

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
APRIL 13, 2010 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
2010 Rotary Club of Downers Grove – Grove Fest	✓ Resolution Ordinance Motion Discussion Only	Mary Scalzetti, Community Events Director

SYNOPSIS

A resolution has been prepared authorizing the Village to enter into an agreement with the Rotary Club of Downers Grove to hold a street festival in the downtown Downers Grove on July 15 – 18, 2010.

STRATEGIC PLAN ALIGNMENT

The Mission Statement within the Strategic Plan states *We Engage Our Citizens and Partner With Others to Make Downers Grove A Great Community in which to live and do business.*

FISCAL IMPACT

Per the agreement, the Rotary Club would be required to pay for all Village expenses related to the event, estimated to be \$25,600. Rotary would be required to pay the estimated fees fourteen days in advance of the event. The Rotary would also be required to provide a Letter of Credit in an amount equal to 120% of the Village's estimated costs to cover any unexpected or unforeseen costs for event related issues.

RECOMMENDATION

Staff recommends approval on the April 20, 2010 active agenda.

BACKGROUND

The Rotary Club's proposed event footprint encompasses Burlington Avenue from Main Street to Forest Avenue; Forest Avenue from Burlington to Curtiss Street; Forest parking lots north and south; Lot A; and Warren Avenue from Forest to Linscott (Sunday only for a car show). Main Street and Curtiss Street would remain open during the festival. The proposed attractions include a musical stage, beer garden area, a not for profit area, a food vending area, amusement rides and a car show. Street closures and parking lot closures would begin on Tuesday, July 13, 2010 at approximately 7:00pm and will re-open at 5:00am on Monday July 19, 2010. The Rotary Club estimates the attendance to be 25,000 people over the weekend. Festival hours of operation would be as follows:

- Thursday, July 15, 2010, 6:00pm – 10:00 pm amusement rides only;
- Friday, July 16, 2010, 5:00 pm – 11:00 pm (amusement rides 6:00pm – 10:30pm);
- Saturday, July 17, 2010, 12noon – 11:00pm (NFP area to close at 5:00pm and amusement rides at 10:30pm);
- Sunday, July 18, 2010, 12noon – 10:30pm (NFP area to close at 5:00pm, car show 10:30am – 4:00pm).

Key components of the Rotary Club's operation plan are as follows:

- *Communications:* The Rotary Club will rent radios for their command staff and all Village staff working the event to allow monitoring of the event and the ability to respond to emergencies. Rotary will provide radio training to non-Village users.
- *Volunteer Management:* Rotary will have their members assigned to key management positions operating the event and will have non-Rotarian volunteers in areas where there are multiple people assigned. They will provide the Village with a scheduled list of volunteers thirty (30) days prior to the event. The Rotary Club is not proposing to utilize Village staff outside of assigned Police, Fire, Public Works, and Community Events staff.

- *Sanitation Management:* Rotary will utilize a professional waste management company who will be on-site for a minimum of two hours each day inspecting portable units. They will have 28 basic portable units with hand sanitizers and 5 ADA accessible units. Rotary will have 25 trash and 25 recycle cans dispersed throughout the event site with three 30-yard comingling dumpsters for consolidated collection. Emergency contact names and phone numbers for the company will be provided to the Village thirty (30) days prior to the event.
- *Parking Management:* Rotary Club has gained written support from the Downtown Management Corporation including consensus relative to parking. The Rotary Club is planning to utilize the downtown parking system and on street parking as signed. Village staff will provide a list of assigned “no parking” areas for Rotary volunteers to post signage. The areas where there will be restricted on-street parking will be consistent with past Heritage Festival restrictions. The Downtown Friday night car show will would not be held during the event weekend.
- *Amusement Ride Layout:* Village staff is recommending a change to the site plan, along Forest Avenue and in the Library parking lot. This change would likely reduce the number of rides in this area. The change would provide for Fire Department access to the event through the alley between Main Street and Forest Avenue. It would also maintain proper emergency access to the rear of the buildings on the west side of Main Street as well as the Library. This may additionally aid in addressing capacity concerns in the ride area mentioned by the Community Events Commission.
- *Notification Plan:* All property owners, businesses, residents and commuters affected by street and parking lot closures due to the event will be notified thirty (30) days, and again seven (7) days prior to the event. A copy of the notification material and method of distribution will be submitted to the Village forty five (45) days prior to the event.
- *Clean Up Plan:* Rotary Club will arrange for a thorough clean up of the festival site and the adjacent streets at the conclusion of the event. The fest area sidewalks will be swept and the fest area streets and parking lots will be cleaned by a street sweeper. All streets and parking lots will open to the public by 5:00am on Monday July 19, 2010.

The agreement as prepared requires the Rotary Club of Downers Grove to reimburse the Village for direct expenses estimated at \$24,250, and Temporary Use fees of \$1,350 for a total of \$25,600. Staff recommends the applicant provide a Letter of Credit or cash in an acceptable form in the amount of 120% of the Villages’ estimated staff costs, to cover any unexpected or unforeseen event related issues.

Staff is currently in the process of working with the Community Events Commission in developing a report and recommendation for the operation of community events in 2011 and beyond based on direction from Village Council during the FY2010 budget process. With that draft process in mind the size and scope of the proposed event is generally viable with several operational conditions that are mentioned in the Temporary Use staff report for the Community Events Commission dated April 1, 2010.

The Community Events Commission met on April 1, 2010 to review and discuss the proposed Rotary event. The Community Events Commission concurred with the staff report requesting an additional condition be added reference action to be taken should the event exceed capacity. The Commission’s recommendation to approve the event, passed with a 4:1 vote. The dissenting vote was concerned about the applicant’s ability to manage the event if attendance exceeds the event capacity. Based on this concern, a condition was added to the agreement which allows the Village to modify or close the event if the attendance exceeds capacity.

ATTACHMENTS

Agreement

Downers Grove Rotary Club Temporary Use Application

Downers Grove Temporary Use Staff Report

Downtown Management Corporation Letter

Community Events Commission: April 1, 2010 Minutes

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING A LICENSE AGREEMENT FOR THE TEMPORARY USE
OF PUBLIC PROPERTY BETWEEN THE VILLAGE
OF DOWNERS GROVE AND THE ROTARY CLUB OF DOWNERS GROVE
FOR THE 2010 ROTARY CLUB GROVE FEST**

WHEREAS, application has been made to conduct a special event known as the Rotary Club of Downers Grove - Grove Fest; and

WHEREAS, a portion of this special event will be conducted on public property encompassing Burlington Avenue, from Main Street to Forest Avenue, Forest Avenue from Burlington to Curtis Street; Forest parking lots north and south; Lot A and Warren Avenue from Forest to Linscott; and

WHEREAS, application has been made for a license agreement to permit the conduct of the Rotary Club of Downers Grove - Grove Fest on a portion of the parcels subject to conditions and restrictions as imposed by the Village Council.

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Downers Grove as follows:

SECTION 1. That the license agreement between the Village of Downers Grove and Rotary Club of Downers Grove for the 2010 Rotary Club Grove Fest be and is hereby approved.

SECTION 2. That the Village Manager and staff are authorized to execute the license agreement and to take such actions as may be necessary to carry out the terms thereof.

Mayor

Passed:

Attest: _____

Village Clerk

**LICENSE AGREEMENT FOR
TEMPORARY USE OF PUBLIC PROPERTY**

THIS LICENSE AGREEMENT, made and entered into this _____ day of _____, 20__, by and between the Village of Downers Grove (the “Licensor”) and the Rotary Club of Downers Grove (the “Licensee”),

WITNESSETH:

WHEREAS, Licensee has made application to the Village to conduct a Temporary Use as permitted under Chapter 4 of the Downers Grove Municipal Code; and,

WHEREAS, Licensor has reviewed said application and has agreed to authorize the Temporary Use subject to the provisions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants, conditions and agreements herein set forth, and other good and valuable consideration, the parties hereto agree as follows:

1. The provisions of the preamble are hereby incorporated into and made a part of this Agreement.
2. The following documents are hereby incorporated into and made a part of this Agreement:
 - a. Exhibit A - Temporary Use License Application/Event Proposal
 - b. Exhibit B - Community Events Staff Report/Conditions
3. Licensor hereby grants unto Licensee a revocable Temporary Use license subject to the following restrictions:
 - 3.1. The Temporary Use shall comply with the Site Plan and Operation Plan.
 - 3.2. The Temporary Use shall comply with the provisions of the Downers Grove Municipal Code, including but not limited to, Chapter 4, or such successor provision as now or hereafter amended related to Temporary Use.
 - 3.3. The Temporary Use shall be established and operated in a safe and reasonable manner with due regard for the health and safety of persons and property. In no event shall the Temporary Use obstruct vehicular or pedestrian traffic in an unsafe or unreasonable manner.
 - 3.4. The Temporary Use Event shall be established and operated in a clean, well maintained and sanitary manner. In particular, but without limitation, the licensee shall promptly and properly collect and dispose of all litter, trash and other waste materials associated with the Temporary Use, including materials in the adjacent public right of way originating from the Temporary Use. The Village shall have the right to remove or cause the removal of any debris, and otherwise maintain the public property of the Temporary Use, in the event the licensee fails to promptly and properly clean and maintain such area. In such event, the licensee shall promptly reimburse the Village in taking such action.
 - 3.5. The applicant shall provide the Village with a cash bond or irrevocable Letter of Credit

in the amount of \$30,720 to guarantee prompt and proper removal of any structure(s) and/or clean-up of the area. The cash bond or irrevocable Letter of Credit shall be withheld throughout the term of the license and such other period of time during which Licensee operates or is engaged in the removal of any facilities. Such cash bond or irrevocable Letter of Credit shall be retained until an inspection is completed upon the public property to ensure that there has been no damage to it as a result of the use thereof.

- 3.6. Prior to the beginning of the event, Licensee may be required to schedule an inspection with Code Services and Fire Prevention and shall pay to the Village an inspection fee as established by Ordinance. In addition, at the expiration of the agreement, the Licensee may be required to schedule a re-inspection with Community Development and shall pay to the Village a re-inspection fee as established by Ordinance. The security deposit shall be retained until a re-inspection is completed upon the public property to ensure that there has been no damage to it as a result of the use thereof.
- 3.7. To the fullest extent permitted by law, the licensee shall defend, indemnify and hold harmless the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees, for any and all claims from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement of the Temporary Use. In addition, all third party vendors participating in the Temporary Use shall be required to completely release and hold harmless the Village of Downers Grove, its officers, agents and employees from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement of the Temporary Use. Such third party vendors shall provide written releases to the Village not less than one week prior to the event.
- 3.8. Licensee shall procure and maintain proof of Dram Shop (if applicable) Workers Compensation and General Liability Insurance in a form acceptable to the Village. Such insurance shall be provided by carriers licensed in the State of Illinois and maintaining a Best rating of at least A-IV. Such Dram Shop Insurance shall include coverage to the statutory limits for the State of Illinois, but not less than Three Million Dollars (\$3,000,000). Such General Liability Insurance shall include coverage for the premises, operations, underground, collapse, explosion, products and the event, and shall name as Additional Insureds the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees. Such insurance shall be in the amount of Five Million Dollars (\$5,000,000) per occurrence and in the aggregate covering bodily injury, including death, and property damage. If the Licensee employs independent contractors, Licensee shall insure that these contractors maintain appropriate levels of insurance and that the Village is named as an additional insured under each policy. Not less than one week prior to the event Licensee shall furnish to the Village Manager with Certificates of Insurance evidencing all of the aforementioned types and limits of insurance to be in effect. The insurance policies required under this Section shall be occurrence based and shall be maintained by Licensee through the event. Each policy of insurance shall provide that it not be canceled nor materially changed without Sixty (60) days written notice to the Village Manager. In addition to the foregoing, any and all third party vendors participating in the Temporary Use shall name the Village of Downers Grove, its officers, agents and employees as additional insured on all policies issued in connection with the event.

- 3.9. Within seven days of the execution of this Agreement, but not later than fourteen (14) days prior to the Temporary Use, Licensee shall pay to the Village a license fee in the amount of \$25,600.00.
- 3.10. The licensee shall not be permitted to sell or serve alcoholic liquor at the Temporary Use except in conformance with an appropriate liquor license issued pursuant to Chapter 3 of the Downers Grove Municipal Code.
- 3.11. This Agreement shall not be transferable or assignable and shall not confer any property rights in the underlying right-of-way.
- 3.12. This Agreement shall be subject to the absolute and primary right of the Village to protect the public health safety and welfare. The Village Manager may, in the Manager's sole discretion, order changes to the conduct of the Temporary Use, including but not limited to the immediately cessation of business, and removal of any or all equipment and facilities from the public right of way. In addition, the Village Manager may suspend or revoke any license issued under this Section in the event it is determined that the Licensee has failed or refused to truthfully complete the application, or if the Licensee has failed or refused to comply with the regulations of this Section, the license agreement or with other applicable law.
- 3.13. Licensee shall be subject to all rules, restrictions and directions established by the Village Manager related to the Temporary Use.
- 3.14. Licensee shall comply with, and be subject to, the following special conditions (See attached Exhibit B):
 - a. Depending upon the nature and complexity the event and as determined by the Chief of Police, the Licensee may be required obtain Downers Grove Police Department personnel to serve as security for the Temporary Use. The Licensee shall be required to pay any and all costs associated with the security detail.
 - b. Depending upon the nature and complexity the event and as determined by the Public Works Director, the Licensee shall be required to pay any and all costs associated with Village personnel involved in the set up, breakdown or aid rendered to the Licensee during the course of the event.
 - c. Depending upon the nature and complexity the event and as determined by the Village Manager, the Licensee shall be required to pay any and all costs associated with Community Events personnel involved in aid rendered to the Licensee during the course of the event.
 - d. Depending upon the nature of the event, the Licensee may be required to obtain approval from the DuPage County Health Department.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date herein above written.

LICENSEE:

LICENSOR:

By: _____

Title: _____

Attest:

Village of Downers Grove

By: _____

Village Manager

Attest:

Village Clerk



Village of Downers Grove Temporary Use Permit Application Form

Permit Fees:

General Temporary Use Permit - \$75
Temporary Tent - \$25/tent Temporary Sign -
\$10/week Circus/Amusement/Live Entertainment -
\$100/day Use of Public Property - \$1/square foot

Please Print

1. Name of Applicant: Rotary Club of Downers Club
Address: PO Box 256
City: Downers Grove State: IL Zip: 60515 Phone #: 630-605-5395
Email Address (optional): dgfest@dgrotary.org
2. Doing Business As (Name): N/A
3. Name of Manager/Event Contact: Todd Gallentine
Address: 4923 Main Street – Bldg 2
City: Downers Grove State: IL Zip: 60515 Phone #: 630.605.5395
Email Address: dgfest@dgrotary.org
4. Are you the property owner? N/A
If you lease the property, written permission from the property owner must be provided.
5. Detailed description of temporary use for which permit is being requested. (Use a separate page if necessary.) (See Attachment A)

6. Date(s) and time when the temporary use will be conducted. (See Attachments C, D,E,F.)

7. General location of temporary use including requested street closures, if applicable. (A site plan or sketch showing the location of the event, temporary signs and temporary structures in relation to the building, lot lines and streets must be provided)
(See Attachment B)

 - a. Are temporary tents/structures proposed? X Yes ___ No
(If tents are proposed, applicant must provide a copy of the Certificate of Flame Resistance)
 - b. Number of temporary tents/structures: approx 30 tents, 1 stage
 - c. Are temporary signs proposed? X Yes ___ No
(A maximum of 1 temporary sign per street frontage is permitted)
 - d. Size of sign(s) (32 square feet is maximum size) 32 sqft or smaller

8. Event Activities:

- a. Cooking/Sale of Food: Yes ___ No
(Please contact DuPage County Health Department at 630.682.7400 for requirements)
- b. Serving/Selling/Consumption of Alcohol: Yes ___ No
(Please contact Liquor Liaison for Special Event License at 630.434.5542)
- c. Raffles: Yes ___ No
(Please contact Village Clerk for Raffle License at 630.434.5535)

9. Are street closures proposed? Yes ___ No
(The Village of Downers Grove reserves the right to restrict street closures)

If yes, provide the street names and/or intersections affected: (See Attachment B)

Date(s) and time(s) of proposed street closures: We will be closing the streets and parking lots in the fest area starting at 7pm on July 13th. All streets and parking lots will be open by July 19th at 5am.

Amusements Section
(Complete for Carnivals, Circuses, & Performances on Public Rights-of Way only)

1. Name of Amusement Operator:

NORTH AMERICAN MIDWAY ENTERTAINMENT, LLC.

Address: 33 W. HIGGINS RD. SUITE 630

City: SO. BARRINGTON State: IL Zip: 60010

Date of Birth: N/A Driver's License #: N/A

List all prior business addresses in the last five (5) years:

NONE

List any branch locations:

CORPORATE OFFICE: 576 HIGHLAND COLONY PKWY. RIDGELAND, MS.

2. Doing Business As: NORTH AMERICAN MIDWAY ENTERTAINMENT

3. Date business was incorporated: 2004

4. List the name of officers, directors, or stockholders owning more than 20% of the stock or any corporation, partnership or limited liability corporation associated with this business. Include their address and date of birth. (Attach a separate sheet if necessary.)

ASTRO AMUSEMENT Co., INC.

THOMAS THEBAULT; PRESIDENT

4064 STRATFORD LN

CARPENTERSVILLE, ILL. 60110

7-20-65

5. List any and all managers who will be on-site, as well as their date of birth and contact information.

THOMAS THEBAULT

7-20-65

847 514 5778

tthebault@namidway.com

PAT REPP

5-14-63

309 255 1279

prepp@namidway.com

6. List the name/s of any applicant, owner, director, stockholder, officer, manager, or any employee having contact with the public who has been convicted of any of the following: (Include date of conviction.)

- (a) Any offense involving sexual misconduct with children or other sex offenses as defined in Article 11 of the Criminal Code of 1961 as amended.
- (b) A felony based upon conduct or involvement in such business OR activity related to similar business or activity, within the past ten years; or
- (c) Any felony unrelated to conduct or involvement in such business or activity or related or similar business or activity, but which felony involved the use of a deadly weapon, traffic in narcotic drugs, or violence against another person, including rape, within the last five years; or
- (d) A misdemeanor or licensing ordinance violation, based upon conduct or involvement in such business activity or related or similar business or activity, within the past two years.

NONE

7. Background checks will be conducted for those persons who will be working with and making physical contact with the general public and must be cleared in writing by the Village of Downers Grove.

In addition, the Amusement Operator named in Section C (1) and any employees who will have contact with the public are required to present themselves to the Downers Grove Police Department to be fingerprinted and will be assessed a fingerprinting fee.

Provided, in the case of a renewal application, fingerprints and the fingerprint fee shall not be required from a renewal applicant whose fingerprints are on file, unless the Village determines, in its sole discretion, that cause exists to have the applicant fingerprinted.

If the applicant is a corporation, fingerprints shall be required of applicant's officers, directors, and any stockholder or stockholders owning in the aggregate more than twenty percent of the stock of such corporation. If the applicant is a partnership, fingerprints shall be required of all general partners, and any limited partner owning more than 20% of the aggregate limited partner interest in such partnership.

8. Applicant affirmatively states that he/she: has has not made similar application for other similar permits or licenses at other locations.

WEST CHICAGO, IL ALGONQUIN, IL.
If so, state the location: LIBERTYVILLE, IL & WI, IA, TX, KS, LA, TN, etc.

Indicate disposition of application: ALL SUCCESSFUL OUTCOMES

Attachment List

Letter	Item
A	Event Description
B	Map
C	Operating Hours 07.15.10
D	Operating Hours 07.16.10
E	Operating Hours 07.17.10
F	Operating Hours 07.18.10
G	Beer Tent Volunteer Hours
H	Security, Medical, Supervisor Hours
I	General Volunteer Hours
J	Beer Tent Volunteer Hours
K	Fest Opening Procedure
L	Daily Opening Procedures
M	Daily Closing Procedures
O	Fest Closing Procedures
P	Detour Map
Q	Letter from District 99

Attachment A

The Rotary Club of Downers Grove is submitting an application for a street festival to take place on July 15 thru July 18, 2010 in downtown Downers Grove. Our goal is to enhance the Downers Grove community, by providing a community event for residents to come together while giving an opportunity for local non-profits to fundraise.

The Rotary Club of Downers Grove has over 30 + years of running successful events in the downtown business district including Heritage Fest - Beer Garden, Oktoberfest, and Halloween Window Painting.

We look to leverage our relationships with Downtown Downers Grove Management, The Downers Grove Area Chamber of Commerce & Industry, and EDC along with our existing sponsorship and volunteer network to guarantee a successful event.

The event will possess a variety of attractions from live musical acts, food, amusement rides, car show, youth activities, and beer garden. The festival will cover portions of Forest, Burlington, and Warren Ave streets as well as the Burlington, Library, and Warren Ave parking lots. Main Street will remain open at all times. The festival will not interfere with the Friday night car show or the YMCA Saturday market place. We will work with Downtown Downers Grove Management and the EDC to in encouraging attendees to Stay IN, Play IN, Dine IN, and Shop IN Downers Grove.

Site Location and Details (See Attachment B for Layout)

- The amusement ride area will run south from the train tracks on Forest to Curtiss. Curtiss will remain open during the festival to aide traffic flow through the downtown area.
- The alley east of the library will be open but limited to those who work or reside there. Window placards will be used to control traffic in this area. Deliveries in the alley will permitted during fest non- operating hours only. During fest operating hours, bands will use the alley to enter and exit so they may pick up and drop off their equipment (see Attachment C, D, E, and F for fest operating hours).
- North American Midway has been selected to provide Amusement rides and carnival type food due to their outstanding service provided at previous Downers Grove celebrations.
- The entertainment area and beer garden will host entertainment on stage during its operational hours, and provide an area for Downers Grove restaurants to sell food. On Saturday we will have youth activities in the afternoon.
- Non-Profits will have tables available to them in the entertainment area 12pm -5 pm on Saturday and Sunday so that they may fundraise and /or dispense information.
- The Sunday car show will be located in the Community Bank of Downers Grove parking lot and a portion of Warren Ave. The Downers Grove Car Show Committee will be assisting in this area.
- District 99 has offered Downers Grove South to provide a staging area for amusement equipment (see attachment Q)

Notifications to Area Residents

The Rotary Club of Downers Grove has discussed its plans with Downtown Downers Grove Management. All property owners, businesses, residents and commuters affected by street and parking lot closures will be notified at least two times - 30 and 7 days prior to the event. In addition to informational signs at pertinent locations, a website will be provided for fest information, and a dedicated email address and phone number will be published in newspapers and various advertisements. Rotary will meet directly with property and business owners immediately adjacent to the fest area to let them know what resources are available to them and how to contact us for questions. Those utilizing the alley east of the Library will be given window placards and notified that deliveries will not be permitted in the alley during fest hours.

Village Items:

The Rotary Club of Downers Grove will require one water hook up in the Entertainment Area as noted on attachment B.

We would like to utilize the parking lot behind Village Hall for the amusement company's RV's & bunks during the event. We will require one village hook up to electricity and water in this area. Rotary will supply portable toilets

The Rotary Club of Downers Grove is requesting the below Village resources:

- a. Police Department: 10 officers – 4 on day shift and 6 on evening shift
- b. Fire Department: 3 staff members – 2 bike paramedics and 1 Fire Prevention officer during fest operations.
- c. Public Works Department: 1 staff member for oversight of street closure and daily inspection as well as oversight of Sunday night clean up.
- d. Community Events Director: Event oversight during operations as needed.

To help control costs and still retain a high level of public safety, we would like to use off-duty (or a mix of off-duty and on-duty) Downers Grove Police and Public Works personnel.

Since this is a community event, we ask that the village consider the Community Events Director and Staff Review / Facilitation Fees to be covered under their positions and the associated application fees.

As a local non-profit with long history of service to the Downers Grove community, we ask respectively ask that the Use of Public Property fee be waived.

Communication Plan

Rotary will utilize 24 radios for its communication during the festival. Radios will be given to the site commander, site managers, security personnel, Downers Grove Village Police and Fire, and the Downers Grove Community Events Director. This will allow the village to monitor the event and respond to emergencies. Rotary will provide radio protocol training to non-village users. Please see the organization chart (attachment G) for communication flow.

Volunteer Management Plan

All site commanders, managers, and assistant manager roles will be Rotarians. Should a site commander not be able to fulfill their obligation, one of two (non-manager) alternates will assume the position. Should a manager not be able to fulfill their obligation, the assistant manager will handle their duties. The Rotary Club will be utilizing non – Rotarian volunteers only in areas where there are multiple people assigned. This allows for overlapping coverage. In addition we will have list of general alternates to fill in should a need arise.

Sanitation

The Downers Grove Rotary Club will have a professional waste management company handle the sanitation for the event. In addition, we will have a sanitation manager who will be oversee the trash removal and the portable toilets operations throughout the fest's operating hours to insure everything is kept clean.

We will have 28 basic portable restrooms with hand sanitizer, 5 ADA portable restrooms, and 5 hand wash sinks. All units will be delivered on Wednesday 07.14.10. Units will be serviced before 8am on Friday, Saturday, and Sunday. All units will be removed after the close of the event on Sunday night.

The event will have 25 trash cans and 25 recycling cans along with three 30 yard comingling dumpsters that will be emptied before 8am on Friday, Saturday, and Sunday. All units will be removed following close of the event, but before 5am on Monday

A grease and hot coal disposal area will be made available to vendors. Please see map (attachment B), for common dumpster, portable toilet locations, and grease disposal.

Clean Up

At the conclusion of the event, the fest area equipment (tents, generators, fencing, rides, trash containers, toilets, ect) will be removed by July 19th 5am. The fest area sidewalks will be swept and the fest area streets and parking lots will be cleaned by a street sweeper in time to be open to the public by 5am on July 19th.

Insurance

Upon being granted the permit, The Downers Grove Rotary Club will provide proof of insurance and the Village shall be named and covered under the policy. The insurance policy will provide a minimum coverage of \$1,000,000 per accident, \$2,000,000 general liability and \$5,000,000 umbrella coverage.

Marketing

Our target audience is local residents of all ages in Downers Grove and the surrounding suburbs. Advertising (2 month lead on most) will include a GroveFest Web Site, Newspaper Insert Campaign Editorial/Feature on event on local newspapers, Local Access Cable, and Social Media. We will leverage partnerships with Downers Grove EDC, Chamber, Downtown Downers Grove Management and the village to inform the residents. Expected attendance is to be in the 25k over the entire weekend.

Car Show Competition

The proposed event has traditionally been one of three regional shows that average between 190-200 entrants. It has drawn from three Northern Illinois Counties and has been known as one of the best car shows in the Chicago suburbs.

The appeal is to all age groups and will bring in families to the festival area on a Sunday which is typically a slower time. With true professionals entering the competition, it brings different crowd of exhibitors than the Friday night car show that allows anyone to show their cars. Each participant will pay a fee which will attract higher quality entrants.

Diversity is the key here as we would like to expand on our attendees interest's and foster a home town feel.

Transportation & Parking

Four days prior to the event, we will utilize large message boards to announce the closing and detour dates of Forest St, Burlington Ave, Warren Ave and Lot A, and Forest North, and South parking lots. We will have detour and directional arrow signage in place at the time of the road closures.

Announcement Sign Listing:

- 1) Min of two electronic message boards on Forest Ave announcing closure and detour dates.
- 2) Min of two 2' x 3' signs on Burlington Ave announcing closure and detour dates.
- 3) Two 2' x 3' signs announcing closure and tow dates of Lot A (one at entrance and one exit)
- 4) Two 2' x 3' signs announcing closure and tow dates of Forest Ave North (entrances)
- 5) Six 2' x 3' signs announcing closure and tow dates of Forest Ave South (entrances)

Road Closure Sign Listing:

- 1) Forest Avenue - four
- 2) Burlington Avenue – four between Forest and Main
- 3) Warren Ave - six signs between Forest and Middaugh (Sun Only)
- 4) Gilbert Ave – one

General no parking signs in surrounding festival area, as designated by the village, will be in place at time of road closure. Road closures on 07.13.10 will be performed by a professional barricade company

Due to the foot print and estimated attendance levels, remote parking will not be needed.

Linacott Avenue

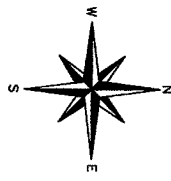
Saratoga Avenue

Warren Avenue

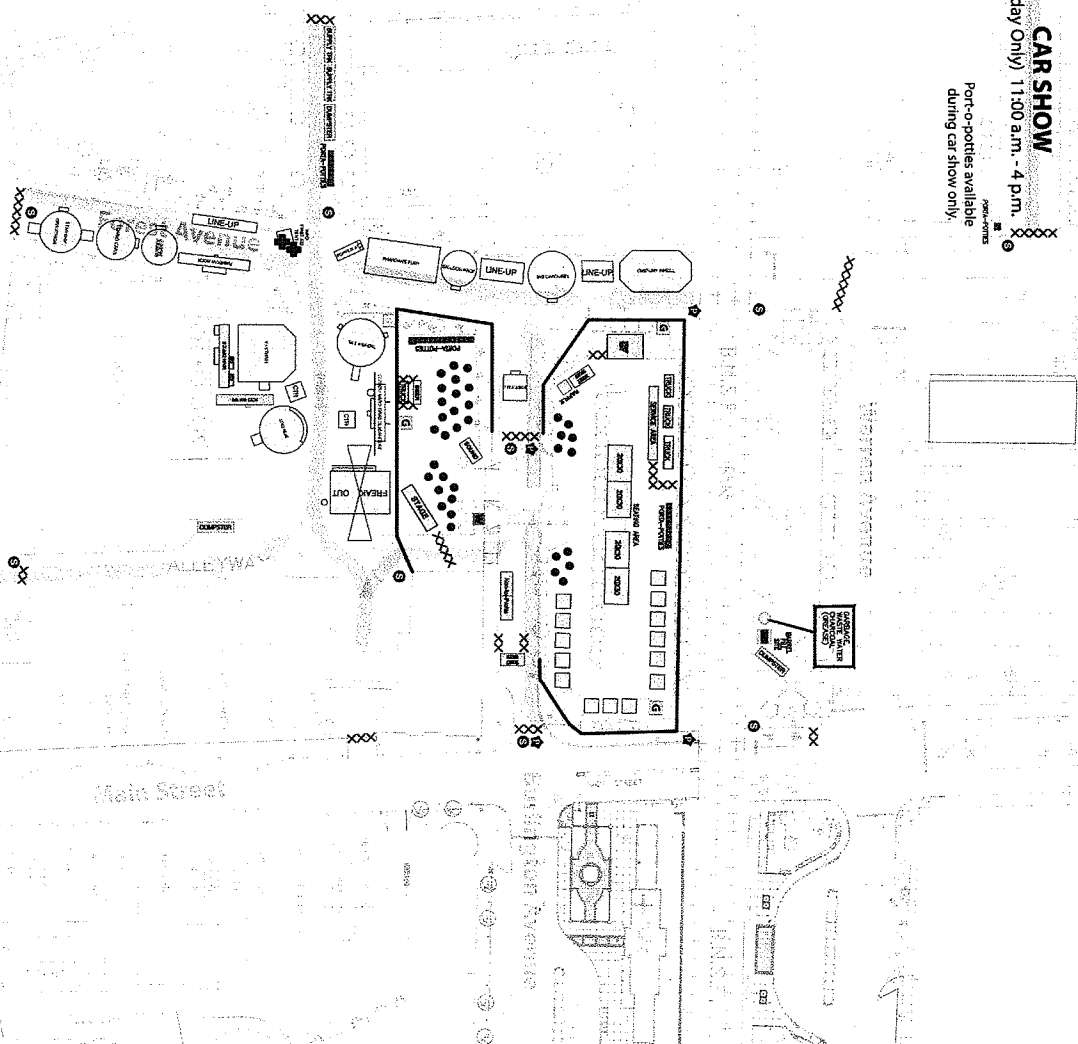
Forest Avenue

Main Street

CAR SHOW
(Sunday Only) 11:00 a.m. - 4 p.m.
Port-o-potties available during car show only.



- Proposed Usage Areas
- xxxx Barcade
 - Carnival/Midway Rides
 - Tent/Covered Structure
 - Utility / Power Generation
 - Concert / Food Court Perimeter
- Village Police
 - Rotary Security
 - Paramedic
 - Tables
 - Fire Lanes
 - Detour Route



Attachment B

Carpeted Avenue

W. Curtis Avenue

Colfax Avenue

W. Valleyway

Main Street

W. Main Street

W. Curtis Avenue

Attachment C

ID	Task Name	Duration	Start	Finish													
1	Amusement Rides	4 hrs	Jul 15 6:00 PM	Jul 15 10:00 PM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM

Amusement Rides

Attachment D

ID	Task Name	Duration	Start	Finish	Fri Jul 16																	
					1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	12 AM						
1	Entertainment Area	6 hrs	Jul 16 5:00 PM	Jul 16 11:00 PM																		
2	Restaurants	6 hrs	Jul 16 5:00 PM	Jul 16 11:00 PM																		
3	Beer Garden	6 hrs	Jul 16 5:00 PM	Jul 16 11:00 PM																		
4	Amusement Rides	4.5 hrs	Jul 16 6:00 PM	Jul 16 10:30 PM																		

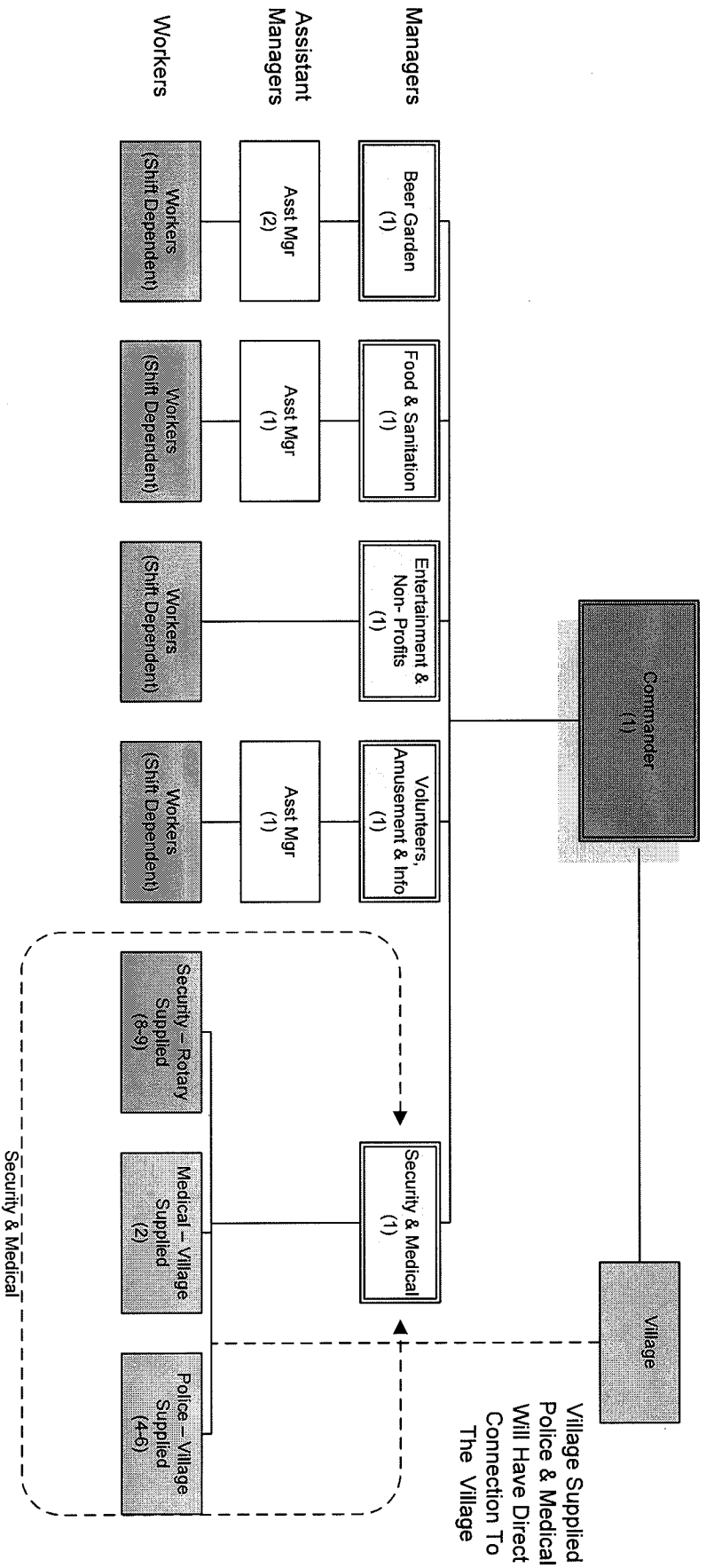
Attachment E

ID	Task Name	Duration	Start	Finish	
1	Non-Profits in Entertainment Area	5 hrs	Jul 17 12:00 PM	Jul 17 5:00 PM	11 AM 12 PM 1 PM 2 PM 3 PM 4 PM 5 PM 6 PM 7 PM 8 PM 9 PM 10 PM 11 PM
2	Entertainment Area	11 hrs	Jul 17 12:00 PM	Jul 17 11:00 PM	Non-Profits
3	Restaurants	11 hrs	Jul 17 12:00 PM	Jul 17 11:00 PM	Entertainment
4	Beer Garden	11 hrs	Jul 17 12:00 PM	Jul 17 11:00 PM	Restaurants
5	Amusement Rides	10.5 hrs	Jul 17 12:00 PM	Jul 17 10:30 PM	Beer Garden
					Amusement Rides

Attachment F

ID	Task Name	Duration	Start	Finish	
1	Car Show	5.5 hrs	Jul 18 10:30 AM	Jul 18 4:00 PM	10 AM 11 AM 12 PM 1 PM 2 PM 3 PM 4 PM 5 PM 6 PM 7 PM 8 PM 9 PM 10 PM 11 PM
2	Non-Profits in Entertainment Area	5 hrs	Jul 18 12:00 PM	Jul 18 5:00 PM	<div style="border: 1px solid black; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="text-align: center; margin-bottom: 5px;">Car Show</div> <div style="border: 1px solid black; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="text-align: center; margin-bottom: 5px;">Non-Profits</div> <div style="border: 1px solid black; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="text-align: center; margin-bottom: 5px;">Entertainment</div> <div style="border: 1px solid black; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="text-align: center; margin-bottom: 5px;">Restaurants</div> <div style="border: 1px solid black; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="text-align: center; margin-bottom: 5px;">Beer Garden</div> <div style="border: 1px solid black; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="text-align: center; margin-bottom: 5px;">Amusement Rides</div>
3	Entertainment Area	10.5 hrs	Jul 18 12:00 PM	Jul 18 10:30 PM	
4	Restaurants	10.5 hrs	Jul 18 12:00 PM	Jul 18 10:30 PM	
5	Beer Garden	10.5 hrs	Jul 18 12:00 PM	Jul 18 10:30 PM	
6	Amusement Rides	10 hrs	Jul 18 12:00 PM	Jul 18 10:00 PM	

Attachment G



Red – Commander
 Yellow – Managers
 White – Assistant Managers
 Blue - Workers
 (#) – Denotes Number of Staff

Attachment I

Volunteers, Amusement & Info Booth	Food & Sanitation	Food & Sanitation	Food & Sanitation
Thursday, 7/16, 4 Volunteers/shift	Friday, 7/16, 4 Volunteers/shift - Open at 5pm	Saturday, 7/17, 4 Volunteers/shift - Opens at 12pm	Sunday, 7/18, 4 Volunteers/shift
	3:00 - 7:30 PM (MGR)	11:00 - 3:30 PM (MGR)	11:00 - 3:30 PM (MGR)
5:00 - 10:30PM (MGR)	3:00 - 7:30 PM (ASST. MGR)	11:00 - 3:30 PM (ASST. MGR)	11:00 - 3:30 PM (ASST. MGR)
5:45 - 10:15 PM (ASST. MGR)	4:00 - 8:00 PM	11:00 - 3:15 PM	11:00 - 3:15 PM
5:45 - 10:15 PM	4:00 - 8:00 PM	11:00 - 3:15 PM	11:00 - 3:15 PM
	7:00 - 11:45 PM (MGR)	2:45 - 7:30 PM (MGR)	2:45 - 7:30 PM (MGR)
	7:00 - 11:45 PM (ASST. MGR)	2:45 - 7:30 PM (ASST. MGR)	2:45 - 7:30 PM (ASST. MGR)
	7:45 - 11:45 PM	3:00- 7:30 PM	3:00- 7:30 PM
	7:45 - 11:45 PM	3:00- 7:30 PM	3:00- 7:30 PM
	Entertainment	7:00 - 11:45 PM (MGR)	7:00 - 11:45 PM (MGR)
	Friday, 7/17, 2 Volunteers/shift	7:00 - 11:45 PM (ASST. MGR)	7:00 - 11:45 PM (ASST. MGR)
	3:00 - 7:30 PM (MGR)	7:15 - 11:45 PM	7:15 - 11:45 PM
	3:00 - 7:30 PM (ASST. MGR)	7:15 - 11:45 PM	7:15 - 11:45 PM
	7:00 - 11:00 PM (MGR)		
	7:00 - 11:00 PM (ASST. MGR)		Entertainment & Non-Profits
		Entertainment & Non-Profits	Sunday, 7/18, 2 Volunteers/shift
	Volunteers, Amusement & Info Booth	Saturday, 7/17, 2 Volunteers/shift	11:00 - 3:30 PM (MGR)
	Friday, 7/16, 4 Volunteers/shift	11:00 - 3:30 PM (MGR)	11:00 - 3:30 PM
	4:00 - 8:30 PM (MGR)	11:00 - 3:30 PM	
	4:00 - 8:30 PM (ASST. MGR)	3:00 - 7:30 PM (MGR)	3:00 - 7:30 PM (MGR)
	4:00 - 7:45 PM	3:00 - 7:30 PM	3:00 - 7:30 PM
	4:00 - 7:45 PM	3:00 - 7:30 PM	
			7:00 - 11:30 PM (MGR)
	7:30 - 11:30 PM (MGR)	7:00 - 11:30 PM (MGR)	7:00 - 11:30 PM
	7:30 - 11:30 PM (ASST. MGR)	7:00 - 11:30 PM	
	7:30 - 11:30 PM		
	7:30 - 11:30 PM		Volunteers, Amusement & Info Booth
		Volunteers, Amusement & Info Booth	Sunday, 7/18, 4 Volunteers/shift
		Saturday, 7/17, 4 Volunteers/shift	11:00 - 3:30 PM (MGR)
		11:00 - 3:30 PM (MGR)	11:00 - 3:30 PM (ASST. MGR)
		11:00 - 3:30 PM (ASST. MGR)	11:00 - 3:15 PM
		11:00 - 3:15 PM	11:00 - 3:15 PM
		11:00 - 3:15 PM	
			3:00 - 7:30 PM (MGR)
		3:00 - 7:30 PM (MGR)	3:00 - 7:30 PM (ASST. MGR)
		3:00 - 7:30 PM (ASST. MGR)	3:15 - 7:15 PM
		3:15 - 7:15 PM	3:15 - 7:15 PM
		3:15 - 7:15 PM	
			7:00 - 11:45 PM (MGR)
		7:00 - 11:45 PM (MGR)	7:00 - 11:45 PM (ASST. MGR)
		7:00 - 11:45 PM (ASST. MGR)	7:00 - 11:30 PM
		7:00 - 11:30 PM	7:00 - 11:30 PM
		7:00 - 11:30 PM	

Attachment K

Fest Set Up	Date	X
Amusement Rides Staged at DG South	7/13/2010	
Close Fest Area Street - Curtiss/ Forest/ Burlington 6:30pm	7/13/2010	
Begin Removing Vehicles 7:30pm	7/13/2010	
Amusement Rides Move In 9pm	7/13/2010	
Fencing Around Private Property - Set up	7/13/2010	
Entertainment Area Fencing - Set up	7/14/2010	
Common Dumpster - Delivered	7/14/2010	
Portable Toilets - Setup	7/14/2010	
Stage - Set up	7/15/2010	
Entertainment - Generators - Set Up	7/15/2010	
Sound & Lights - Set up	7/15/2010	
Trash Cans Set Out	7/15/2010	
Tents - Set up	7/15/2010	
Table & Chairs in Entertainment Area - Set up	7/16/2010	
Beer Garden - Set up	7/16/2010	
Close Car Show Area - Warren Ave	7/19/2010	

Attachment L

Daily Opening Procedures	X
Security	
Review Procedures with Workers	
Check Fences	
Test Radios	
Check in with Police and Paramedics	
Sanitation	
Review procedures with workers	
Check trash can	
Check portable toilets	
Check Common Dumpster	
Check Charcoal and Grease	
Walk Grounds	
Check in with Restaurants	
Check Generators	
Beer Garden	
Review procedures with workers	
Check Ice	
Check Taps	
Check Cups	
Check Kegs	
Entertainment	
Review procedures with workers	
Check with Sound	
Check with Band	
Set up Non-Profit tables	
Check in Non-Profits	
Review procedures with Non-Profits	
Volunteers	
Review procedures with workers	
Set out shirts	
Check in with Amusement company	
Check materials at info booth	

Attachment M

Daily Closing Procedures	X
Security	
Move People out of Fest Area	
Make Final Deposit	
Secure Entertainment Area	
Walk Area to verify area is secured for the night	
Charge Radios	
Send any notes / issues to site commander	
Sanitation	
Check trash can	
Check portable toilets	
Check Common Dumpster	
Check Charcoal and Grease	
Walk Grounds	
Check in with Restaurants	
Check Generators	
Send any notes / issues to site commander	
Beer Garden	
Check Ice	
Remove Taps	
Check Cups	
Check Kegs	
Send any notes / issues to site commander	
Entertainment	
Check with sound / light person	
Secure Stage for night	
Send any notes / issues to site commander	
Volunteers	
Secure shirts	
Check in with Amusement company	
Send any notes / issues to site commander	

Attachment O

Fest Take Down	Date	X
Amusement Rides - Close	7/18/2010	
Entertainment - Closes	7/18/2010	
Beer Garden - Closes	7/18/2010	
Amusement Rides - Move Out	7/18/2010	
Fencing Around Private Property - Remove	7/18/2010	
Entertainment Area Fencing - Remove	7/18/2010	
Common Dumpster - Removed	7/18/2010	
Portable Toilets - Remove	7/18/2010	
Stage - Remove	7/18/2010	
Sound & Lights - Remove	7/18/2010	
Tents - Remove	7/18/2010	
Table & Chairs in Entertainment Area - Remove	7/18/2010	
Beer Garden - Remove	7/18/2010	
Entertainment - Generators - Remove	7/18/2010	
Trash Cans - Remove	7/18/2010	
Wash Sidewalks in Fest Area Before 5am	7/19/2010	
Street Clean Streets in Fest Area Before 5am	7/19/2010	
Open Fest Streets & Parking Lot 5am	7/19/2010	



Community High School District 99

Administrative Service Center
6301 Springside Avenue • Downers Grove, IL 60516-2489
(630) 795-7102 • FAX (630) 795-7199
www.csd99.org

Mark A. McDonald
Superintendent of Schools

March 25, 2010

Mr. Keith Hoffman
c/o Rotary Club of Downers Grove
P.O. Box 256
Downers Grove, IL 60515

Dear Mr. Hoffman:

District 99 is happy to support the leadership of the Rotary Club of Downers Grove in providing a summer festival event for our community. This letter confirms our earlier conversation pertaining to the use of the parking areas at Community High School District 99 South High School as a storage and staging area for the event. Specifically, it is my understanding the event will require use of the South High School parking areas beginning at 7:00 a.m. Monday July 12 through midnight Tuesday, July 13. I believe this request is consistent with previous requests by the Village of Downers Grove to use the parking areas of both North and South High Schools for staging and parking during Heritage Fest.

I have asked our Controller, Mark Staehlin to forward any documents to you pertaining to insurance and liability waivers for using the District's space.

Good luck for a successful event.

Sincerely,

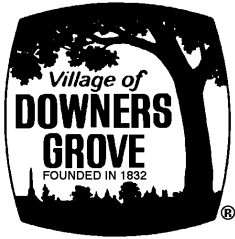
A handwritten signature in black ink, appearing to read 'Mark A. McDonald', is written over a horizontal line.

Dr. Mark McDonald
Superintendent

cc: Mark Staehlin, Controller
Edward Schwartz, Associate Principal South High School
Board of Education

North High School
4436 S. Main
Downers Grove, IL 60515
(630) 795-8400

South High School
1436 Norfolk
Downers Grove, IL 60516
(630) 795-8500



VILLAGE OF DOWNERS GROVE
REPORT FOR THE COMMUNITY EVENTS COMMISSION
APRIL 1, 2010 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Temporary Use Permit Application	Street Festival	Mary Scalzetti, Director Community Events

REQUEST

The Downers Grove Rotary Club is requesting the approval of a Temporary Use Permit to host a festival on July 15-18, 2010 in Downtown Downers Grove.

NOTICE

The application has been filed in conformance with Chapter Four of the Downers Grove Municipal Code.

GENERAL INFORMATION

APPLICANT:

Downers Grove Rotary Club
P.O. Box 256
Downers Grove, IL 60515

ANALYSIS

SUBMITTALS

This report is based on the following documents, which are on file with the Department of Community Development:

1. Application/Village of Downers Grove Temporary Use
2. Temporary Use Ordinance

PROJECT DESCRIPTION

The Downers Grove Rotary Club is requesting to host a Street Festival on July 15 - 18, 2010 in the downtown area. The proposed footprint encompasses Burlington Avenue from Main Street to Forest Avenue; Forest Avenue from Burlington to Curtiss Street; Forest parking lots north and south; Lot A; and Warren Avenue from Forest, to Linscott (Sunday only for a car show). Main Street and Curtiss Street would remain open during the festival. The proposed attractions include a musical stage, beer garden area, not for profit area, a food vending area, amusement rides and a car show. The Rotary Club's proposal states their goal is to enhance the Downers Grove community by providing an event for residents while giving an opportunity for local non-profits to fundraise.

PUBLIC COMMENT

No comments have been received at this time.

FINDINGS OF FACT

Staff reviewed the proposal submitted by the applicant and has researched the impact on the community and the impact on Village staff workload. Based on our 28 year history coordinating Heritage Festival, Village residents, local businesses, participants and external visitors have a very high expectation as to the level of service rendered at a festival. The applicant requested the Village consider using on-duty and off-duty staff as a method to keep costs lower. Given that this is the first large community event without direct Village sponsorship, staff is recommending that only on-duty personnel be used for all official participation by Village employees.

Staff is currently in the process of working with the Community Events Commission in developing a report and recommendation for the operation of community events in 2011 and beyond based on direction from the Village Council during the FY2010 budget process. With that draft recommendation and process in mind staff believes the size and scope of the proposed event is generally viable with several operational conditions, provided in the staff recommendation below.

RECOMMENDATIONS

Staff recommends approval of the Temporary use Permit subject to the following conditions:

1. Event shall substantially conform to the application documents except as they may be changed to conform with the following conditions.
2. Amusement rides located along the west curb line of Forest Avenue between the railroad tracks and Gilbert Avenue shall be moved to the eastern curb line to allow for the 12 foot fire lane on the west side of the street. The "Line up" attraction located along Forest Avenue south of Gilbert Avenue shall be removed to allow clear fire lane along the west side of Forest Avenue. Additionally, to allow for a continuous fire lane from Burlington Avenue to Forest Avenue one attraction shall be removed, either the "Lineup" or "Carousel". To allow fire truck access on the north side of the library, in Forest Lot South, all rides shall be kept to the west of the western-most edge of the overhang at the rear entrance of the library.
3. Road Closure detour map shall be altered to use Oakwood instead of Linscott as a detour route during the car show on Sunday. Village staff will provide the no parking signage map to the applicant. The applicant shall be responsible for producing, posting signs at the time of street closure, maintaining the signs during the festival and removal of the signs. A final street closure barricade plan from the professional barricade company shall be submitted no less than 30 days prior to the event for staff review.
4. A list of the scheduled volunteer workers and their assignments shall be provided no less than 30 days prior to the event. Failure to staff the event pursuant to the approved staffing plan will violate the temporary use permit and the Village at its sole discretion may close all or a portion of the event without notice.
5. Contact information for the selected sanitation company, contact name and emergency phone number shall be provided no less than 30 days prior to the event. Additionally, sanitation (portable toilet) personnel shall be onsite for a minimum of two (2) hours each day during event to inspect and maintain units.
6. Event communication shall include a radio for all police and fire personnel on duty during the event. Rental of radios shall be the responsibility of the Rotary Club.
7. Documentation of advance notification to the businesses and residents (west side of Main Street from Burlington to Curtiss) relative to the access through alley during event shall be provided to the Village.
8. Health Department approval of event including all necessary licenses for vendors.
9. Provide a copy of notification material and method of distribution no less than 45 days prior to the event. At a minimum, the notification must alert all affected businesses, residents, and commuters of the dates and times of the proposed street and parking lot closures as well as suggested alternative parking for the event.

10. Prior to Village Council consideration, written support from Downtown Management , including consensus relative to a parking plan along Main Street and Curtiss Street during the event shall be submitted
11. The minimum hours of Village staff time that shall be used for the event are itemized below. The costs shall be the sole responsibility of the Downers Grove Rotary Club.
 - a. Police Department: 10 officers – 4 on day shift and 6 on evening shift, for an estimated 198 hours.
 - b. Fire Department: 3 staff members – 2 bike paramedics and 1 Fire Prevention officer during fest operations, an estimated 111 hours.
 - c. Public Works Department: 1 staff member for oversight of street closure and daily inspection as well as oversight of Sunday night clean up, estimated at 17 hours.
 - d. Community Events Director: Event oversight during operations, estimated at 38 hours.
 - e. Staff time and costs may increase/decrease depending on the event’s attendance.
 - i. The following fees totaling \$25,600 will need to be paid fourteen (14) days in advance of the event.
 - f.. Temporary use Fees

i. General application	\$ 75
ii. Tents - \$25 each (x 23 tents)	\$ 575
iii. Temporary sign - \$10 week	\$ 10
iv. Amusement rides - \$100 per day	\$ 400
v. Entertainment - \$100 per day	\$ 300
g. Staff Review /Facilitation Fee –40hrs at \$60per	\$ 2,400
h. Village Services Fees – from #10 above	\$ 21,850
12. The applicant shall provide the Village with a cash bond or an irrevocable Letter of Credit in a form acceptable to the Village Manager in the amount of 120% of the Villages’ estimated staff costs (item 11 above) cost no less than fourteen (14) days prior to the event.
13. In the event that attendance exceeds capacity of the event or the event is operated in a manner not consistent with the public health safety and welfare the Village reserves the right to either close cancel or modify the event at its sole discretion.
14. Failure to meet all conditions will cause the cancellation of the permit and therefore the event.

April 8, 2010

Mary Scalzetti, Director
Village of Downers Grove
Community Development Department
801 Burlington Avenue
Downer's Grove, IL 60515

**RE: Rotary Special Use Application
Grove Fest 2010**

Dear Ms. Scalzetti,

Thank you for including the Downtown Management Corporation's consideration during your review of the Downers Grove Rotary's Special Use Permit Application for their proposed event in our Downtown. We appreciate the opportunity to provide the applicant our experience in preparing for and hosting events while considering the potential impacts to our businesses.

As a result of your review letter and the Community Events Commission review of the preliminary plan, the Rotary recently made a presentation at our regular Membership Committee Meeting. The presentation included the proposed layout of the event as well as some of the considerations made on behalf of our businesses/residents during their deliberations. The membership in attendance was able to weigh in with their thoughts on parking impacts, opportunities to take advantage of the influx of fest goers and the timing of the event. Questions were asked and appropriately answered by Rotary representatives.

Following the Rotary presentation, many of the Downers Grove Downtown Management Corporation's Board of Directors who attended the meeting reflected on the applicant's plan and the consideration given to our membership. It was felt that the membership input, especially with regard to parking, was sufficiently considered and a vote in favor of the event was proposed by electronic means in lieu of a special meeting of the Board. The vote resulted in a 7-0 (one abstention) unanimous result. Therefore, on behalf of our Board of Directors and our Membership, as represented by those attending the Rotary presentation, The Downtown Management Corporation offers our support of the event and looks forward to working with the Rotary on the final details of their proposed festival.

Sincerely,

Downers Grove Downtown Management Corporation


Linda Kunze, Downtown Manager

cc: Downtown Management Board Members
B. Wysocki, DG Rotary President

**Village of Downers Grove
Community Events Commission
Committee Room
Downers Grove Village Hall
April 1, 2010**

**PRESENT: Mr. Dave Humphreys (acting Chairman), Mr. Scott Jacaway, Ms. Colleen Mahoney, Ms. Ellen Pendola, Ms. Becky Rheintgen, Mr. Rich Szydlo
Staff: Ms. Mary Scalzetti, Mr. David Fieldman**

ABSENT: Chairman Geoff Neustadt, Ms. Patti Marino.

GUESTS: Todd Galentine, Barb Wysocki, Dan Loftus

.

Mr. Humphreys opened the meeting by advising he was asked by Commissioner Neustadt to chair the meeting in his absence, as he is out of town on business. Mr. Humphreys also stated that he was a member of the Rotary Club and would abstain from voting on the Temporary Use application submitted.

He went on to state, with the suspension of Heritage Festival and other community events the Community Events Commission (CEC) was asked by council to come up with a new concept for community events a blueprint so to speak. Additionally, the CEC has been in the process of developing a recommendation for 2011 events, however, a community group has developed plans for a festival in 2010 and that is the reason for this meeting today, to discuss the proposed plans and make a recommendation to Council reference the event.

I. DIRECTORS REPORT

a. Temporary Use Application Review – Rotary Fest

Mr. Humphreys requested Todd Galentine, representative of the Rotary Club, make an opening statement. Mr. Galentine gave the overview of a festival to be held July 15 -18, 2010. He stated they will begin with a preview opening night amusement ride component. He continued, Friday evening would begin at 6pm and everything will be up and running till 11pm. There will be a beer garden, an entertainment area with restaurants from Downers Grove and on Sat and Sun we will have a NFP area for them to sell water or pop. The NFP's will not be charged. Saturday and Sunday we will open at 12 noon and close at 10:30 and 11:00pm. Lastly there will be a car show on Sunday 10:00pm – 4:00pm

A discussion ensued reference the layout of the festival so that all CEC members understood the proposed layout. Ms Scalzetti reviewed the staff report with the commission going over each condition specified within the report. There was discussion

relative to the fees listed within the report. Village Manager Fieldman explained the fee is for the exact amount of staff time estimated, and we are requesting for Rotary to pay the minimum estimated, 14 days in advance of the event. There is a degree of uncertainty, as this is the first event, however we feel we will need the estimated number of staff hours for this event. In order to make sure that we are covered, in the event staff has to call in more people, we are requesting two things. First, we are requesting a payment of the estimated staff hours \$25,600 and second, a cash bond or letter of credit in the amount of 120% of the estimate, \$30,720. If we use more staff and Rotary failed to pay us, we would cash the letter of credit for the difference between what they paid up front and the actual cost incurred.

Mr. Humphreys questioned, would there be a process where the Village would consult with the Rotary, should operations need more staff called in thereby using part of that letter of credit. Manager Fieldman stated our interest is customer service to the applicant and public safety, and that we would have a meeting on site to figure out options with the applicant.

There was more discussion reference the explanation and clarification of the temporary use fees listed within the report. Also several commission members had questions with respect to the rides and ticket pricing as well as entrance fees. Mr. Galentine advised that there will be an entrance fee charged to the beer garden area of \$5 per person after 5pm on Friday, Saturday and Sunday. Ms. Wysocki advised that the ride prices will remain similar to what they have been in the past.

Mr. Jacaway questioned how the Rotary Club arrived at their estimated 25,000 in attendance. Mr. Galentine stated it was based on having a different date other than Heritage Festival and making it emphatically clear in our advertising that Rotary was not doing Heritage Festival. Ms. Wysocki added that they also took into account previous beer garden attendance numbers. Mr. Jacaway voiced his concern reference the potential for over crowding and the footprint being too small of a space for so many people. He voiced that kids come down just to hang out. Village Manager Fieldman stated the Villages' concern is public safety as well, and that the Village wanted the ability to add more public safety staff if needed which is why the dollar figure in the letter of credit is high, on top of the fees. If there was a public safety issue we would work with the Rotary to either modify the event going forward or in the case of overcrowding, close it down. Ms. Pendola advised that considerations within the agreement give the police an option to close the event if a public safety issue occurs. Mr. Humphreys added that the CEC can with this discussion send an additional message and express the CEC's concerns to Council. Village Manager Fieldman asked, is the concern that there is not enough space to operate the rides given the expected lines in the area, that it is too condensed or is the concern that because of the expected crowd, the event itself in size scope and scale is too small? Several of the commission members' response was, both are a concern. Village Manager Fieldman offered a statement to address the Commissions' concern. He advised that a condition would be added to state, in the event that attendance exceeds capacity of the event or the event is operated in a manner not consistent with the public health safety

and welfare the Village reserves the right to modify, cancel or close the event at its sole discretion.

Mr. Humphreys asked for a motion that the commission approve the recommendation of staff to approve the Rotary Club's Temporary Use application as adjusted by the staff Motion was so moved by Ms. Rheintgen, second by Ms. Pendola. Motion carried 4:1.

Mr. Szydlo questioned as to the Council's direction of events being revenue neutral and if this event model doesn't work, would they reconsider their proposal. Village Manager Fieldman stated that when the Council discussions of suspending Heritage Festival were happening, there were many council members that stated they would consider organizations that were willing to step forward and work an event. Staff is recommending this model. If this event which happens in July has issues, and at the same time Council is considering the proposed model recommendation from the CEC, it is an opportunity for Council to say this model needs to be tweaked or this model doesn't work and the Village should go back to the old model or look for a new one.

II. PUBLIC COMMENT

None.

III. ADJOURNMENT

Mr. Humphreys declared the meeting adjourned.

The next meeting is scheduled for April 15th, 2010.