival.
4. Per the Village purchasing policy, this is the last option to extend for the 2009 Heritage Festival.

**Village Of Downers Grove**

**Classic Party Rentals**

\_\_\_\_\_  
David Fieldman, Village Manager

\_\_\_\_\_

Its: \_\_\_\_\_

Attest: \_\_\_\_\_  
April Holden, Village Clerk

Subscribed to and sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Notary Public

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Wednesday, February 18, 2009

Mary Scalzetti  
Village of Downers Grove  
801 Burlington Ave  
Downers Grove, IL 60515

Dear Mary,

It's that time of year when we pause to reflect back on another year that has come to an end. As we plan for 2009, we realize how much we value our relationships which have developed through the loyalty and support of many individuals and organizations that we are proud to call our customers.

As we are all aware, we are facing some very challenging times ahead. While we have no control over the economy, we do have a significant impact on how we react to improving our efficiencies and keeping our costs manageable so your pricing can be as fair and reasonable as possible.

It is for this reason that we have decided to maintain our current rental prices through March of 2009. Enclosed please find your contract based on your order from last year. Simply sign and return it with your deposit to reserve your equipment by March 15th. As in the past, we will make any revisions as your planning progresses.

At Classic Party Rentals, we are working hard to implement programs and processes that will enable us to continue to improve how we serve you. With this in mind, we have designed a new system to further set the precedent in offering quality service and products. It remains our priority to be accessible, flexible and responsive at every level of our organization. We have brought in additional resources to ensure that we not only meet, but far exceed your expectations.

In the past your primary contact has been Patti Brogmus, who has been with the company for 25 years. Patti has been promoted to Structure/Tent Inventory Manager and will remain as a resource for your event. Your account will now be handled by your new sales rep, Paul. We are confident that our new program will continue to be managed with the dedication you deserve while continuing the strong relationship of trust and care going forward.

Please don't hesitate to give us a call if you have any questions. Happy New Year!

Sincerely,

Paul Hanlon  
Classic Party Rentals  
O: 708-485-8461