

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
DECEMBER 4, 2012 AGENDA

| SUBJECT: | TYPE: | SUBMITTED BY: |
|--|--|--|
| 2013 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 a three-year agreement with the Rotary Club of Downers Grove to hold a festival in Downtown Downers Grove on June 20-23, 2013; June 19-22, 2014 and June 25-28, 2015.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 include *Exceptional Municipal Services*.

FISCAL IMPACT

The Rotary Club would be responsible for all costs incurred by the Village for all three years of the agreement. These costs would be billed to the applicant after the event. In addition to the costs, the Rotary must pay the permit fees and provide a letter of credit that is 120% of the estimated costs prior to the event.

For the 2013 Grove Festival, staff estimates direct expenses would be \$30,420. The permit fees will be \$895 and the letter of credit will be \$36,504. Staff will adjust the costs, fees and letter of credit amounts for 2014 and 2015 upon receipt of the applications for those years.

RECOMMENDATION

Approval on the December 11, 2012 Consent Agenda.

BACKGROUND

The Downers Grove Rotary Club is proposing to conduct the fourth annual Grove Festival from June 20-23, 2015, as well as similar events in 2014 and 2015. Previous agreements have been on an annual basis; staff recommended modifying the agreement to have a duration of three years. The longer term reflects staff's confidence in the Rotary Club to conduct a successful and safe event. The term will also allow the Rotary to realize some savings from using multi-year contracts with the event vendors. The Community Events Commission supported the multi-year agreement.

The agreement allows the Rotary to hold the 2014 and 2015 events without additional review from the Community Events Commission or the Village Council. The three-year agreement still allows staff to review the event annually and bring it back to the Council and Community Events Commission if major changes to the layout and/or activities are proposed.

The Rotary Club is proposing the following activities for the 2013 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 approximately 25,000 attendees for the entire event.

The festival's hours of operations are as follows:

- Thursday, June 20, 2013, 5:30 pm – 10:00 pm amusement rides only
- Friday, June 21, 2013, 12:00 pm – 11:00 pm
 - Amusement rides & vendors start at 12:00 pm
 - Entertainment area opens at 5:00 pm
- Saturday, June 22, 2013, 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 23, 2013, 10:00 am – 10:30pm
 - Craft Fair Hours: 10:00 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

The only change from the 2012 Festival is the potential addition of a second stage between Warren Avenue and Rogers Street. The plans for this stage are not finalized at this time; however, the Community Events Commission and staff believe a second stage could be beneficial. The Rotary is proposing local entertainment during the daytime hours for this stage.

Street closures and parking lot closures would begin on Tuesday, June 18, 2013 at approximately 7:00 pm. Main Street would be closed on Thursday, June 20, 2013 at 3:00 pm. All lots and streets will be open by 5:00 am on Monday, June 24, 2013.

A detailed site plan is attached. The event would have the same boundaries and layout as the 2012 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 agreement term would be increased from one year to three years. Staff review and approval are required prior to permit issuance. Village staff will review any changes and determine if additional approvals are necessary.
- 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 October 18, 2012 to review and discuss the proposed Rotary event. The Community Events Commission expressed support for the two changes: the three-year agreement and the addition of the second stage on Main Street between Warren Avenue and Rogers Street. They concurred with the staff's recommendations and conditions. The Commission unanimously passed a motion to recommend approval of the event with staff's conditions.

ATTACHMENTS

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 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 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 for Grove Fest 2013, 2014 and 2015 on June 20-23, 2013; June 19-22, 2014; and, June 25-28, 2015, 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 24, 2013; Monday, June 23, 2014; Monday, June 29, 2015

- 3.5. Annually, the applicant shall provide the Village with a cash bond or irrevocable Letter of Credit in the amount of **\$ 36,504** for Grove Fest 2013, and in an amount determined by staff for Grove Fest 2014 and Grove Fest 2015, in order 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. Annually, 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. Annually, within seven days of the approval of the application, but not later than fourteen (14) days prior to the event, Licensee shall pay to the Village permit fees in the amount of **\$895** and provide the Letter of Credit in the amount of **\$36,504** for Grove Fest 2013, and in amounts determined by staff for Grove Fest 2014 and Grove Fest 2015, .
- 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. Each year the applicant shall be required to apply for a Special Event Liquor License.
- 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.
- 3.16. Any changes or modifications to the Site Plan and Operation Plan attached hereto as Exhibit B, must be submitted to the Village by October 1st of the year preceding the event. The Village Manager, in his sole discretion, shall have the authority to modify Exhibit B without Village Council approval, provided that any modification substantially complies with Exhibit B. In the event that any modifications requested or proposed do not substantially comply with Exhibit B they shall be presented to the Village Council for consideration.

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

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



July 31, 2012

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 4th 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 any questions, please contact me at 630-663-0554.

Regards,

A handwritten signature in blue ink that reads "Barb".

Barbara Webster
Rotary Club of Downers Grove

www.rotarygrovefest.com



Rotary Club of Downers Grove • P.O. Box 256 • Downers Grove, IL, 60515 • www.dgrotary.org

"Service Above Self"

Rotary GroveFest

Application

June 20-23, 2013

Presented By

Rotary Club of Downers Grove



Village of Downers Grove
Application for Temporary Use/Parade/Open Air Meeting 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 : STEVE HARAP

Address: 2112 MIDHURST ROAD

City: DOWNERS GROVE State: IL Zip: 60516 Phone: 630-430-1557

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 20-23, 2013)

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.)

- Carnival **Also complete Part C**
- Circus **Also complete Part C**
- Live theatrical or musical performance on public right of way **Also complete Part C**
- Temporary sale of merchandise
- Road race: run/walk/or bike ride
- Festival/fair
- Public assembly/demonstration
- Other (please specify)
- Outdoor café
- Parade
- Block party

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. Also may use Ezy-up Tents for Non-Profit Expo.
 Must submit **Certificate of Flame Resistance** for each.

- 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 WILL ANNOUNCE DETAILS OF ROTARY GROVEFEST INCLUDING DATES & TIMES OF FESTIVAL.

- Temporary seating
- Tables/Chairs:
 Number proposed outdoors _____; **520 Chairs, 150 Tables**
 State the total number of tables/chairs provided indoors _____
- Type of Restroom: Portable Located inside existing facility
Public restrooms must be provided.
- Temporary stage or other structure
- Amplifiers/sound system
- Electrical hook-up (Applicant is responsible for contacting JULIE to mark approved area.)
- Outdoor water use

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?

All parking spaces on closed streets & closed parking lots.

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: 2200 West Higgins Road, Suite 135

City: Hoffman Estates State: IL Zip: 60169

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.)

- Any offense involving sexual misconduct with children or other sex offenses as defined in Article 11 of the Criminal Code of 1961 as amended.
- A felony based upon conduct or involvement in such business OR activity related to similar business or activity, within the past ten years; or
- 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
- 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: _____


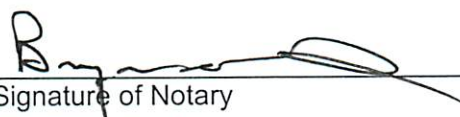
Indicate disposition of application: _____

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 R. Webster Rotary Club of Downers Grove | 7/31/12 |
| Print Name | Date |

| | |
|---|--|
|  |  |
| Signature of Applicant | Signature of Notary |



HOLD HARMLESS/INDEMNIFICATION AGREEMENT:

PART D (Con't)

Rotary club of Downers Grove has requested permission to conduct a Temporary Use in the Village of Downers Grove. For consideration of such permission and permit, Rotary club of Downers Grove

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 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 Downers Grove</u> | <u>7/31/12</u> |
| Print Name | Date |

| | |
|------------------------|---------------------|
| <u>BRW</u> | <u>[Signature]</u> |
| 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: _____

10-1-1918

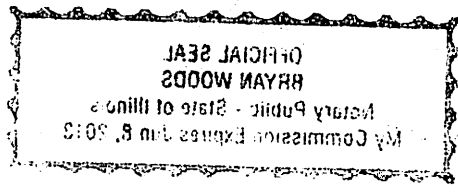
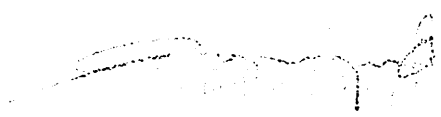
10-1-1918

Received of the State of Illinois the sum of \$100.00
for the purchase of the State of Illinois
Bonds for the year 1918.

This receipt is valid for the purpose of
the purchase of the State of Illinois
Bonds for the year 1918.

State of Illinois

Secretary of State



Notary Public
Bryan Woods
My Commission Expires Jan 8, 2013

Notary Public
Bryan Woods
My Commission Expires Jan 8, 2013

Notary Public
Bryan Woods
My Commission Expires Jan 8, 2013

Notary Public
Bryan Woods
My Commission Expires Jan 8, 2013

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Notary Public
Bryan Woods
My Commission Expires Jan 8, 2013

Notary Public
Bryan Woods
My Commission Expires Jan 8, 2013

| Letter | Item |
|---------------|--------------------------|
| A | Event Description |
| B | Map - Overview |
| B1 | Map - Amusement Area |
| C | Operating Hours |
| D | Organization Chart |
| E | Security Volunteers |
| F | General Volunteers |
| G | Beer Tent Volunteers |
| H | Fest Opening Procedures |
| 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 20th through 23rd, 2013, 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-profit organizations to fundraise.

The Rotary Club of Downers Grove has over 33 years of running successful events in the downtown business district including three years of 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 Avenue streets as well as parking lots A, Forest North, B, C and the library parking lot. Fishel Park will be utilized for the craft fair. The Downtown Farmer's Market will be relocated to Main Street between Curtiss and Grove Streets on Saturday, June 22nd.

The carnival rides will be open to the public starting on Thursday night, June 20th (ride preview night). The rest of the festival will be open to the public starting on Friday, June 21st, and will continue throughout the weekend.

Location (See Attachment B for Layout)

- The amusement ride area will run on Warren Avenue from Forest to Washington and on Burlington from Main to Mochel (leaving Mochel open to eastbound traffic) and Lot B. North American Midway has been selected to provide amusement rides and carnival type food due to their outstanding service and reputation.
- Main Street will be closed from Rogers Street to Curtiss Street. Curtiss will remain open throughout the festival weekend. Main Street will be utilized for exhibiting restaurants and businesses. We are also considering the placement of a second entertainment stage on Main Street at the north end of the festival (between Warren Avenue and Rogers Street).
- The entertainment area and beer garden will host entertainment on its stage during its operational hours. Food will be available in the entertainment area as well as on Main Street.
- Not-for-Profit organizations will have the opportunity to "staff" volunteer shifts in exchange for a donation to their respective organization. Specific details for this program are available from the Rotary Club of Downers Grove directly. Not-for-Profits will also have the opportunity to dispense information about their organization at the festival.

- The Sunday Car Show will be located in the Community Bank of Downers Grove parking lot and on Warren Avenue from Forest Avenue to Middaugh. 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 the 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 company's internal operations.

Marketing

Our target audience is local residents of all ages in Downers Grove and the surrounding suburbs. Advertising will appear in a Rotary GroveFest website, 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 residents. Expected attendance is expected to be in the 25K to 30K range over the course of the weekend.

Transportation and Parking

Four days prior to the event, we will utilize message boards to announce the detour and closing dates of Burlington Avenue, Warren Avenue, Main Street, Lot A, Lot B, Lot C, Forest North and Forest South parking lots. 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 Street announcing closure and detour dates.
- 2) Two message board signs on Burlington Avenue announcing closure and detour dates.
- 3) Two message board signs announcing closure of Lot A (one at entrance and one at exit).
- 4) Two message board signs announcing closure of Forest Avenue North (entrances).
- 5) Message board signs announcing closure of Forest Avenue South (entrances).
- 6) Two message board signs announcing closure of Lot C (entrances).
- 7) Two message board signs announcing closure of Lot B (entrances).

Working with the Village, we will designate no parking areas surrounding the 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 18th and 19th will be performed by a professional barricade company. Due to the footprint and estimated attendance levels, remote parking will not be needed.

Sanitation

The Rotary Club of Downers Grove has hired a professional sanitation company to be responsible for trash pickup throughout the festival area, portable toilet maintenance, and trash removal from the fest

area. Rotary GroveFest supplied trash receptacles located throughout the fest area will be dumped during the day into common dumpsters located in the library alley, and at the intersection of Warren Avenue and Forest Avenue. 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, gray water 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 6 AM on June 23rd.

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 Businesses and Residents

The Rotary Club of Downers Grove has discussed its plans with Downtown Downers Grove Management and the Downtown business owners group. Property owners, businesses, residents and commuters directly affected by street and parking lot closure 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

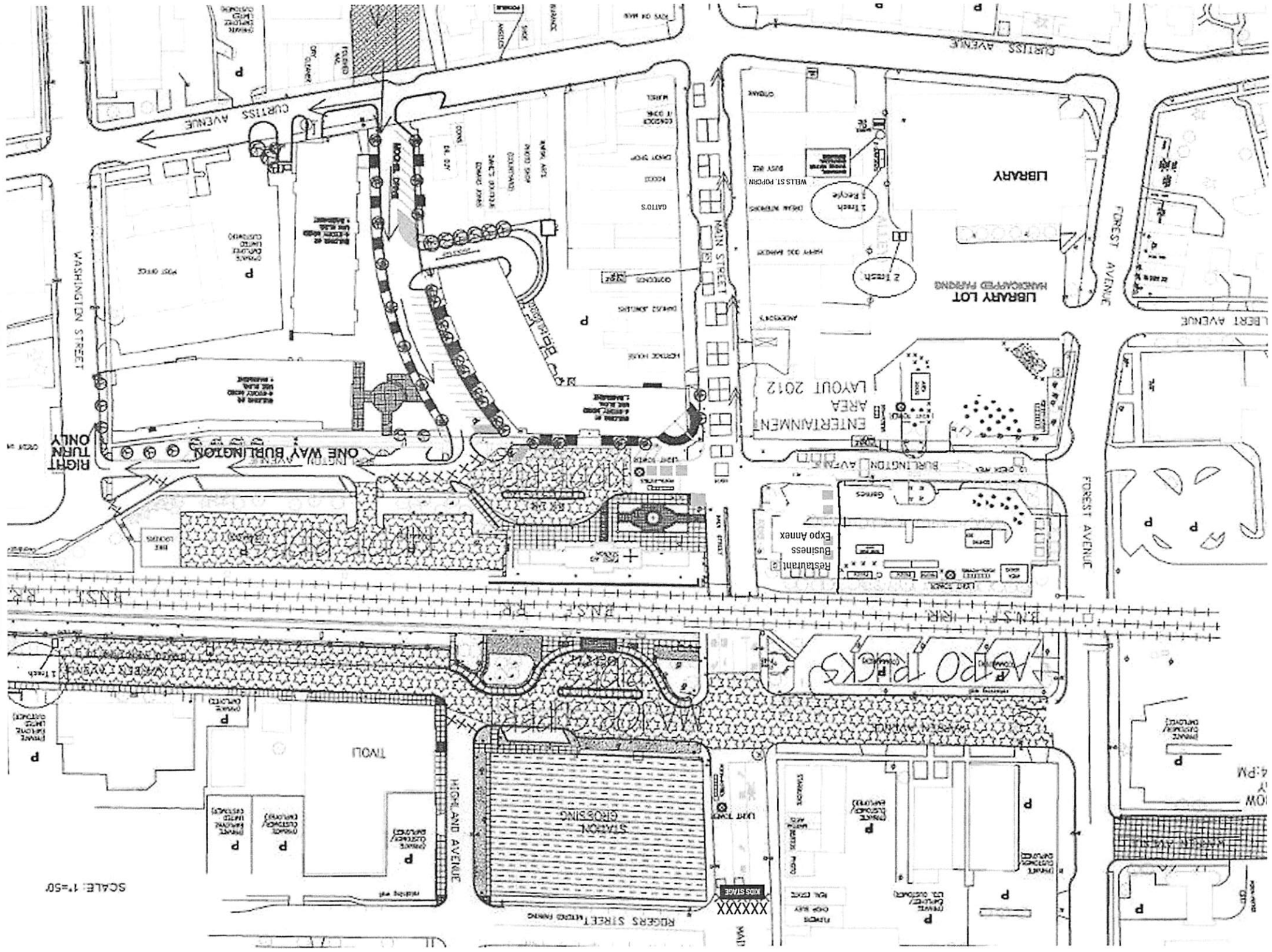
Training for key personnel will take place one week prior to the festival. Liquor ID training and procedures will take place at this time.

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 2013. Below are items we are requesting from the Village.

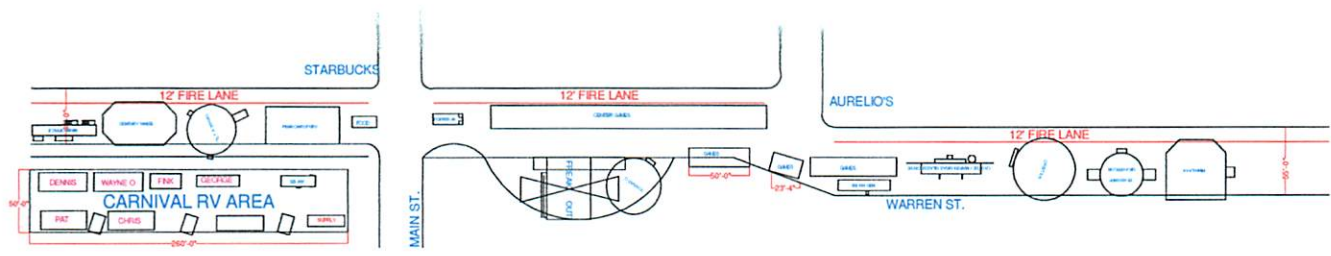
- The Rotary club of Downers Grove will require 4 Hydrant and 1 standard water hook up. We will need the cost of each meter usage for accounting purposes.
 - Main Street by Dariusz Jewelers (Hydrant)
 - Library Lot – Burlington Entrance (Hydrant)
 - Main Street just North of the tracks on East and West sides (Hydrants)
 - Train Station (Standard Spigot)
- The free use of parking lot closure signs and two electronic message boards from public works.

- Utilized the parking lot behind Village Hall for the amusement company's RVs & bunks June 18th to June 24th (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 hook ups/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 also 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.



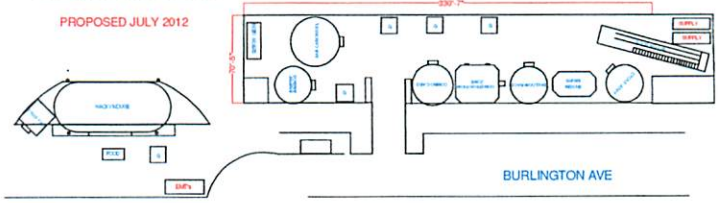
SCALE: 1"=50'

LOW
4:PM



GROVE FEST 2013
WARREN ST & BURLINGTON LOT

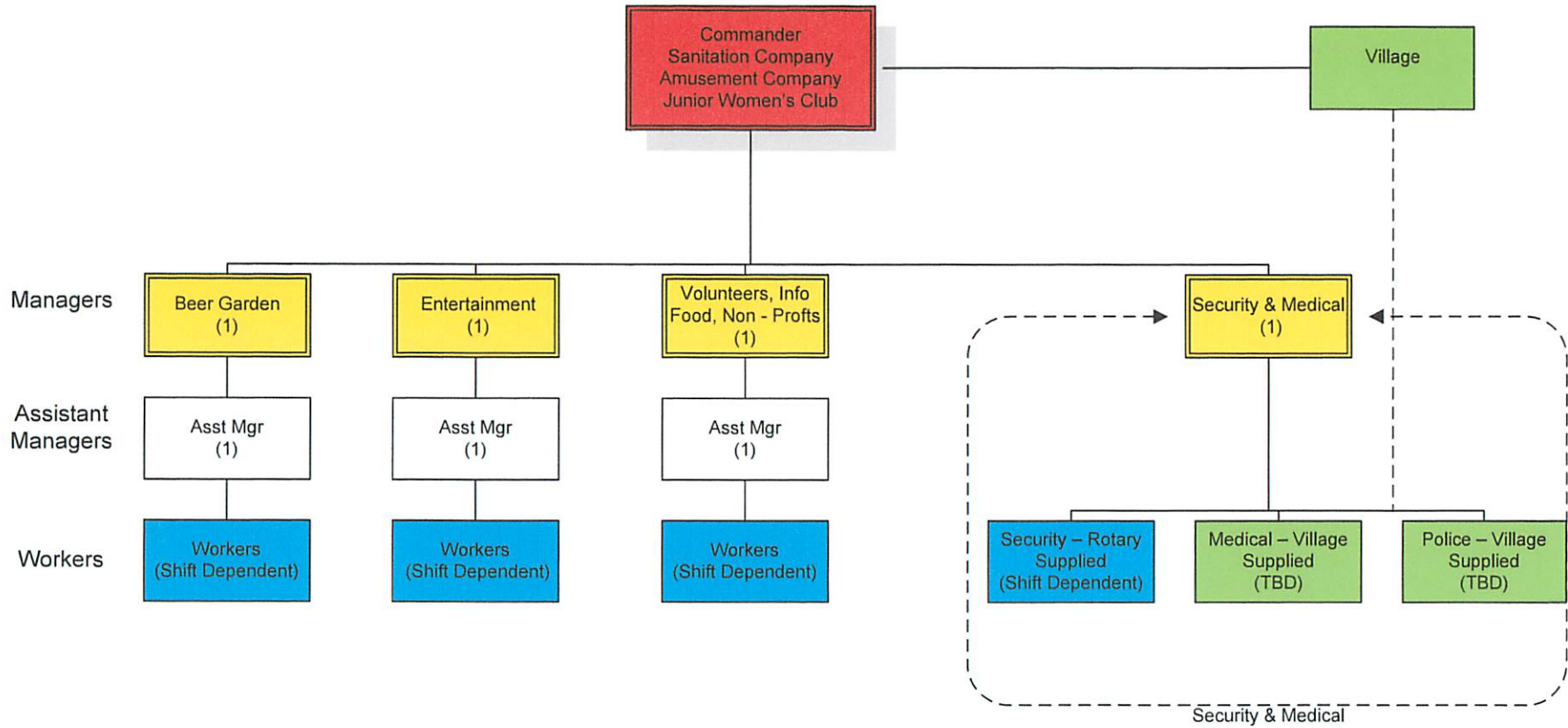
PROPOSED JULY 2012



Attachment C

| TASK NAME | DURATION | START | RESOURCE NAME | FINISH | |
|-------------------------------|------------|------------------|-----------------|------------------|--|
| Amusement Rides-Pay One Price | 4.5 Hours | June 20 5:30 PM | Amusement Rides | June 20 10:00 PM | |
| Amusement Rides | 11 Hours | June 21 12:00 PM | Amusement Rides | June 21 11:00 PM | |
| Entertainment Area | 6 Hours | June 21 5:00 PM | Entertainment | June 21 11:00 PM | |
| Restaurants & Exhibitors | 11 Hours | June 21 12:00 PM | Restaurants | June 21 11:00 PM | |
| Beer Garden | 6 Hours | June 21 5:00 PM | Entertainment | June 21 11:00 PM | |
| Beer Garden LAST CALL | | June 21 10:45 PM | Entertainment | June 21 10:45 PM | |
| Craft Fair | 8 Hours | June 22 9:00 AM | Non-Profits | June 22 5:00 PM | |
| Not-For-Profit Exhibitors | 5 Hours | June 22 12:00 PM | Non-Profits | June 22 5:00 PM | |
| Entertainment Area | 11 Hours | June 22 12:00 PM | Entertainment | June 22 11:00 PM | |
| Restaurants & Exhibitors | 11 Hours | June 22 12:00 PM | Restaurants | June 22 11:00 PM | |
| Beer Garden | 11 Hours | June 22 12:00 PM | Entertainment | June 22 11:00 PM | |
| Beer Garden LAST CALL | | June 22 10:45 PM | Entertainment | June 22 10:45 PM | |
| Amusement Rides | 11 Hours | June 22 12:00 PM | Amusement Rides | June 22 11:00 PM | |
| Craft Fair | 6 Hours | June 23 10:00 AM | Non-Profits | June 23 4:00 PM | |
| Car Show | 6 Hours | June 23 10:00 AM | Car Show | June 23 4:00 PM | |
| Not-For-Profit Exhibitors | 5 Hours | June 23 12:00 PM | Non-Profits | June 23 5:00 PM | |
| Entertainment Area | 10.5 Hours | June 23 12:00 PM | Entertainment | June 23 10:30 PM | |
| Restaurants & Exhibitors | 10.5 Hours | June 23 12:00 PM | Restaurants | June 23 10:30 PM | |
| Beer Garden | 10.5 Hours | June 23 12:00 PM | Entertainment | June 23 10:30 PM | |
| Beer Garden LAST CALL | | June 23 10:15 PM | Entertainment | June 23 10:15 PM | |
| Amusement Rides | 10.5 Hours | June 23 12:00 PM | Amusement Rides | June 23 10:30 PM | |

Attachment D



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

Attachment E

| Security & Medical | Security & Medical | Security & Medical | Security & Medical |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Thursday, 6-20-13 | Friday, 6-21-13 | Saturday, 6-22-13 | Sunday, 6-23-13 |
| 4:00 PM - 7:30 PM (MGR) | 11:30 AM - 4:15 PM (MGR) | 11:00 AM - 3:45 PM (MGR) | 8:45 AM - 11:45 AM (MGR) |
| 4:30 PM - 7:30 PM (DG Rotary) | 11:45 AM - 4:00 PM (DG Rotary) | 11:30 AM - 3:30 PM (DG Rotary) | 11:00 AM - 3:45 PM (MGR) |
| 4:30 PM - 7:30 PM (DG Rotary) | 11:45 AM - 4:00 PM (DG Rotary) | 11:30 AM - 3:30 PM (DG Rotary) | 11:30 AM - 3:30 PM (DG Rotary) |
| 4:30 PM - 7:30 PM (DG Rotary) | 11:45 AM - 4:00 PM (DG Rotary) | 11:30 AM - 3:30 PM (DG Rotary) | 11:30 AM - 3:30 PM (DG Rotary) |
| 4:30 PM - 7:30 PM (DG Rotary) | 11:45 AM - 4:00 PM (DG Rotary) | 11:30 AM - 3:30 PM (DG Rotary) | 11:30 AM - 3:30 PM (DG Rotary) |
| 4:30 PM - 7:30 PM (DG Rotary) | 11:45 AM - 4:00 PM (DG Rotary) | 11:30 AM - 3:30 PM (DG Rotary) | 11:30 AM - 3:30 PM (DG Rotary) |
| | | | |
| 7:00 PM - 10:45 PM (MGR) | 3:30 PM - 8:00 PM (MGR) | 3:00 PM - 7:45 PM (MGR) | 3:00 PM - 7:45 PM (MGR) |
| 7:15 PM - 10:30 PM (DG Rotary) | 3:45 PM - 7:45 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) |
| 7:15 PM - 10:30 PM (DG Rotary) | 3:45 PM - 7:45 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) |
| 7:15 PM - 10:30 PM (DG Rotary) | 3:45 PM - 7:45 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) |
| 7:15 PM - 10:30 PM (DG Rotary) | 3:45 PM - 7:45 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) |
| 7:15 PM - 10:30 PM (DG Rotary) | 3:45 PM - 7:45 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) | 3:15 PM - 7:30 PM (DG Rotary) |
| | | | |
| | 7:15 PM - 11:30 PM (MGR) | 7:00 PM - 11:45 PM (MGR) | 7:00 PM - 11:00 PM (MGR) |
| | 7:30 PM - 11:15 PM (DG Rotary) | 7:15 PM - 11:30 PM (DG Rotary) | 7:15 PM - 10:30 PM (DG Rotary) |
| | 7:30 PM - 11:15 PM (DG Rotary) | 7:15 PM - 11:30 PM (DG Rotary) | 7:15 PM - 10:30 PM (DG Rotary) |
| | 7:30 PM - 11:15 PM (DG Rotary) | 7:15 PM - 11:30 PM (DG Rotary) | 7:15 PM - 10:30 PM (DG Rotary) |
| | 7:30 PM - 11:15 PM (DG Rotary) | 7:15 PM - 11:30 PM (DG Rotary) | 7:15 PM - 10:30 PM (DG Rotary) |
| | 7:30 PM - 11:15 PM (DG Rotary) | 7:15 PM - 11:30 PM (DG Rotary) | 7:15 PM - 10:30 PM (DG Rotary) |

Attachment F

| <u>Volunteers, Amusement, Food & Info</u> | <u>Entertainment</u> | <u>Entertainment</u> | <u>Entertainment</u> |
|---|---|---|---|
| Thursday, 6-20, 4 Volunteers/shift | Friday, 6-21, 2 Volunteers/shift | Saturday, 6-22, 2 Volunteers/shift | Sunday, 6-23, 2 Volunteers/shift |
| 4:00 PM - 10:30 PM (MGR) | 3:00 PM - 7:30 PM (MGR) | 11:00 AM - 3:30 PM (MGR) | 11:00 AM - 3:30 PM (MGR) |
| 4:00 PM - 10:15 PM (Asst. MGR) | 3:00 PM - 7:30 PM (Asst. MGR) | 11:00 AM - 3:30 PM (Asst. MGR) | 11:00 AM - 3:30 PM (Asst. MGR) |
| 5:00 PM - 10:15 PM | 7:15 PM - 11:00 PM (MGR) | 3:00 PM - 7:30 PM (MGR) | 3:00 PM - 7:30 PM (MGR) |
| 5:00 PM - 10:15 PM | 7:15 PM - 11:00 PM (Asst. MGR) | 3:00 PM - 7:30 PM (Asst. MGR) | 3:00 PM - 7:30 PM (Asst. MGR) |
| | | 7:00 PM - 11:30 PM (MGR) | 7:00 PM - 11:00 PM (MGR) |
| | | 7:00 PM - 11:30 PM (Asst. MGR) | 7:00 PM - 11:00 PM (Asst. MGR) |
| | | | |
| | | | |
| | <u>Volunteers, Amusement, Food & Info</u> | <u>Volunteers, Amusement, Food & Info</u> | <u>Volunteers, Amusement, Food & Info</u> |
| | Friday, 6-21, 4 Volunteers/shift | Saturday, 6-22, 4 Volunteers/shift | Sunday, 6-23, 4 Volunteers/shift |
| | 11:00 AM - 3:30 PM (MGR) | 11:00 AM - 3:30 PM (MGR) | 11:00 AM - 3:30 PM (MGR) |
| | 11:00 AM - 3:30 PM (Asst. MGR) | 11:00 AM - 3:30 PM (Asst. MGR) | 11:00 AM - 3:30 PM (Asst. MGR) |
| | 11:45 AM - 3:30 PM | 11:45 AM - 3:30 PM | 11:45 AM - 3:30 PM |
| | 11:45 AM - 3:30 PM | 11:45 AM - 3:30 PM | 11:45 AM - 3:30 PM |
| | | | |
| | 3:00 PM - 7:30 PM (MGR) | 3:00 PM - 7:30 PM (MGR) | 3:00 PM - 7:30 PM (MGR) |
| | 3:00 PM - 7:30 PM (Asst. MGR) | 3:00 PM - 7:30 PM (Asst. MGR) | 3:00 PM - 7:30 PM (Asst. MGR) |
| | 3:15 PM - 7:30 PM | 3:15 PM - 7:30 PM | 3:15 PM - 7:30 PM |
| | 3:15 PM - 7:30 PM | 3:15 PM - 7:30 PM | 3:15 PM - 7:30 PM |
| | | | |
| | 7:00 PM - 11:00 PM (MGR) | 7:00 PM - 11:00 PM (MGR) | 7:00 PM - 10:30 PM (MGR) |
| | 7:00 PM - 11:00 PM (Asst. MGR) | 7:00 PM - 11:00 PM (Asst. MGR) | 7:00 PM - 10:30 PM (Asst. MGR) |
| | 7:15 PM - 11:00 PM | 7:15 PM - 11:00 PM | 7:15 PM - 10:30 PM |
| | 7:15 PM - 11:00 PM | 7:15 PM - 11:00 PM | 7:15 PM - 10:30 PM |

Attachement F

| Fest Set Up | Date | X | Day |
|--|-------------|----------|------------|
| Amusement Rides Staged at DG South | 6/16/13 | | Sunday |
| Close Selected Fest Area Streets at 7:00 PM-- Warren Ave (between Forest & Main; between Main & Highland). Burlington Ave (between Forest & Main; between Main & Mochel). Parking Lots A, B & C close at 7:00 PM. Main St and part of Warren Ave (between Washington and Highland) will be kept open at this time. | 6/18/13 | | Tuesday |
| Amusement Rides Move In at 8:00 PM | 6/18/13 | | Tuesday |
| Close Forest North and Library Parking Lots @ 9:00 PM | 6/19/13 | | Wednesday |
| Entertainment Area--Set Up | 6/20/13 | | Thursday |
| Common Dumpsters--Delivered | 6/20/13 | | Thursday |
| Portable Toilets--Delivered | 6/20/13 | | Thursday |
| Close Main Street @ 3:00 PM | 6/20/13 | | Thursday |
| Set Up Main Street Tents & Power, starting @ 5:00 PM | 6/20/13 | | Thursday |
| Close Car Show Area--Warren Avenue @ 11:45 PM | 6/22/13 | | Saturday |

Attachment I

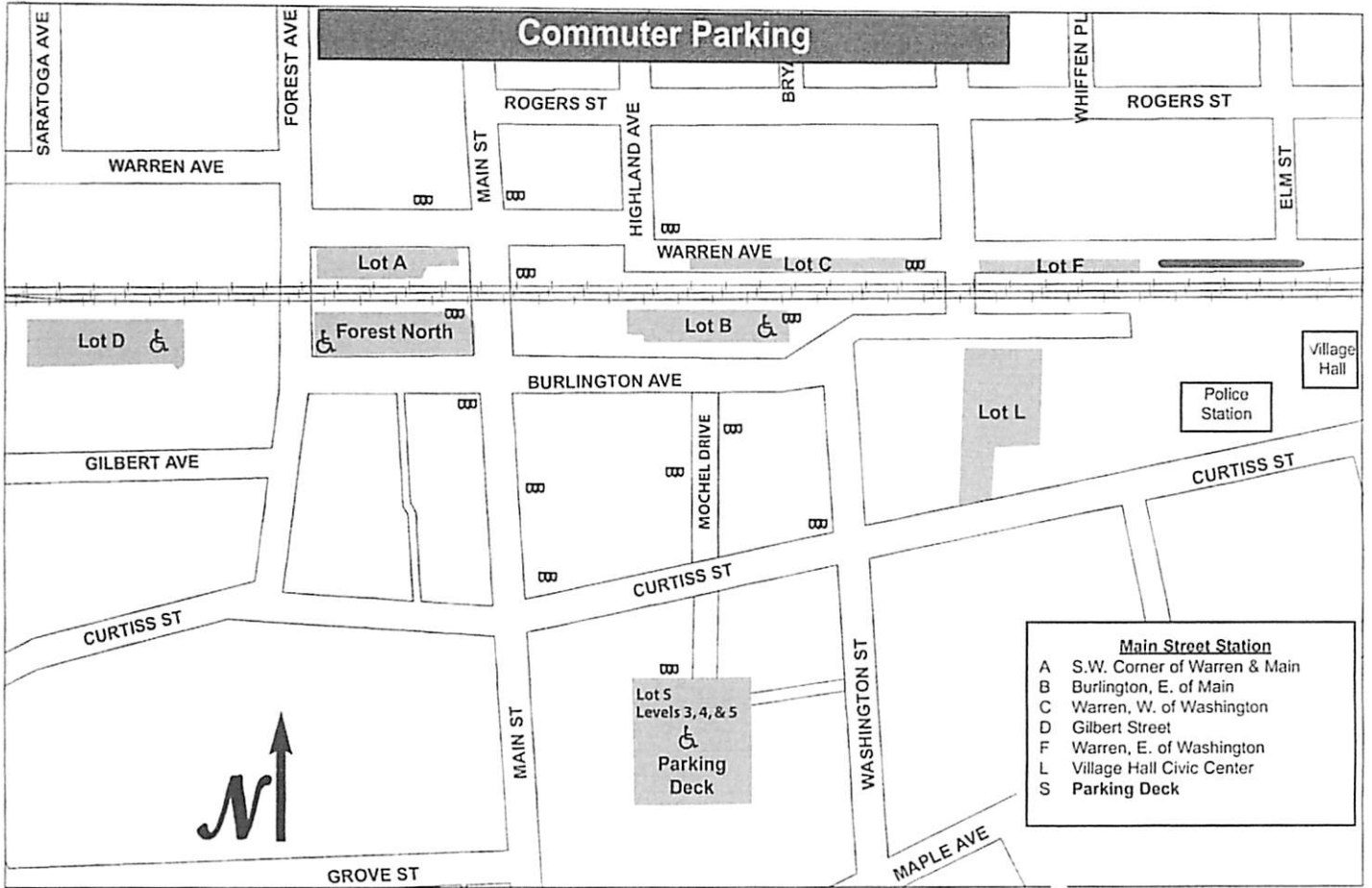
| | A | B |
|----|------------------------------------|----------|
| 1 | Daily Opening Procedures | X |
| 2 | <u>Security</u> | |
| 3 | Review Procedures with Workers | |
| 4 | Check Fences | |
| 5 | Get Water for Workers | |
| 6 | Check In with Police & Paramedics | |
| 7 | | |
| 8 | <u>Sanitation</u> | |
| 9 | Review Procedures with Workers | |
| 10 | Check Trash Cans | |
| 11 | Check Common Dumpster | |
| 12 | Check Portable Toilets | |
| 13 | Check Charcoal & Grease | |
| 14 | Walk Grounds | |
| 15 | Check In with Restaurants | |
| 16 | Check Generators | |
| 17 | | |
| 18 | <u>Beer Garden</u> | |
| 19 | Review Procedures with Workers | |
| 20 | Check Ice | |
| 21 | Check Taps | |
| 22 | Check Cups | |
| 23 | Check Kegs | |
| 24 | | |
| 25 | <u>Entertainment</u> | |
| 26 | Review Procedures with Workers | |
| 27 | Check with Sound | |
| 28 | Check with Band | |
| 29 | Set-Up Non-For-Profit Tables | |
| 30 | Check in Non-for-Profits | |
| 31 | Review Procedures with Non-Profits | |
| 32 | | |
| 33 | <u>Volunteers</u> | |
| 34 | Review Procedures with Workers | |
| 35 | Set Out Shirts | |
| 36 | Check Materials at Info Booth | |
| 37 | Test Radios | |
| 38 | Set-Up Sign-In Sheets | |

Attachment J

| | A | B |
|----|---|----------|
| 1 | Daily Closing Procedures | X |
| 2 | | |
| 3 | <u>Security</u> | |
| 4 | Move People Out of Fest Area | |
| 5 | Set Up Final Depositist with Police | |
| 6 | Secure Entertainment Area | |
| 7 | Walk Area to Verify Area is Secured for the Night | |
| 8 | Charge Radios | |
| 9 | Send Any Notes/Issues to Site Commander | |
| 10 | | |
| 11 | <u>Sanitation</u> | |
| 12 | Check Trash Cans | |
| 13 | Check Portable Toilets | |
| 14 | Check Common Dumpster | |
| 15 | Check Charcoal & Grease | |
| 16 | Walk Grounds | |
| 17 | Check In with Restaurants | |
| 18 | Check Generators | |
| 19 | Send Any Notes/Issues to Site Commander | |
| 20 | | |
| 21 | <u>Beer Garden</u> | |
| 22 | Check Ice | |
| 23 | Remove Taps | |
| 24 | Check Cups | |
| 25 | Check Kegs | |
| 26 | Send Any Notes/Issues to Site Commander | |
| 27 | | |
| 28 | <u>Entertainment</u> | |
| 29 | Check with Sound/Light Person | |
| 30 | Secure Stage for Night | |
| 31 | Send Any Notes/Issues to Site Commander | |
| 32 | | |
| 33 | <u>Volunteers</u> | |
| 34 | Secure Shirts | |
| 35 | Check In with Amusement Company | |
| 36 | Send Any Notes/Issues to Site Commander | |

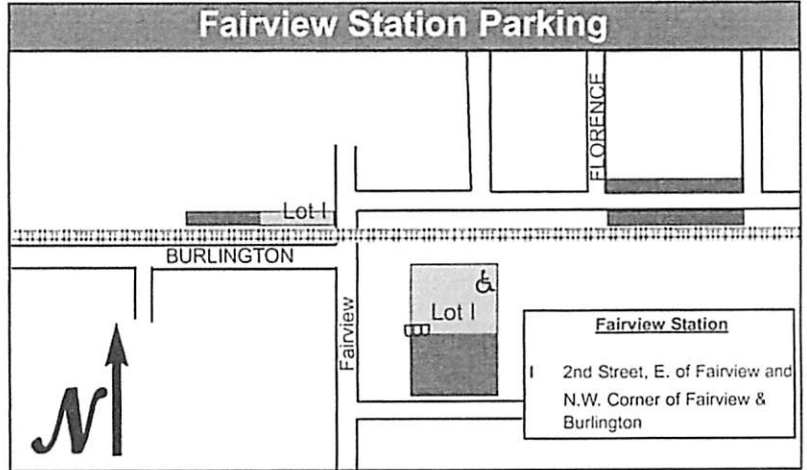
Attachment K

| | A | B |
|----|---|-------------|
| 1 | Fest Take Down | Date |
| 2 | Amusement Rides - Close | 6/23/13 |
| 3 | Entertainment - Close | 6/23/13 |
| 4 | Beer Garden - Closes | 6/23/13 |
| 5 | Amusement Rides - Move Out | 6/23/13 |
| 6 | Fencing Around Private Property - Remove | 6/23/13 |
| 7 | Entertainment Area Fencing - Remove | 6/23/13 |
| 8 | Common Dumpster - Remove | 6/23/13 |
| 9 | Portable Toilets - Remove | 6/23/13 |
| 10 | Stage - Remove | 6/23/13 |
| 11 | Sound & Lights - Remove | 6/23/13 |
| 12 | Tents - Remove | 6/23/13 |
| 13 | Table & Chairs in Entertainment Area - Remove | 6/23/13 |
| 14 | Beer Garden - Remove | 6/23/13 |
| 15 | Entertainment - Generators - Remove | 6/23/13 |
| 16 | Trash Cans - Remove | 6/23/13 |
| 17 | Sweep Sidewalks in Fest Area Before 5 AM | 6/24/13 |
| 18 | Clean Streets in Fest Area Before 5 AM | 6/24/13 |
| 19 | Open Fest Streets & Parking Lots 5 AM | 6/24/13 |



LEGEND

- Green - Permit Lots
- Pink - 12 hour meters
- ♿ - Handicap
- ⌘ - Bike Rack



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.

2013
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 in 2012.
3. The Rotary Club will rent & maintain enough Two-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 channel will be for security personnel and emergencies (to communicate with Village officials and the police and fire departments).
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 attendees.

2013
Rotary GroveFest
Entertainment Overview

Entertainment for the 2013 Rotary GroveFest will be similar in scope and content to the acts that performed in 2012. We will focus on local bands to provide entertainment beginning Friday, June 21st, through Sunday, June 23rd, 2013. The Entertainment Committee is considering adding a second stage to the festival as it would improve the scope of musical acts and performances that we can offer festival attendees. The cost of adding a second stage is still being considered and weighed—no final decision has been made with regard to this.

We intend to reach out to organizations like the Rock Academy, various Downers Grove dance studios, the Fine Arts Departments at both DGS and DGN, etc.

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

2013
Rotary GroveFest
Sanitation & Clean-Up Plan Overview

The Rotary Club of Downers Grove will hire a professional sanitation company to be responsible for trash pick up throughout 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 throughout the fest area. These will be dumped throughout the day into common dumpster (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 container) will be removed. A street sweeper will clean the fest area streets and parking lots in time to be open to the public by 6 AM on Monday, June 24th.

Security Schedule: Rotate Locations Every Hour

| Security & Medical | Location | # | Security & Medical | Location | # | Security & Medical | Location | # | Security & Medical | Location | # |
|--------------------|---------------------|---|--------------------|----------------------|----|--------------------|----------------------|----|--------------------|---------------------|----|
| Thurs, 6/20 | | | Friday, 6/21 | | | Saturday, 6/22 | | | Sunday, 6/23 | | |
| (MGR) | | | (MGR) | | | (MGR) | | | (MGR) | | |
| 5:00 PM - 8:00 PM | Warren Ave | 1 | 11:45 AM - 3:00 PM | Warren Ave | 1 | 8:45 AM - 11:45 AM | Site MGR-Craft | 2 | 8:45 AM - 11:45 AM | Site MGR-Craft | 2 |
| 5:00 PM - 8:00 PM | Main St (Tracks) | 2 | 11:45 AM - 3:00 PM | Main St (Tracks) | 2 | | | | | | |
| 5:00 PM - 8:00 PM | Forest (Tracks) | 1 | 11:45 AM - 3:00 PM | Forest (Tracks) | 1 | | | | | | |
| 5:00 PM - 8:00 PM | Washington (Tracks) | 1 | 11:45 AM - 3:00 PM | Washington (Tracks) | 1 | (MGR) | | | (MGR) | | |
| 5:00 PM - 8:00 PM | Kiddie Ride Area | 1 | 11:45 AM - 3:00 PM | Kiddie Ride Area | 1 | 11:45 AM - 3:00 PM | Warren Ave | 1 | 11:45 AM - 3:00 PM | Warren | 1 |
| | | 6 | | | 6 | 11:45 AM - 3:00 PM | Main St (Tracks) | 2 | 11:45 AM - 3:00 PM | Main (Tracks) | 2 |
| | | | | | | 11:45 AM - 3:00 PM | Forest (Tracks) | 1 | 11:45 AM - 3:00 PM | Forest (Tracks) | 1 |
| (MGR) | | | (MGR) | | | 11:45 AM - 3:00 PM | Washington (Tracks) | 1 | 11:45 AM - 3:00 PM | Washington (Tracks) | 1 |
| 7:45 PM - 10:30 PM | Warren Ave | 1 | 2:45 PM - 7:00 PM | Warren Ave | 1 | 11:45 AM - 3:00 PM | Kiddie Ride Area | 1 | 11:45 AM - 3:00 PM | Kiddie Ride Area | 1 |
| 7:45 PM - 10:30 PM | Main St (Tracks) | 2 | 2:45 PM - 7:00 PM | Main St (Tracks) | 2 | | | 6 | | | 6 |
| 7:45 PM - 10:30 PM | Forest (Tracks) | 1 | 2:45 PM - 7:00 PM | Main St | 1 | | | | | | |
| 7:45 PM - 10:30 PM | Washington (Tracks) | 1 | 2:45 PM - 7:00 PM | Forest (Tracks) | 1 | (MGR) | | | (MGR) | | |
| 7:45 PM - 10:30 PM | Kiddie Ride Area | 1 | 2:45 PM - 7:00 PM | Washington (Tracks) | 1 | 2:45 PM - 7:00 PM | Warren Ave | 1 | 2:45 PM - 7:00 PM | Warren | 1 |
| | | 6 | 2:45 PM - 7:00 PM | Kiddie Ride Area | 1 | 2:45 PM - 7:00 PM | Main St (Tracks) | 2 | 2:45 PM - 7:00 PM | Main (Tracks) | 2 |
| | | | 2:45 PM - 7:00 PM | Beer Garden | 2 | 2:45 PM - 7:00 PM | Main St | 1 | 2:45 PM - 7:00 PM | Main St | 1 |
| | | | 2:45 PM - 7:00 PM | Library Lot @ Forest | 1 | 2:45 PM - 7:00 PM | Forest (Tracks) | 1 | 2:45 PM - 7:00 PM | Forest (Tracks) | 1 |
| | | | | | 10 | 2:45 PM - 7:00 PM | Washington (Tracks) | 1 | 2:45 PM - 7:00 PM | Washington | 1 |
| | | | | | | 2:45 PM - 7:00 PM | Kiddie Ride Area | 1 | 2:45 PM - 7:00 PM | Kiddie Ride | 1 |
| | | | (MGR) | | | 2:45 PM - 7:00 PM | Beer Garden | 2 | 2:45 PM - 7:00 PM | Beer Garden | 2 |
| | | | 6:45 PM - 11:30 PM | Warren Ave | 1 | 2:45 PM - 7:00 PM | Library Lot @ Forest | 1 | 2:45 PM - 7:00 PM | Library Lot | 1 |
| | | | 6:45 PM - 11:30 PM | Main St (Tracks) | 2 | | | 10 | | | 10 |
| | | | 6:45 PM - 11:30 PM | Main St | 1 | (MGR) | | | (MGR) | | |
| | | | 6:45 PM - 11:30 PM | Forest (Tracks) | 1 | 6:45 PM - 11:30 PM | Warren Ave | 1 | 6:45 PM - 11:00 PM | Warren | 1 |
| | | | 6:45 PM - 11:30 PM | Washington (Tracks) | 1 | 6:45 PM - 11:30 PM | Main St (Tracks) | 2 | 6:45 PM - 11:00 PM | Main (Tracks) | 2 |
| | | | 6:45 PM - 11:30 PM | Kiddie Ride Area | 1 | 6:45 PM - 11:30 PM | Main St | 1 | 6:45 PM - 11:00 PM | Main St | 1 |
| | | | 6:45 PM - 11:30 PM | Beer Garden | 2 | 6:45 PM - 11:30 PM | Forest (Tracks) | 1 | 6:45 PM - 11:00 PM | Forest (Tracks) | 1 |
| | | | 6:45 PM - 11:30 PM | Library Lot @ Forest | 1 | 6:45 PM - 11:30 PM | Washington (Tracks) | 1 | 6:45 PM - 11:00 PM | Washington | 1 |
| | | | | | 10 | 6:45 PM - 11:30 PM | Kiddie Ride Area | 1 | 6:45 PM - 11:00 PM | Kiddie Ride | 1 |
| | | | | | | 6:45 PM - 11:30 PM | Beer Garden | 2 | 6:45 PM - 11:00 PM | Beer Garden | 2 |
| | | | | | | 6:45 PM - 11:30 PM | Library Lot @ Forest | 1 | 6:45 PM - 11:00 PM | Library Lot | 1 |
| | | | | | | | | 10 | | | 10 |

Set-Up Flow Sheet

| Vendor Type or Name | General Location | Set-Up Date | Day | Start Time | Set-Up Notes |
|--|--------------------------------|-------------|-----------|------------|--|
| No Parking Signs placed throughout the Downtown Area | Various Locations noted on Map | 6/13/2013 | Thursday | 10:00 AM | Signs will go up and notifications will be distributed to all downtown residents and businesses affected. |
| Carnival Rides Staged at DG South | DGS Parking Lot | 6/16/2013 | Sunday | 2:00 PM | |
| Carnival Ride/Vendor Set-Up | Warren & Burlington | 6/18/2013 | Tuesday | 8:00 PM | |
| Sanitation Vendor | Various Locations noted on Map | 6/19/2013 | Wednesday | 5:00 PM | Port-A-Potties & Trash Cans placed throughout the fest area as designated on map. Dumpsters, Gray Water Barrels & Charcoal Disposal Barrels placed in designated area. |
| Staging Placed & Set | Entertainment Area | 6/20/2013 | Thursday | 8:00 AM | |
| Dumpsters & Trash Cans Delivered | Various Locations noted on Map | 6/20/2013 | Thursday | 8:00 AM | |
| Beer Vendor Places Truck | Entertainment Area | 6/20/2013 | Thursday | 8:00 AM | |
| Tent Supplier | Entertainment Area | 20-Jun | Thursday | 8:00 AM | Inspection on Thursday or Friday |
| Food Vendors | Entertainment Area | 6/20/2013 | Thursday | 9:00 PM | Set-Up Food Tents; to be completed by 11:00 AM, Friday. Ready to serve by Noon, Friday. |
| Food Vendors | Main Street Booths | 6/20/2013 | Thursday | 9:00 PM | Set-Up Food Tents; to be completed by 11:00 AM, Friday. Ready to serve by noon, Friday. |
| Craft Fair Vendors | Fishel Park | 6/21/2013 | Friday | 5:00 PM | Friday Set-Up Permitted for Saturday & Sunday Event |
| Merchandise Vendor Set-Up | Main Street Booths | 6/21/2013 | Friday | 6:00 AM | Ready for Noon Start |
| Set-Up Main Street Tents & Power | Main Street Booths | 6/20/2013 | Thursday | 7:00 PM | Set-Up to start as soon as physically possible after Main St. is closed to traffic. Job completed so vendors can set-up their booths. |
| Food Vendors | Main & Entertainment | 6/21/2013 | Friday | 11:00 AM | Complete Set-Up; Food Onsite & Prepped; Inspection @ 11:00 AM |
| All Vendors --TAKE DOWN | All Areas of Fest | 6/23/2013 | Sunday | 10:30 PM | TAKE DOWN & CLEAN UP completed by 5:00 AM, Monday, June 24, 2013. |

Proposed Street Closure Schedule

Rotary GroveFest 2013

1. Burlington Avenue
 - a. Closed for public traffic, Tuesday, June 18th, 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 18th at 7:00 PM as well.
 - c. Commuter Parking Lot Forest North will be closed on June 18th at 7:00 PM.
 - d. Library Parking Lot will be closed on Wednesday, June 19th, at 9:00 PM.
2. Warren Avenue
 - a. Closed for public traffic, Tuesday, June 18th, 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 18th at 7:00 PM as well.
3. Main Street
 - a. Closed for public traffic, Thursday, June 20th, 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 20th.
4. Warren Avenue
 - a. Closed for public traffic, Sunday, June 23rd, midnight to 4:00 PM, between Forest Avenue and Middaugh Street.

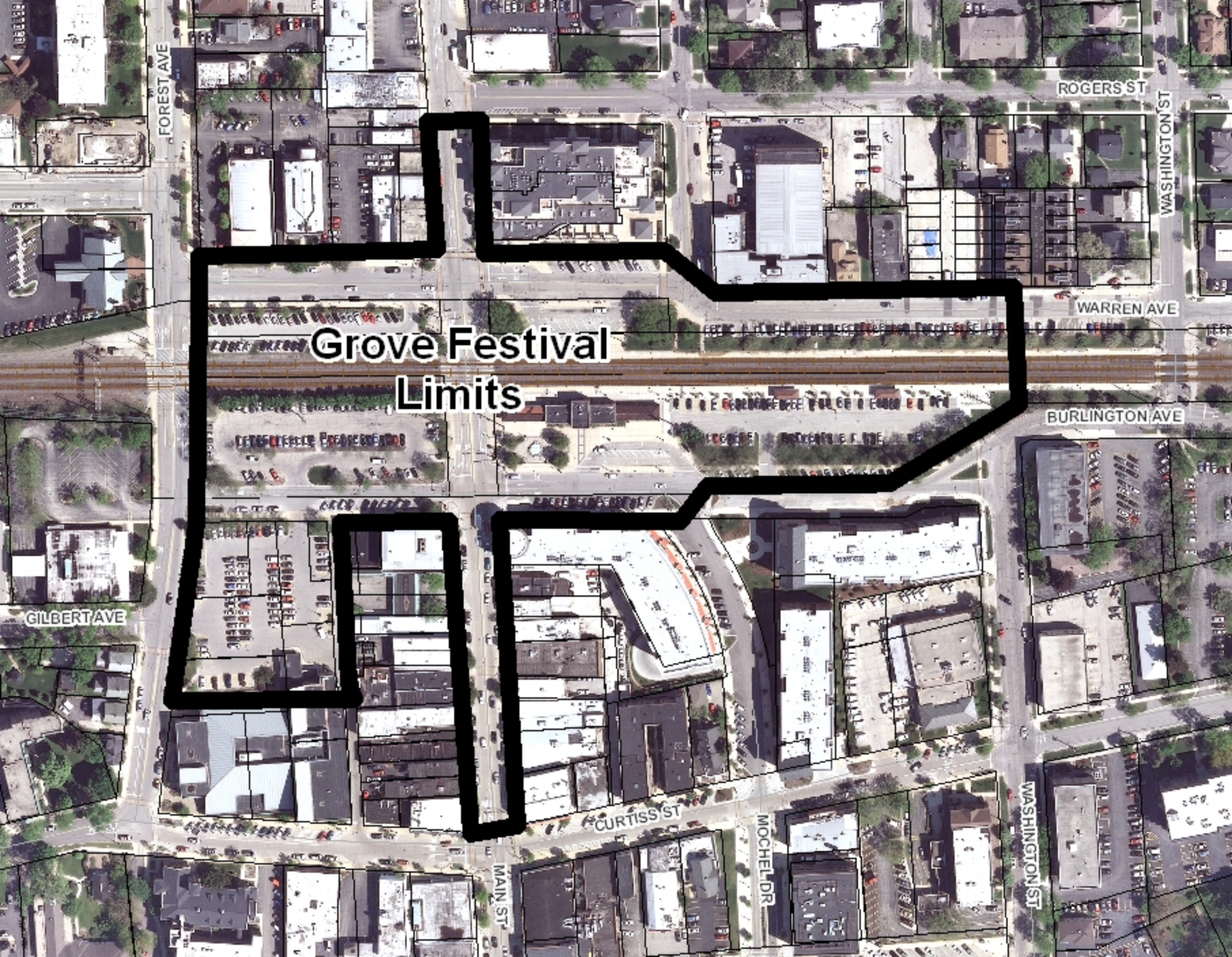
2013 Grove Festival – Exhibit B

1. A public relations/information plan must be submitted, the plan should detail a public outreach plan to advertise the event. The Village is happy to offer its website, event signage and Channel 6 to help these efforts. Specifically, careful attention will need to be given to Downtown residents, businesses, commuters and PACE.
2. Prior to issuance of the permit, the applicant will need to provide the Village with specifications for the stage(s). Specifications shall include wind loads, occupant loads and methods for anchoring the stage(s).
3. The Village will permit use of the eastern portion of the south parking lot at Village Hall for the amusement company's lodging needs. The amusement company will be required to provide a generator for electricity.
4. Ticket sales for beer shall end at 10:30 pm on Friday-Saturday and end at 10:00 pm on Sunday. Beer service shall end at 10:45 pm on Friday-Saturday and 10:15 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 **May 31, 2013**.
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. The road closure contractor must appear at both meetings to discuss specific barricade plans and detour routes. The contractor shall be required to implement the following procedures for street closures: a minimum crew of six (6) shall to complete each of the necessary closures within a 30-minute time period. All the barricades may be pre-set to speed up the closure process.
8. Please be advised that Fire Department access must be provided through the festival at all times. The minimum fire lane for event areas is **15 feet**. Fire lanes must be straight through lanes to accommodate the largest emergency vehicles.
9. All streets and sidewalks must be cleaned at the conclusion of the festival in the following manner:
 - a. All areas on sidewalks and streets shall be swept (power blowers may be uses) and the debris collected and picked up.
 - b. Sidewalks shall be washed using a pressure washer with green cleaner which is biodegradable and supplied by United Labs.
 - c. For the streets, the street sweeping contractor may add the green cleaner to the street sweepers when they clean the streets.
 - d. If the streets are pressure washed, it may be necessary to install traps in the storm drains for collecting contaminants and debris.
10. Volunteers shall be posted at the barricades at Washington Street and Warren Avenue as well as Warren Avenue and Forest Avenue.
11. A question hotline shall be provided to answer questions regarding the event.
12. Please provide confirmation that the organizers of the Friday Night Car Show and Downtown Market are coordinating their events with GroveFest.
13. Written support for the event shall be obtained from Downtown Management prior to Village Council consideration.
14. Approval for the use of Fishel Park must be obtained from the Downers Grove Park District no later than **May 31, 2013**.
15. Approval for the use of the parking lot at Downers Grove South High School must be obtained from School District 99 no later than **May 31, 2013**.

16. A detailed emergency management plan shall be provided no later than **May 1, 2013**. 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. The emergency protocols and training must stress that volunteers call 911 for any incidents involving injuries so that proper emergency personnel can be dispatched.
17. A detailed security plan including location of personnel, number of staff and hours for each shift shall be provided no later than **May 1, 2013**. 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.
18. A street closure and detour map shall be provided no later than **May 1, 2013**. 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.
19. All streets and public parking lots shall be re-opened by 5:00 am on Monday, June 24, 2013.
20. Amusement ride trailers and semi trailers are not allowed into the downtown area until after 8:00pm on June 18, 2013, to provide for street closures and the removal of vehicular traffic.
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. JULIE shall be contacted to locate any conflicts with below-ground utilities at least 48 hours prior to installation of grounding rods, signs or fences.
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. 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. Detail shall be included in the event communications plan.
25. Closures of Highland Avenue between Warren Avenue and Rogers Street must be coordinated with the businesses on Warren and Highland. Details shall be included in the event communications plan.
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. Any markings or decals placed on Village streets, sidewalks or parking lots shall be removable and shall be removed at the conclusion of the festival.
29. 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.
30. The event organizer shall provide proof of insurance for the event and all vendors no later than **June 14, 2013**. 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.
31. The event organizer shall provide waivers for all non-food not-for-profit vendors no later than **June 14, 2013**. A late fee of \$50 will be assessed for any vendor who does not provide proof of insurance on or before June 14, 2012.
32. 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.
33. Please be advised that the agreement with the Village will not be a “not to exceed” contract.
34. 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:
 - vi. Village staff facilitation – 40 hours
 - vii. Police Department: estimated 260 hours.
 - viii. Fire Department: 3 staff members – 2 bike paramedics and 1 medic staffing the First Aid Booth during fest operations, an estimated 117 hours.
 - ix. 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 30 hours.
 - x. 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 50 hours.
 - xi. Emergency Management Coordinator: Event oversight during operations, estimated at 10 hours.
 - xii. **Total staff hours anticipated: 507 hours. Total estimated cost: \$30,420.**



FOREST AVE

ROGERS ST

WASHINGTON ST

Grove Festival Limits

WARREN AVE

BURLINGTON AVE

GILBERT AVE

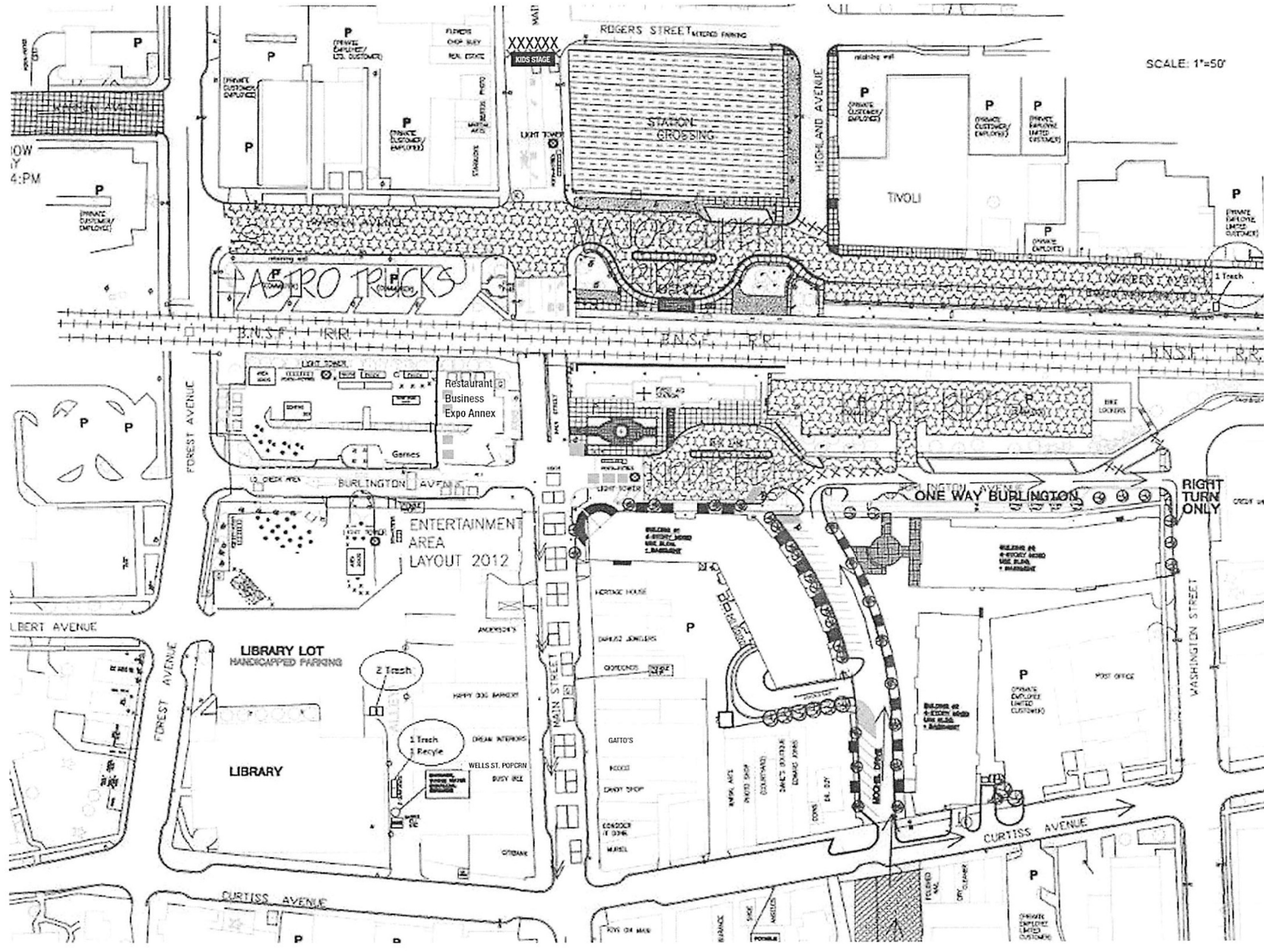
CURTISS ST

MOCHEL DR

WASHINGTON ST

MAIN ST

SCALE: 1"=50'



LOW
Y
4:PM

ASTRO TRUCKS

STATION GROSSING

TIVOLI

ENTERTAINMENT AREA LAYOUT 2012

LIBRARY LOT HANDICAPPED PARKING

LIBRARY

HORROR HOME

DARELL JEWELLERS

OPTICONS

GATTO'S

KICKS

DIRTY SHOP

COACHES

WHEEL

ONE WAY BURLINGTON

RIGHT TURN ONLY

CURTISS AVENUE

CURTISS AVENUE

ROY'S ON MAIN

BLISSANCE

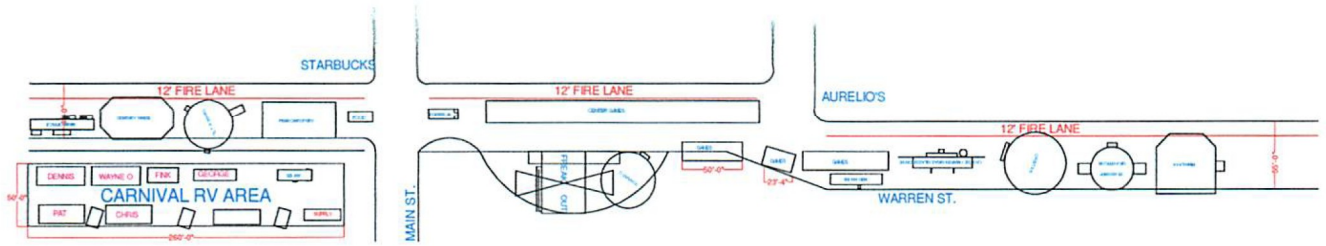
SAKE

WHEELS

FOUR

CLUBBER

PRIVATE EMPLOYEE LIMITED CUSTOMER



GROVE FEST 2013
WARREN ST & BURLINGTON LOT

PROPOSED JULY 2012

