

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
JANUARY 3, 2012 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
2012 Rotary Club of Downers Grove – Grove Fest	✓ Resolution Ordinance Motion Discussion Only	Tom Dabareiner, AICP Community Development 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 festival in the downtown Downers Grove on June 21-24, 2012.

STRATEGIC PLAN ALIGNMENT

The Strategic Goals for 2011-2018 included *Exceptional Municipal Services*.

FISCAL IMPACT

Under the terms of the agreement, the Rotary Club would be responsible for all costs incurred by the Village. These costs would be billed to the applicant after the event. The Village's estimated expenses would be \$32,280 for this event. The proposed agreement requires that the applicant provide a letter of credit for 120% of the estimated costs and pay the permit fees at least 14 days prior to the event. The letter of credit amount will be \$38,736. The permit fees for this event will be \$895.

RECOMMENDATION

Approval on the January 10, 2012 consent agenda.

BACKGROUND

The Downers Grove Rotary Club is proposing to conduct the third annual Grove Festival. The festival is proposed for June 21-24, 2012. The event will have the same layout and activities as last year's festival. The Rotary Club is proposing the following activities for this year's event: amusement games and rides, food vendors, a beer garden, one stage for musical entertainment, space for not-for-profit organizations, a car show (on Sunday) and a craft fair in Fishel Park (on Saturday and Sunday). The organizers are expecting between 25,000-30,000 attendees over the entire event.

The festival's hours of operations are as follows:

- Thursday, June 21, 2012, 5:30 pm – 10:00 pm amusement rides only
- Friday, June 22, 2012, 12:00 pm – 11:00 pm
 - Amusement rides & vendors start at 12:00 pm
 - Entertainment area opens at 5:00 pm
- Saturday, June 23, 2012, 9:00 am – 11:00 pm
 - Craft Fair Hours: 9:00 am – 5:00 pm
 - Not for Profits: 12:00 pm – 5:00 pm
 - All other activities: 12:00 pm – 11:00 pm
- Sunday, June 24, 2012, 12:00 pm – 10:30pm
 - Craft Fair Hours: 9:00 am – 4:00 pm
 - Car show 10:00 am – 4:00 pm
 - Not for Profits: 12:00 pm – 5:00 pm

- All other activities: 12:00 pm – 10:30 pm

Street closures and parking lot closures would begin on Tuesday, June 19, 2012 at approximately 7:00 pm. Main Street would be closed on Thursday, June 21, 2012 at 3:00 pm. All lots and streets will be open by 5:00 am on Monday, June 25, 2012.

A detailed site plan is attached. The event would have the same boundaries and layout as the 2011 event - Main Street between Rogers Street and Curtiss Street; Warren Avenue from Washington Street to Main Street; Burlington Avenue from Mochel Drive to Forest Avenue. The Rotary Club's proposed event footprint also encompasses Forest parking lots north and south; Lot A; Lot B and Warren Avenue from Forest to Linscott (Sunday only for a car show). Curtiss Street would remain open during the festival.

The festival's parking would be provided in the Village's parking garage as well as other public lots. Village staff believes the public parking system in the Downtown will be able to accommodate the expected attendance.

A complete list of Community Event Commission and staff's recommended conditions is attached. The key conditions of approval for this event are:

- The Rotary Club provided a staffing plan. Staff reviewed and approved this plan.
- The agreement requires training for event volunteers.
- The Rotary Club provided a security and emergency communication plan. Staff has reviewed and approved this plan.
- The Rotary Club and vendors for the event will be required to provide insurance pursuant to Village standards.
- The Rotary Club must provide advance notification to affected residents, businesses and commuters.
- The Rotary Club is working with work with the organizers of the Downtown Market and the Friday Night Car Show to coordinate Downtown events for the week-end
- The proposed agreement permits the Village to close or modify the event.

The Community Events Commission met on December 8, 2011 to review and discuss the proposed Rotary event. The Community Events Commission expressed a need for the event organizers to communicate with residents, businesses and commuters that would be affected by the event. They concurred with the staff's recommendations. The Commission unanimously passed a motion to recommend approval of the event with staff's conditions.

ATTACHMENTS

Resolution

Aerial Map

Agreement

Exhibit A - Downers Grove Rotary Club Temporary Use Application

Exhibit B - Conditions of Approval

Grove Fest Site Plan

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 2012 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 Main Street from Rogers Street to Curtiss Street; Burlington Avenue, from Mochel Drive to Forest Avenue; Warren Avenue from Washington Street to Main Street; Lot A, Lot B, Forest Lot North, Forest Lot South; 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 2012 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 as depicted in Exhibit A and comply with all conditions described in Exhibit B.
 - 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 on a daily basis, 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. All Village streets shall be cleaned and opened by **5:00 AM on**

Monday, June, 25, 2012.

- 3.5. The applicant shall provide the Village with a cash bond or irrevocable Letter of Credit in the amount of \$38,736.00 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 shall be required to schedule an inspection with Community Development 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 Fire Prevention 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. The above indemnification language shall be included in any and all third party contracts.
- 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 permit fees in the amount of **\$895.00** and provide the Letter of Credit in the amount of **\$38,736.00**.
- 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 shall be required to obtain Downers Grove Police Department personnel to serve as security for the Temporary Use as described in Exhibit B. The Licensee shall be required to pay any and all costs associated with the security detail during the planning and the course of the event .
 - 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 planning and the course of the event as described in Exhibit B.
 - 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 Emergency Management personnel involved in aid rendered to the Licensee during the planning and the course of the event as described in Exhibit B.
 - d. Due to the nature of the event, the Licensee shall be required to obtain approval from the DuPage County Health Department.

- 3.15. Licensee shall train all volunteers working the event. Volunteers shall be trained in the area of their assigned duties at least seven (7) days prior to the event. Proof of training including training materials and/or outline of scheduled training to be supplied to the Village no less than fourteen (14) days prior to the event.

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

LICENSEE:

By: _____

Title: _____

Attest:

LICENSOR:

Village of Downers Grove

By: _____

Village Manager

Attest:

Village Clerk

Exhibit B

The following will be conditions of approval of the proposed agreement:

1. Main Street shall be closed no later than 3:00 pm on June 21, 2011.
2. The Village will permit use of the eastern portion of the south parking lot at Village Hall for the amusement company's lodging needs.
3. Street closure for the Car Show, on Warren Avenue, shall take place after 11:45pm on Saturday, June 24, 2012 giving ample time for festival attendees to disburse after closing.
4. Ticket sales for beer shall end at 10:15 pm on Friday-Saturday and end at 9:45 pm on Sunday. Beer service shall end at 10:30 pm on Friday-Saturday and 10:00 pm on Sunday.
5. Staff would request a list of entertainment and any entrance fees that will apply to this year's event to better gauge attendance no later than **June 1, 2012**.
6. Event organizers are required to attend at least 2 meetings with Village staff. One to discuss preliminary plans and one to finalize details. *All* subcontractors shall be present at the final meeting.
7. Due to concerns regarding road closures at the 2011 festival, the road closure contractor must appear at both meetings to discuss specific barricade plans and detour routes.
8. Additional volunteers shall be posted at the barricades at Washington Street and Warren Avenue as well as Warren Avenue and Forest Avenue.
9. A question hotline shall be provided to answer questions regarding the event. The hotline must be staffed from June 11-24, 2012.
10. The ride ("Free Fall") on the east side of the entrance to Lot B on Burlington Avenue shall be relocated to avoid conflicts with vehicular traffic and festival attendees. No rides may be placed east of the Lot B entrance.
11. Please provide confirmation that the organizers of the Friday Night Car Show and Downtown Market are coordinating their events with GroveFest.
12. Written support for the event shall be obtained from Downtown Management prior to Village Council consideration.
13. Approval for the use of Fishel Park must be obtained from the Downers Grove Park District no later than **June 1, 2012**.
14. Approval for the use of the parking lot at Downers Grove South High School must be obtained from School District 99 no later than **June 1, 2012**.
15. A detailed emergency management plan shall be provided no later than **May 1, 2012**. The plan shall include specific locations for emergency evacuations and protocols for contacting on-site Downers Grove Police and Fire personnel. An incident commander shall be on site at all times the festival is open.
16. A detailed security plan including location of personnel, number of staff and hours for each shift shall be provided no later than **May 1, 2012**. The plan shall identify the name of the security company, who the on-site personnel will be, where security will be posted and whether on-site personnel will be armed.
17. A street closure and detour map shall be provided no later than **May 1, 2012**. The barricade plan must indicate blocking off the train platforms on the north and south sides of the tracks between Main Street and Washington Street. Please indicate the contact name and phone number of the contractor for street closures. The map must indicate where road closure and detour signs will be placed and the types of

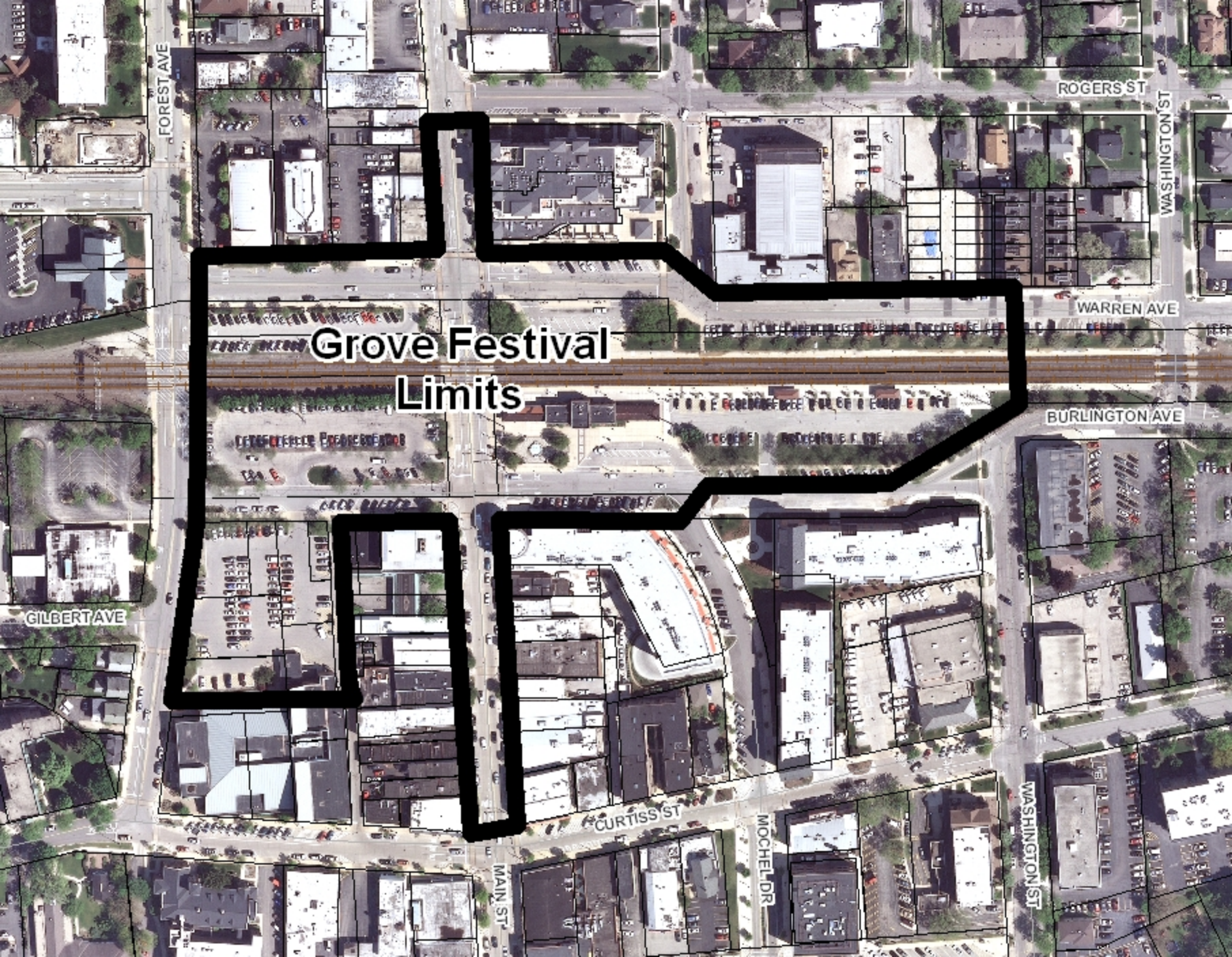
barricades that will be used. The Village will tentatively reserve its digital message boards for the event. "No parking" signs shall be posted at the event organizer's costs.

18. All streets and public parking lots shall be re-opened by 5:00 am on Monday, June 25, 2012.
19. Amusement ride trailers and semi trailers are not allowed into the downtown area until after 8:00pm on June 19, 2012, to provide for street closures and the removal of vehicular traffic.
20. Please be advised that Fire Department access must be provided through the festival at all times. The minimum fire lane for event areas is 12 feet. Fire lanes must be straight through lanes to accommodate the largest emergency vehicles.
21. A sanitation plan must be provided. The plan must indicate name and phone number of the sanitation contractor. The time for garbage removal from the site shall be listed in the plan. The toilets must be cleaned at least once every 24 hours.
22. A plan for clean up of the festival shall be provided. All areas must be cleaned and open to the public no later than 5:00am on the following Monday.
23. A detailed plan for provision of electricity to vendors shall be provided. The plan must identify where connections to public infrastructure are proposed and generator locations. All electrical connections must be inspected by the Village. All generators must be grounded per the 2008 National Electric Code. Grounding rods may not be installed in asphalt or concrete areas. JULIE shall be contacted to locate any conflicts with below-ground utilities at least 48 hours prior to installation of grounding rods. Please advise participating vendors; all extension cords must be outdoor grounded 12-gauge (12-3) in good working condition.
24. Notification to Downtown Management, all property owners, businesses, residents and commuters affected by street and parking lot closures shall be notified at least two times – 30 and 7 days prior to the event. 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 and an event contact name and phone number.
25. Closures of Highland Avenue between Warren Avenue and Rogers Street must be coordinated with the businesses on Warren and Highland.
26. Certificates of flame resistance must be provided for all tents. Cooking tents utilizing propane shall be identified by a method which is easily detected (e.g., an orange flag) by on-site Fire personnel.
27. Health Department approval is required for all food and beverage vendors.
28. The required licenses from the Village of Downers Grove shall be obtained prior to the event. Staff anticipates the following licenses will be necessary:
 - a. Special Event Liquor License – please contact the Village's Legal Department at 630.434.5542 with any questions.
 - b. Raffle License – please contact the Village Clerk at 630.434.5535 with any questions.
29. The event organizer shall provide proof of insurance for the event and all vendors no later than **June 14, 2012**. A late fee of \$50 will be assessed for any vendor who does not provide proof of insurance on or before June 14, 2012. The Village shall be named and covered under the policy. The insurance policy shall provide for a minimum coverage of \$1,000,000 per accident, \$2,000,000 general liability and \$5,000,000 umbrella coverage.
30. The event organizer shall provide waivers for all non-food not-for-profit vendors

no later than **June 14, 2012**. A late fee of \$50 will be assessed for any vendor who does not provide proof of insurance on or before June 14, 2012.

31. The event organizer shall reimburse the Village for all direct and indirect cost incurred including all event labor, set up and meeting time prior to the event. The applicant shall provide the village with a cash or Letter of Credit in a form acceptable to the Village Manger in the amount of 120% of the Villages' cost estimate.
32. Please be advised that the agreement with the Village will not be a "not to exceed" contract.
33. Staff anticipates the following fees and staffing costs:
 - a. Temporary use Fees:

i. General application	\$	77	
ii. Amusement rides - \$103 per day			\$ 409
iii. Entertainment - \$103 per day	\$	309	
iv. Special Event Liquor License	\$	100	
v. Fee total (due <i>PRIOR</i> to the event)	\$	895	
 - b. Estimated staff costs:
 - i. Village staff facilitation – 50 hours
 - ii. Police Department: estimated 267 hours.
 - iii. Fire Department: 3 staff members – 2 bike paramedics and 1 medic staffing the First Aid Booth during fest operations, an estimated 117 hours.
 - iv. Fire Prevention: Staff members will conduct set-up inspections for the tents and rides prior to the event. Staff will also conduct daily ride inspections. The estimated time to conduct inspections is 44 hours.
 - v. Public Works Department: 2 staff members for oversight of street closure and daily inspection as well as oversight of Sunday night clean up. The estimated time for this service is 40 hours.
 - vi. Emergency Management Coordinator: Event oversight during operations, estimated at 20 hours.
 - vii. **Total staff hours anticipated: 538 hours. Total estimated cost: \$32,280.**



FOREST AVE

ROGERS ST

WASHINGTON ST

Grove Festival Limits

WARREN AVE

BURLINGTON AVE

GILBERT AVE

CURTISS ST

MOCHEL DR

WASHINGTON ST

MAIN ST



Rotary Club of Downers Grove

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

October 13, 2011

Jeff O'Brien
Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515

Dear Jeff,

We appreciate the Village once again taking the time to go over our proposal for what will be the 3rd annual Rotary GroveFest. We look forward to partnering with the Village of Downers Grove and other community-based groups to host yet another successful festival.

If you have questions, please contact me at 630-663-0554

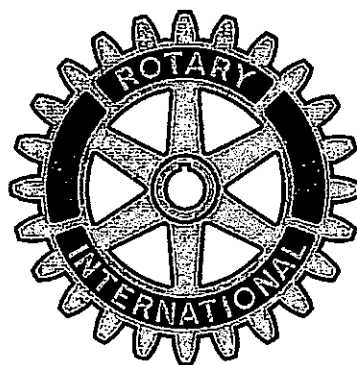
Regards,

Barb Webster
Rotary Club of Downers Grove

Rotary GroveFest Application

June 21-24, 2012

**PRESENTED BY
Rotary Club of Downers Grove**



11-TEM-0104

Village of Downers Grove
Application for Temporary Use/Special Event Permit

Please submit this application and any additional materials to:
Community Development Department
801 Burlington Avenue, Downers Grove, IL 60515
Ph: (630) 434-5515 FAX: 630-434-5572
jobrien@downers.us

Please print clearly in ink

PART A: APPLICANT INFORMATION

Name of Applicant: ROTARY CLUB OF DOWNERS GROVE

Address: PO BOX 256

City: DOWNERS GROVE State: IL Zip: 60515 Phone: 630-729-0351

Email: INFO@ROTARYGROVEFEST.COM

Doing Business As (Name): N/A

Is this business/organization a registered not-for-profit? Yes No
If yes, please provide a copy of your NFP status.

Name of Business Manager/Event Contact : BARB WEBSTER

Address: 5153 MAIN STREET #205

City: DOWNERS GROVE State: IL Zip: 60515 Phone: 630-663-0554

Email: INFO@ROTARYGROVEFEST.COM

PART B: EVENT INFORMATION

Name of Event: ROTARY GROVEFEST

Event Location: SEE ATTACHMENT B & B1

Description/Purpose of Event: SEE ATTACHMENT A

Date(s) Requested (month and day): SEE ATTACHMENT C (JUNE 21-24, 2012)

Time of Event and/or Hours of Operation (Include for each day requested):

SEE ATTACHMENT C

Type of Event:

(Check one and continue with all questions in Parts B and D, unless otherwise noted.)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Carnival <i>Also complete Part C</i> | <input type="checkbox"/> Circus <i>Also complete Part C</i> |
| <input type="checkbox"/> Live theatrical or musical performance on public right of way <i>Also complete Part C</i> | |
| <input type="checkbox"/> Temporary sale of merchandise | <input type="checkbox"/> Outdoor café |
| <input type="checkbox"/> Road race: run/walk/or bike ride | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Festival/fair | <input type="checkbox"/> Block party |
| <input type="checkbox"/> Public assembly/demonstration | |
| <input type="checkbox"/> Other (please specify) | |

Check All Equipment That Will Be In Use:

- Tent/s: State the number that will be in use and size of each:

APPROXIMATELY 50 STANDARD TENTS & 75 EZY-UP
TENTS FOR CRAFT FAIR. WOULD ALSO LIKE EZY-UP TENTS
Must submit Certificate of Flame Resistance for each. FOR NON-PROFITS TO USE
ON SAT - SUN 12 - 5 PM.

- Temporary sign/banner
Only one sign per street frontage is allowed. Signs are limited to 32 square feet in size.
Sign Ordinance (28.1501.05).

Text to be printed on the temporary sign

TEXT WOULD ANNOUNCE DETAILS OF ROTARY GROVE FEST
INCLUDING DATES & TIMES OF FESTIVAL.

- Temporary seating
 Temporary stage or other structure
 Amplifiers/sound system
 Electrical hook-up (Applicant is responsible for contacting JULIE to mark approved area.)
 Outdoor water use
 Tables/chairs

Other Activities That Will Take Place. (Check all that apply.)

- Sale and/or consumption of alcohol
Requires Special Event Liquor License. Call Liquor Liaison (630) 434-5542 at least 60 days in advance.
- Sale of, cooking of, and/or consumption of food
Contact DuPage County Health Department at (630) 682-7400 for requirements ASAP.
- Raffle
Contact Village Clerk at (630)434-5535 at least 14 days in advance.
- Fireworks
Contact Fire Prevention Bureau at (630) 434-5983 at least 30 days in advance.

Does the applicant or business own the property where the event will take place?

Yes No

If "NO", please include a letter from the landlord granting use of the property.

How many participants/attendants are expected?

25,000

Are street closures requested? Yes No

If yes, what streets?

SEE ATTACHMENT B & ATTACHMENT H

Justification for street closure

SCOPE OF FESTIVAL REQUIRES STREET CLOSURES.

What is your plan for clean up and disposal of waste at the site, during and after the event? Explain:

SEE SANITATION & CLEAN UP PLAN OVERVIEW ATTACHMENT.

Applicant will be invoiced for the cost of any Village services used in association with the event including, but not limited to Police, Fire and Public Works. (Estimated at \$60/hour/person. Actual cost may vary.)

Will the location of the event displace any parking spaces? Yes No If yes, how many spaces?

Is the event a fundraiser? Yes No If yes, name the beneficiary.

ROTARY CLUB OF DOWNERS GROVE WILL DISTRIBUTE FUNDS TO VARIOUS LOCAL, NATIONAL & INTERNATIONAL CHARITIES.

PART C: AMUSEMENTS (Carnivals, Circuses, Performances on Public Rights-of-Way)

Name (i.e. John Smith) of Amusement Operator: NORTH AMERICAN MIDWAY ENTERTAINMENT ASTRO

Address: 33 WEST HIGGINS RD, SUITE 630

City: SOUTH BARRINGTON State: IL Zip: 60010

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

List Any Branch Locations:

Doing Business As: SAME AS ABOVE

Date Business Was Incorporated: DECEMBER 2005

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.)

Danny Huston (50%)
DOB: 3.10.1959
616 West Jackson Street
Parker City, IN 47368

Jeffrey Blomsness (50%)
DOB: 4.1.1948
15 Willow Bay Drive
South Barrington, IL 60010

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

Tom Thebault	DOB: 7.20.65	847-514-5178
Pat Repp	DOB: 5.14.63	309.255.1279

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.

Amusement Ride Operators shall comply with the Carnival and Amusement Rides Safety Act (430 ILCS 85/1 et seq. as amended from time to time).

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

If so, state the location: _____

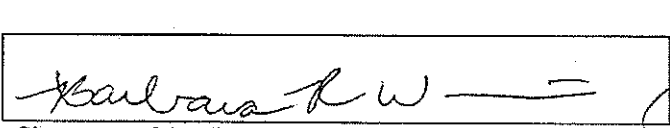
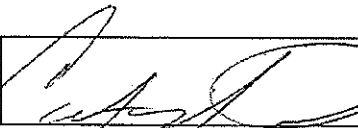
Indicate disposition of application: _____

PART D: APPLICANT'S STATEMENT OF AGREEMENT:

I hereby affirm that the above information is true and correct in describing the intent of this application. Everything that I have stated on this application is correct to the best of my knowledge. Failure to comply with the application and disclosure requirements shall constitute grounds to deny the permit.

I have read the provisions of this application and agree to abide by the ordinances, rules and regulations of the Village. I understand that issue of the permit is contingent upon compliance of all conditions and requirements. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Downers Grove.

BARBARA L. WEBSTER NOTARY CLUB OF DOWNERS GROVE	10.13.11
Print Name	Date

		OFFICIAL SEAL CESAR A MIRANDA Notary Public - State of Illinois My Commission Expires Aug-28, 2012
Signature of Applicant	Signature of Notary	

HOLD HARMLESS/INDEMNIFICATION AGREEMENT:

PART D (Con't)

ROTARY CLUB OF DG (Name of Applicant) has requested permission to conduct a Temporary Use in the Village of Downers Grove. For consideration of such permission and permit, ROTARY CLUB OF DG (Name of Organization) hereby fully releases and discharges the Village of Downers Grove, its officers, agents and employees from any and all claims from injuries, including death, damages, or loss which may arise or which may allege to have arisen out of, or in connection with the event.

ROTARY CLUB OF DG (Applicant and Organization) further agrees to indemnify and hold harmless and defend the Village of Downers Grove, its officers, agents, and employees from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with this event.

<u>BARBARA R. WEBSTER</u> <u>ROTARY CLUB OF DG</u>	<u>10.13.11</u>
Print Name	Date

<u>Barbara R W</u>	<u>[Signature]</u>	OFFICIAL SEAL CESAR A MIRANDA Notary Public - State of Illinois My Commission Expires Aug 28, 2012
Signature of Applicant	Signature of Notary	

[This area for office use only.]

Required Documents:

- Application
- Plat of Survey
- Site Plan
- Written Operating Plan

If applicable:

- Not for profit status (501 (c) 3 or equivalent)
- Letter from landlord
- Certificate/s of Flame Resistance
- Temporary Sign application
- Raffle License application
- Liquor License application
- License Agreement
- Certificate/s of Insurance
- Encroachment License
- Neighborhood Notification Letter
- Review of Sub-Contractor agreements

Fees to be collected:

- Temporary Use _____
- Late Fee _____
- Amusement _____
- Temporary Sign _____
- Tent _____
- Encroachment Fee _____
- Live Theatrical/Musical Performance on Public Right-of-Way _____
- Use of Public Property _____

Fees to be invoiced:

- Police Services _____
- Fire Services _____
- Public Works Services _____
- Village Manager's Office _____

Other:

Security Deposit to be retained: _____

Total Fees Due: _____ Date Received: _____

Letter	Item
A	Event Description
B	Map - Overview
B 1	Map - Amusement Area
C	Operating Hours
D	Organization Chart
E	Security Volunteers
F	General Volunteers
G	Beer Tent Volunteers
H	Fest Opening Procedure
I	Daily Opening Procedures
J	Daily Closing Procedures
K	Fest Closing Procedures

Attachment A

The Rotary Club of Downers Grove is submitting an application for a street festival to take place June 21st thru June 24th, 2012, 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 last year's Rotary GroveFest, 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, craft fair, youth activities, and beer garden. The festival will cover portions of Main, Burlington, and Warren Ave streets as well parking lots A, Forest North, Lot B, Lot C, Lot F and the library parking lot. Fishel Park will be utilized for the craft fair.

The carnival rides will be open to the public starting on Thursday night, June 21st (ride preview night). The rest of the festival will be open to the public starting on the afternoon of Friday, June 22nd, and will continue throughout the weekend.

Location (See Attachment B for Layout)

- The amusement ride area will run on Warren Ave from Forest to Washington and on Burlington from Main to Mochel (leaving Mochel open to East bound traffic) and Lot B. North American Midway has been selected to provide Amusement rides and carnival type food due to their outstanding service.
- Main Street will be closed from Rogers Street to Curtiss. Curtiss will remain open. Main Street will be utilized for exhibiting restaurants and businesses.
- The entertainment area and beer garden will host entertainment on its stage during its operational hours. Food will be available in the entertainment area. On Saturday we will have youth activities in the afternoon.
- Non-Profits will have tables available to them near the entertainment area 12pm -5 pm on Saturday and Sunday so they may fundraise and /or dispense information.
- The Sunday car show will be located in the Community Bank of Downers Grove parking lot and on Warren Ave from Linscott to Forest Ave. The Downers Grove Car Show Committee will be assisting in this area.
- The Craft Fair will be held at Fishel Park on Saturday and Sunday and will be operated by a Downers Grove Junior Women's Club. We have engaged the Park District to obtain the necessary permits.
- Commuter Parking Lot A will be utilized for the amusement companies internal operations.

Marketing

Our target audience is local residents of all ages in Downers Grove and the surrounding suburbs. Advertising will include a Rotary GroveFest web site, local newspapers, local access cable, and social media. We will leverage relationships with Downers Grove EDC, Chamber, Downtown Downers Grove Management and the Village to inform the residents. Expected attendance is to be in the 25k -30k range over the weekend.

Transportation & Parking

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

Announcement Sign Listing:

- 1) Two electronic message boards on Main Ave announcing closure and detour dates.
- 2) Two message board signs on Burlington Ave announcing closure and detour dates.
- 3) Two message board signs announcing closure of Lot A (one at entrance and one exit)
- 4) Two message board signs announcing closure Forest Ave North (entrances)
- 5) Message board signs announcing closure Forest Ave South (entrances)
- 6) Two message board signs announcing closure Lot C (entrances)
- 7) Two message board signs announcing closure Lot B (entrances)
- 8) Two message board signs announcing closure Lot F (entrances)

Working with the village we will designate no parking signs in surrounding festival area. Consideration to traffic flow, merchant customer parking, and safety will be taken into consideration. Based on past year's feedback every effort will be made to keep as many streets open as possible to minimize the impact to local businesses. No parking signs will go up during road closures. Road closures on June 19th and June 20th will be performed by a professional barricade company. Due to the foot print and estimated attendance levels, remote parking will not be needed.

Sanitation

Rotary has hired a professional sanitation companies to be responsible for trash pick up through the fest area, portable toilet maintenance, trash removal from the fest area. Rotary GroveFest supplied trash receptacles located throughout the fest area will be dumped throughout the day into common dumpsters located in the library alley, and at the intersection of Warren Ave and Forest Ave. The dumpsters will be monitored and emptied on an as needed basis throughout the fest. The 31 toilets will be cleaned daily and monitored throughout the fest. A grease and hot coal disposal area will be made available to vendors in the library alley. Please see map (attachment B), for common dumpster, portable toilet, and grease disposal locations. At the conclusion of the event, the fest area equipment (tents, generators, fencing, rides, and trash containers) will be removed. 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 6am on June 25th.

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.

Notifications to Area Business and Residents

The Rotary Club of Downers Grove has discussed its plans with Downtown Downers Grove Management and to the Downtown businesses owners group. Property owners, businesses, residents and commuters directly 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, the Rotarygrovefest.com website will provide fest information, and a dedicated 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.

Training

Training for key personnel will take place one week prior to the festival. Liquor ID training and procedures will take place at this time.

Village of Downers Grove Items

We appreciate the support of the Village of Downers Grove with past events and look forward to working together in 2012. Below are items we are requesting from the Village.

- The Rotary Club of Downers Grove will require 3 Hydrant and 1 standard water hook ups. We will need the cost of each meter usage for accounting purposes.
 - Main Street by Dariusz Jewelers (Hydrant)
 - Library Lot - Burlington Entrance (Hydrant)
 - Main Street just North of the tracks on East and West Sides (Hydrants)
 - Train Station (Standard Spigot)
- The free use of parking lot closure signs and two electronic message boards from public works.
- Utilize the parking lot behind Village Hall for the amusement company's RV's & bunks June 19th - June 25th (am). Rotary will supply portable toilets.
- The Rotary Club of Downers Grove would like to utilize Off-Duty Downers Grove Police officers as much as possible. Please provide the number of on-duty police officers required per shift and their approximate locations.
- A detailed breakdown of proposed costs (tent permits/ water hooks up/ public works items/ proposed meetings/ etc.) so we can minimize items that may drive up the festival costs.
- Rotary requests that we not be charged for items created for Rotary GroveFest but can be used for other events or activities within the village.
- A scaled down No Parking Area will be advantageous to local business customers and festival attendees.

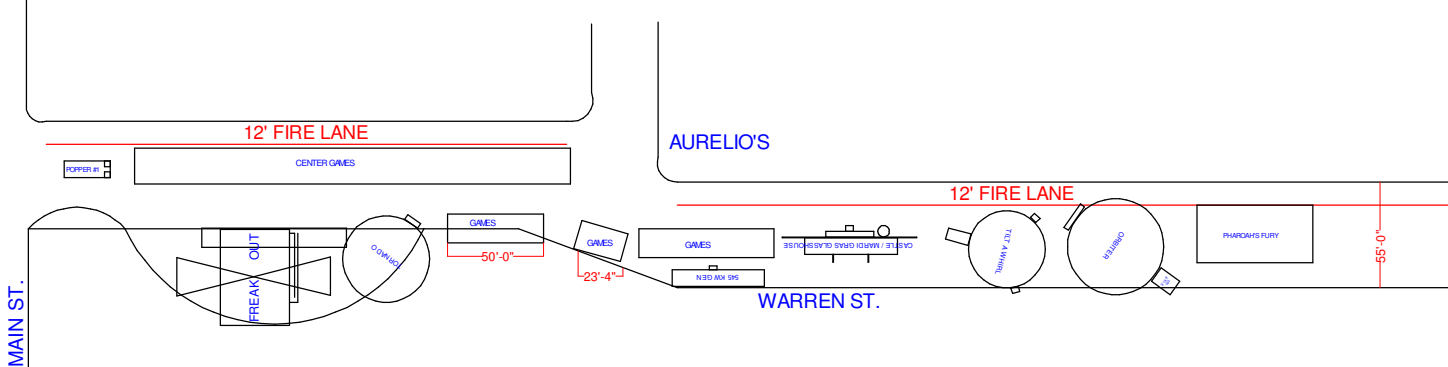
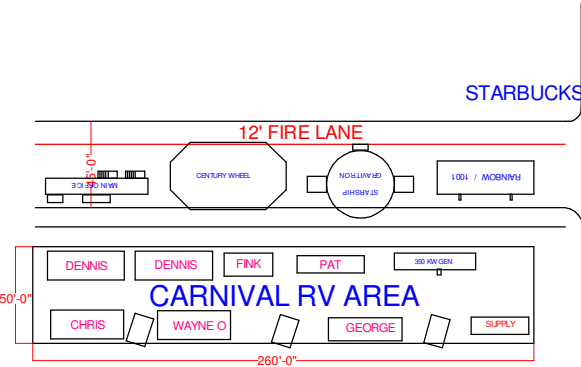
Proposed Street Closure Schedule Rotary GroveFest 2012

1. Burlington Avenue
 - a. Closed for public traffic, Tuesday, June 19th, 7:00 pm (between Forest Avenue and Main Street; between Main Street and Mochel Drive). Burlington Avenue will remain closed for the duration of the festival.
 - b. Commuter Parking Lot B will be closed on June 19th at 7:00 pm as well.
 - c. Commuter Parking Lot Forest North and the Library Parking Lot will be closed on June 20th at 9:00 pm.

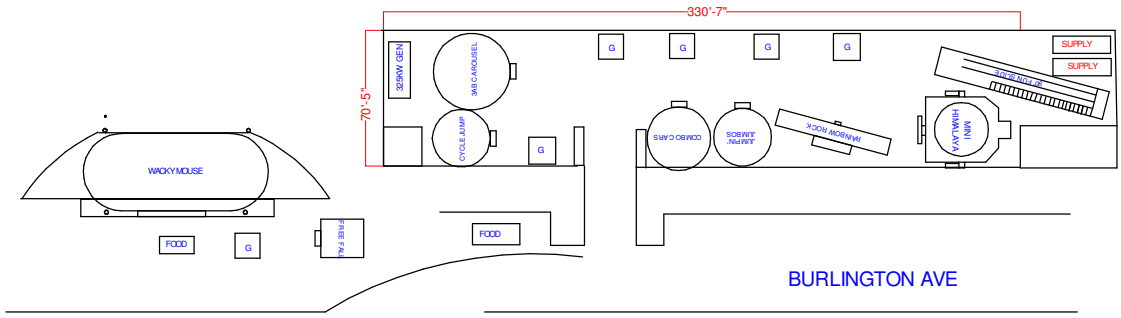
2. Warren Avenue
 - a. Closed for public traffic, Tuesday, June 19th, 7:00 pm (between Forest Avenue and Main Street; between Main Street and Highland Avenue. This portion of Warren Avenue will remain closed for the duration of the festival.
 - b. Commuter Parking Lots A and C will be closed on June 19th at 7:00 pm as well.
 - c. Commuter Parking Lot F shall remain open throughout the festival.

3. Main Street
 - a. Closed for public traffic, Thursday, June 21st, 3:00 pm (between Curtiss Street and Rogers Street. This portion of Main Street will remain closed for the duration of the festival.
 - b. No Parking ban on Main Street (between Curtiss Street and Rogers Street) will begin at 12:00 pm, June 21st.

4. Warren Avenue
 - a. Closed for public traffic, Saturday, June 23rd, 11:45 pm to Sunday, June 24th, 5:00 pm, between Forest Avenue and Saratoga Street.



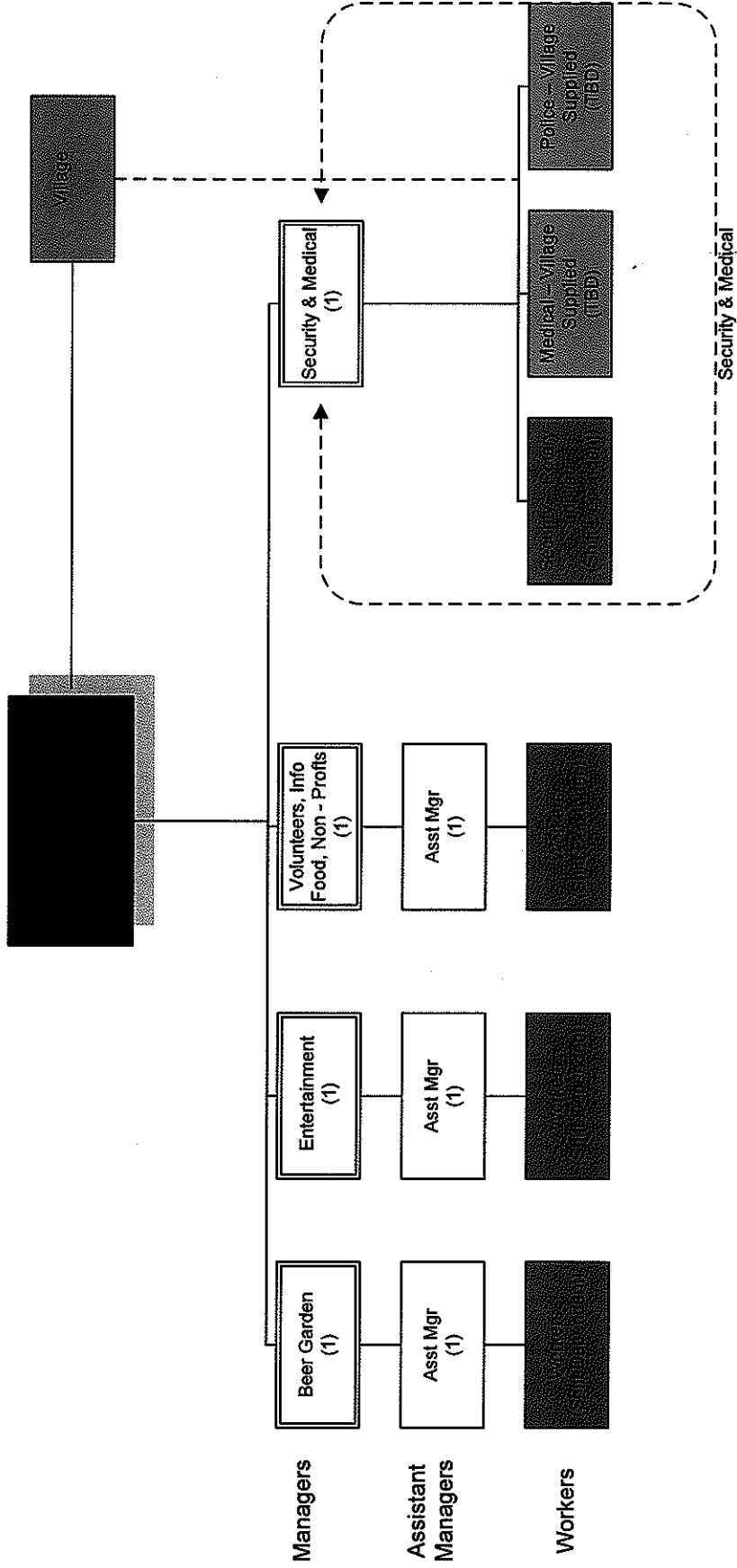
GROVE FEST 2012
WARREN ST PROPOSAL



	A	B	C	D	E
1	TASKNAME	DURATION	START	RESOURCE NAME	FINISH
2					
3	Amusement Rides--Pay C	4.5 Hours	June 21, 5:30 PM	Amusement Rides	June 21, 10:00 PM
4					
5	Amusement Rides	11 Hours	June 22, 12:00 PM	Amusement Rides	June 22, 11:00 PM
6	Entertainment Area	6 Hours	June 22, 5:00 PM	Entertainment	June 22, 11:00 PM
7	Restaurants & Exhibitors	11 Hours	June 22, 12:00 PM	Restaurants	June 22, 11:00 PM
8	Beer Garden	6 Hours	June 22, 5:00 PM	Entertainment	June 22, 11:00 PM
9	Beer Garden Last Call		June 22, 10:15 PM	Entertainment	June 22, 10:30 PM
10					
11	Craft Fair	8 Hours	June 23, 9:00 AM	Non-Profits	June 23, 5:00 PM
12	Not-For-Profit Exhibitors	5 Hours	June 23, 12:00 PM	Non-Profits	June 23, 5:00 PM
13	Entertainment Area	11 Hours	June 23, 12:00 PM	Entertainment	June 23, 11:00 PM
14	Restaurants & Exhibitors	11 Hours	June 23, 12:00 PM	Restaurants	June 23, 11:00 PM
15	Beer Garden	11 Hours	June 23, 12:00 PM	Entertainment	June 23, 11:00 PM
16	Beer Garden Last Call		June 23, 10:15 PM	Entertainment	June 23, 10:30 PM
17	Amusement Rides	11 Hours	June 23, 12:00 PM	Amusement Rides	June 23, 11:00 PM
18					
19	Craft Fair	6 Hours	June 24, 10:00 AM	Non-Profits	June 24, 4:00 PM
20	Car Show	6 Hours	June 24, 10:00 AM	Car Show	June 24, 4:00 PM
21	Not-For-Profit Exhibitors	5 Hours	June 24, 12:00 PM	Non-Profits	June 24, 5:00 PM
22	Entertainment Area	10.5 Hours	June 24, 12:00 PM	Entertainment	June 24, 10:30 PM
23	Restaurants and Exhibitors	10.5 Hours	June 24, 12:00 PM	Restaurants	June 24, 10:30 PM
24	Beer Garden	10.5 Hours	June 24, 12:00 PM	Entertainment	June 24, 10:30 PM
25	Beer Garden Last Call		June 24, 9:45 PM	Entertainment	June 24, 10:00 PM
26	Amusement Rides	10.5 Hours	June 24, 12:00 PM	Amusement Rides	June 24, 10:30 PM

Start Time	Setup Notes
10:00 AM	Signs will go up and notifications will be distributed to all downtown residents and business affected.
2:00 PM	
7:00 PM	
5:00 PM	Port-a-Potties and Trash cans placed throughout the fest area as designated on map. Dumpsters and charcoal disposal barrels placed in designated area.
8:00 AM	
8:00 AM	
8:00 AM	
6:00 AM	Tent's placed and prepared for inspection.
6:00 AM	Set-Up of food tents to be completed by 11:00 AM. Ready to serve by noon.
6:00 AM	Set-Up of food tents to be completed by 11:00 AM. Ready to serve by noon.
5:00 PM	Friday Set-Up Permitted for Sat and Sun
6:00 AM	Ready for noon start.
7:00 PM	
11:00 AM	Complete Setup - Food onsite and prepped for inspection by 11:00AM
11:00 AM	Complete Setup - Food onsite and prepped for inspection by 11:00AM
10:00 PM	All take down and clean-up must be completed by 5:00AM on 6/25/2012

Attachment D



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

Attachment H

Fest Set Up	Date	X	Day
Amusement Rides Staged at DG South	6/17/2012		Sun
Close Selected Fest Area Streets at 7pm - Warren Ave (between Forest and Main; between Main and Highland). Burlington Ave (between Forest and Main; between Main and Mochel). Parking Lots A, B, and C close at 7pm. Main Street and part of Warren Avenue (between Washington and Highland) will be kept open at this time.	6/19/2012		Tue
Amusement Rides Move In 8:00pm	6/19/2012		Tue
Close Forest North and Library Parking Lots @ 9pm	6/20/2012		Wed
Entertainment Area - Set up	6/21/2012		Thu
Common Dumpsters - Delivered	6/21/2012		Thu
Portable Toilets - Delivered	6/21/2012		Thurs
Close Main Street 3:00pm	6/21/2012		Thurs
Set up Main Street Tents & Power, starting 7pm	6/21/2012		Thurs
Close Car Show Area - Warren Ave @ 11:45pm	6/23/2012		Sat

Attachment I

Daily Opening Procedures	X
Security	
Review Procedures with Workers	
Check Fences	
Get Water for Workers	
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 materials at info booth	
Test Radios	
Set Up Sign In Sheets	

Attachment J

Daily Closing Procedures	X
Security	
Move People out of Fest Area	
Set Up Final Deposit with Police	
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 next 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 K

Fest Take Down	Date	X
Amusement Rides - Close	6/24/2012	
Entertainment - Closes	6/24/2012	
Beer Garden - Closes	6/24/2012	
Amusement Rides - Move Out	6/24/2012	
Fencing Around Private Property - Remove	6/24/2012	
Entertainment Area Fencing - Remove	6/24/2012	
Common Dumpster - Removed	6/24/2012	
Portable Toilets - Remove	6/24/2012	
Stage - Remove	6/24/2012	
Sound & Lights - Remove	6/24/2012	
Tents - Remove	6/24/2012	
Table & Chairs in Entertainment Area - Remove	6/24/2012	
Beer Garden - Remove	6/24/2012	
Entertainment - Generators - Remove	6/24/2012	
Trash Cans - Remove	6/24/2012	
Sweep Sidewalks in Fest Area Before 5am	6/25/2012	
Street Clean Streets in Fest Area Before 5am	6/25/2012	
Open Fest Streets & Parking Lot 5am	6/25/2012	

2012
Rotary GroveFest
Communications Plan Overview

1. The Rotary Club of Downers Grove will have a Site Manager on Duty and security during all festival hours.
2. We will follow the same communication plan as 2011.
3. The Rotary Club will rent and maintain enough 2 way radios to equip the Site Manager, key area managers, security staff and radios to interface with the village during fest hours.
4. There will be 2 channels used on the radios. One channel will be for general fest communications (non-emergency) throughout the festival and the other will be for security personnel and emergencies (to communicate with village officials and police and fire).
5. Once an incident has been reported to emergency services Rotary staff will receive its direction from emergency services.
6. The Rotary Club representatives planning the festival will work with emergency services prior to the festival to insure that communications and staffing operate smoothly and efficiently and provide a clear chain of command for insuring the safety and enjoyment of all attendee's.

2012
Rotary GroveFest
Entertainment Overview

Entertainment for the 2012 Rotary GroveFest will be similar in scope and content as it was in 2011. We will focus on local bands to provide entertainment beginning Friday, June 22nd through Sunday, June 24th, 2012.

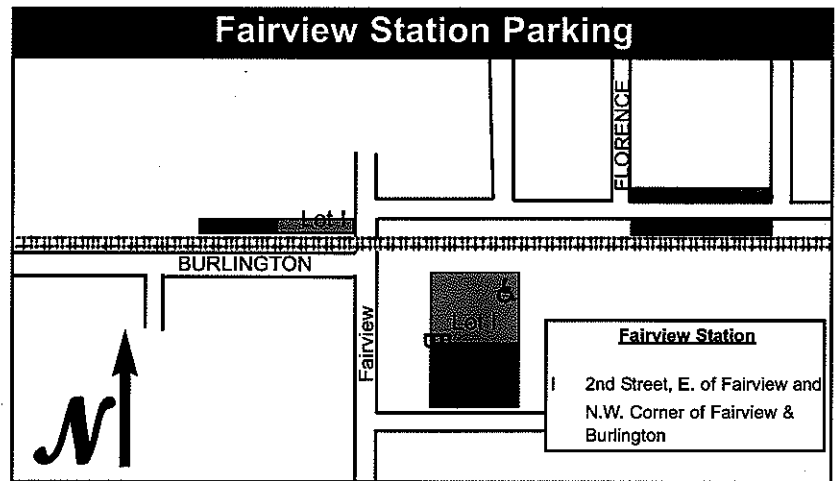
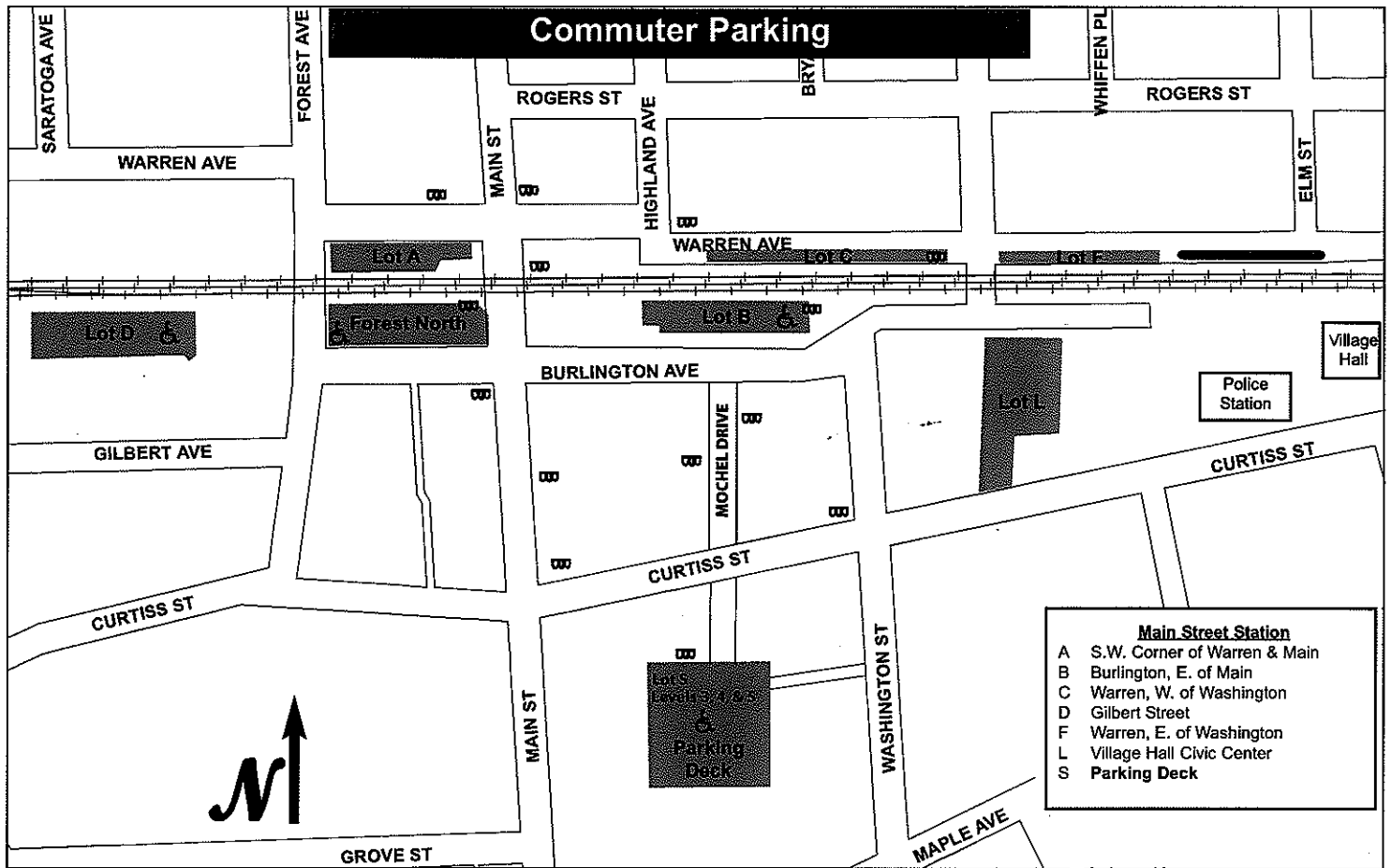
We intend to reach out to organizations like the Rock Academy, Judges Night Band, various Downers Grove dance studios, etc.

We do not intend to contract with any "big name" or "headline" bands that tend to draw thousands of people.

2012
Rotary GroveFest
Sanitation & Clean-Up Plan Overview

Rotary will hire a professional sanitation company to be responsible for trash pick up through-out the fest area, and portable toilet maintenance. We will contract with a professional waste management company like Allied for trash removal from the fest area. This same company will supply trash receptacles through-out the fest area. These will be dumped throughout the day into common dumpsters (see map for locations). The dumpsters will be monitored and emptied on an as needed basis before the fest opens each day. The 31 toilets will be cleaned daily by the sanitation company, before the fest opens, and monitored throughout the fest. A grease and hot coal disposal area will be made available to vendors. Please see map (attachment B), for common dumpster, portable toilet, and grease disposal locations. At the conclusion of the event, the fest area equipment (tents, generators, fencing, rides, and trash containers) will be removed. The fest area streets and parking lots will be cleaned by a street sweeper in time to be open to the public by 6am on June 25th.

The professional sanitation and trash disposal companies' names and emergency contact information will be provided to the village prior to fest opening.



Permit Lots

- Must display a valid permit or a one-day permit.
- One-day permits are sold for \$3.00 at Village Hall (801 Burlington), Monday - Friday, beginning at 8:15 a.m.
- Parking is free after 12:00 p.m., also all day on Saturdays, Sundays, and holidays.

Parking Deck

- Parking in the daily spaces on Levels 3, 4, and 5 of the Parking Deck is free after 3:00 p.m.

Meters

- Meters accept quarters and Cash Keys only and must be fed Monday - Saturday from 6:00 a.m. to 6:00 p.m.
- Cash Keys are available at Village Hall (801 Burlington), Monday - Friday.



www.downers.us

November 17, 2011

Dr. Barbara Webster
Downers Grove Rotary Club
PO Box 256
Downers Grove, IL 60515

**COMMUNITY RESPONSE
CENTER**

630.434.CALL (2255)

CIVIC CENTER

801 Burlington Avenue
Downers Grove
Illinois 60515-4782
630.434.5500
TDD 630.434.5511
FAX 630.434.5571

FIRE DEPARTMENT

ADMINISTRATION
5420 Main Street
Downers Grove
Illinois 60515-4834
630.434.5980
FAX 630.434.5998

POLICE DEPARTMENT

825 Burlington Avenue
Downers Grove
Illinois 60515-4783
630.434.5600
FAX 630.434.5690

**PUBLIC WORKS
DEPARTMENT**

5101 Walnut Avenue
Downers Grove
Illinois 60515-4046
630.434.5460
FAX 630.434.5495

Re: Temporary Use Permit for 2012 GroveFest

Dear Dr. Webster:

Thank you for your application for the 2012 GroveFest in Downtown Downers Grove. Staff offers the following comments and recommendations that must be addressed prior to the Community Events Commission meeting:

1. Exhibit H shall be revised to indicate times for all set-up activities.
2. Based on the proposed site plans, Lot F (south side of Warren Avenue, east of Washington Street) is not affected by the festival. As such, this lot does not need to be closed. Please revise exhibits to reflect that Lot F will remain open.

The following comments will be conditions of approval and will appear in proposed agreement:

1. Main Street shall be closed no later than 3:00 pm on June 21, 2011.
2. The Village will permit use of the eastern portion of the south parking lot at Village Hall for the amusement company's lodging needs.
3. Street closure for the Car Show, on Warren Avenue, shall take place after 11:45pm on Saturday, June 24, 2012 giving ample time for festival attendees to disburse after closing.
4. Ticket sales for beer shall end at 10:15 pm on Friday-Saturday and end at 9:45 pm on Sunday. Beer service shall end at 10:30 pm on Friday-Saturday and 10:00 pm on Sunday.
5. Staff would request a list of entertainment and any entrance fees that will apply to this year's event to better gauge attendance no later than **June 1, 2012**.
6. Event organizers are required to attend at least 2 meetings with Village staff. One to discuss preliminary plans and one to finalize details. *All* subcontractors shall be present at the final meeting.
7. Due to concerns regarding road closures at the 2011 festival, the road closure contractor must appear at both meetings to discuss specific barricade plans and detour routes.
8. Additional volunteers shall be posted at the barricades at Washington Street and Warren Avenue as well as Warren Avenue and Forest Avenue.
9. A question hotline shall be provided to answer questions regarding the event. The hotline must be staffed from June 11-24, 2012.
10. The ride ("Free Fall") on the east side of the entrance to Lot B on Burlington Avenue shall be relocated to avoid conflicts with vehicular traffic and festival attendees. No rides may be placed east of the Lot B entrance.
11. Please provide confirmation that the organizers of the Friday Night Car Show and Downtown Market are coordinating their events with GroveFest.
12. Written support for the event shall be obtained from Downtown Management prior to Village Council consideration.



www.downers.us

**COMMUNITY RESPONSE
CENTER**

630.434.CALL (2255)

CIVIC CENTER

801 Burlington Avenue
Downers Grove
Illinois 60515-4782
630.434.5500
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FAX 630.434.5571

**FIRE DEPARTMENT
ADMINISTRATION**

5420 Main Street
Downers Grove
Illinois 60515-4834
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POLICE DEPARTMENT

825 Burlington Avenue
Downers Grove
Illinois 60515-4783
630.434.5600
FAX 630.434.5690

**PUBLIC WORKS
DEPARTMENT**

5101 Walnut Avenue
Downers Grove
Illinois 60515-4046
630.434.5460
FAX 630.434.5495

13. Approval for the use of Fishel Park must be obtained from the Downers Grove Park District no later than **June 1, 2012**.
14. Approval for the use of the parking lot at Downers Grove South High School must be obtained from School District 99 no later than **June 1, 2012**.
15. A detailed emergency management plan shall be provided no later than **May 1, 2012**. The plan shall include specific locations for emergency evacuations and protocols for contacting on-site Downers Grove Police and Fire personnel. An incident commander shall be on site at all times the festival is open.
16. A detailed security plan including location of personnel, number of staff and hours for each shift shall be provided no later than **May 1, 2012**. The plan shall identify the name of the security company, who the on-site personnel will be, where security will be posted and whether on-site personnel will be armed.
17. A street closure and detour map shall be provided no later than **May 1, 2012**. The barricade plan must indicate blocking off the train platforms on the north and south sides of the tracks between Main Street and Washington Street. Please indicate the contact name and phone number of the contractor for street closures. The map must indicate where road closure and detour signs will be placed and the types of barricades that will be used. The Village will tentatively reserve its digital message boards for the event. "No parking" signs shall be posted at the event organizer's costs.
18. All streets and public parking lots shall be re-opened by 5:00 am on Monday, June 25, 2012.
19. Amusement ride trailers and semi trailers are not allowed into the downtown area until after 8:00pm on June 19, 2012, to provide for street closures and the removal of vehicular traffic.
20. Please be advised that Fire Department access must be provided through the festival at all times. The minimum fire lane for event areas is 12 feet. Fire lanes must be straight through lanes to accommodate the largest emergency vehicles.
21. A sanitation plan must be provided. The plan must indicate name and phone number of the sanitation contractor. The time for garbage removal from the site shall be listed in the plan. The toilets must be cleaned at least once every 24 hours.
22. A plan for clean up of the festival shall be provided. All areas must be cleaned and open to the public no later than 5:00am on the following Monday.
23. A detailed plan for provision of electricity to vendors shall be provided. The plan must identify where connections to public infrastructure are proposed and generator locations. All electrical connections must be inspected by the Village. All generators must be grounded per the 2008 National Electric Code. Grounding rods may not be installed in asphalt or concrete areas. JULIE shall be contacted to locate any conflicts with below-ground utilities at least 48 hours prior to installation of grounding rods. Please advise participating vendors; all extension cords must be outdoor grounded 12-gauge (12-3) in good working condition.
24. Notification to Downtown Management, all property owners, businesses, residents and commuters affected by street and parking lot closures shall be notified at least two times – 30 and 7 days prior to the event. 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 and an event contact name and phone number.



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COMMUNITY RESPONSE

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CIVIC CENTER

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FIRE DEPARTMENT

ADMINISTRATION

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POLICE DEPARTMENT

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PUBLIC WORKS

DEPARTMENT

5101 Walnut Avenue

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25. Closures of Highland Avenue between Warren Avenue and Rogers Street must be coordinated with the businesses on Warren and Highland.
26. Certificates of flame resistance must be provided for all tents. Cooking tents utilizing propane shall be identified by a method which is easily detected (e.g., an orange flag) by on-site Fire personnel.
27. Health Department approval is required for all food and beverage vendors.
28. The required licenses from the Village of Downers Grove shall be obtained prior to the event. Staff anticipates the following licenses will be necessary:
 - a. Special Event Liquor License – please contact the Village’s Legal Department at 630.434.5542 with any questions.
 - b. Raffle License – please contact the Village Clerk at 630.434.5535 with any questions.
29. The event organizer shall provide proof of insurance for the event and all vendors no later than **June 14, 2012**. A late fee of \$50 will be assessed for any vendor who does not provide proof of insurance on or before June 14, 2012. The Village shall be named and covered under the policy. The insurance policy shall provide for a minimum coverage of \$1,000,000 per accident, \$2,000,000 general liability and \$5,000,000 umbrella coverage.
30. The event organizer shall provide waivers for all non-food not-for-profit vendors no later than **June 14, 2012**. A late fee of \$50 will be assessed for any vendor who does not provide proof of insurance on or before June 14, 2012.
31. The event organizer shall reimburse the Village for all direct and indirect cost incurred including all event labor, set up and meeting time prior to the event. The applicant shall provide the village with a cash or Letter of Credit in a form acceptable to the Village Manger in the amount of 120% of the Villages’ cost estimate.
32. Please be advised that the agreement with the Village will not be a “not to exceed” contract.
33. Staff anticipates the following fees and staffing costs:
 - a. Temporary use Fees:

i. General application	\$ 77
ii. Amusement rides - \$103 per day	\$ 409
iii. Entertainment - \$103 per day	\$ 309
iv. Special Event Liquor License	\$ 100
v. Fee total (due PRIOR to the event)	\$ 895
 - b. Estimated staff costs:
 - i. Village staff facilitation – 50 hours
 - ii. Police Department: estimated 267 hours.
 - iii. Fire Department: 3 staff members – 2 bike paramedics and 1 medic staffing the First Aid Booth during fest operations, an estimated 117 hours.
 - iv. Fire Prevention: Staff members will conduct set-up inspections for the tents and rides prior to the event. Staff will also conduct daily ride inspections. The estimated time to conduct inspections is 44 hours.
 - v. Public Works Department: 2 staff members for oversight of street closure and daily inspection as well as oversight of Sunday night clean up. The estimated time for this service is 40 hours.
 - vi. Emergency Management Coordinator: Event oversight during operations, estimated at 20 hours.
 - vii. Total staff hours anticipated: 538 hours. Total estimated cost: \$32,280.**



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The total estimated cost for the event is \$33,175. Please note the Village estimates all staff time at \$60 per hour. However, actual staff rates and time are billed. The Downers Grove Rotary will be responsible for payment for these services. While the Village does not anticipate a change, costs can increase/decrease depending on the event's attendance. The actual costs will be invoiced *after* the event.

The event has been scheduled for the **December 8, 2011** Community Events Commission meeting. The event will be considered by the Village Council upon receiving a recommendation from the Commission.

Please do not hesitate to contact Mary Scalzetti at 630.434.5559 or me at 630.434.5520 with any questions.

Sincerely,
THE VILLAGE OF DOWNERS GROVE

Jeff O'Brien, AICP
Planning Manager
Community Development Department

C. Mary Scalzetti, Emergency Management Coordinator
Dave Fieldman, Village Manager
Staff Review Team

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