

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
AUGUST 12, 2014 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Temporary Use Permit for 2014 Oktoberfest	✓ Resolution Ordinance Motion Discussion Only	Stanley J. Popovich, AICP Acting Community Development Director

SYNOPSIS

A resolution has been prepared authorizing the Village to enter into an agreement with the Education Foundation of Downers Grove District 58 to host Oktoberfest on Saturday, September 13, 2014 from 12:00 p.m. to 11:00 p.m.

STRATEGIC PLAN ALIGNMENT

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

FISCAL IMPACT

The Village will be providing the following services for the event:

- Public Works staff to close and re-open streets prior to and after the event
- Police staff to ensure that public safety is maintained during the event

All costs associated with the event will be paid by the applicant.

RECOMMENDATION

Approval of the agreement on the August 12, 2014 consent agenda.

BACKGROUND

The Education Foundation of Downers Grove District 58 (Foundation) has requested approval of an agreement to host a community event, Oktoberfest, on Saturday, September 13, 2014. The Foundation is a not-for-profit organization that is using the event to raise money for District 58 schools.

The Foundation is proposing to close Burlington Avenue between Mochel Drive and Main Street and host the event on Burlington Avenue. The event would be open to the public from 12:00 p.m. to 11:00 p.m. on Saturday, September 13, 2014. Oktoberfest will feature food and beer and wine service and an entertainment stage throughout the duration of the event. A kids' zone will provide bounce houses and games from 12:00 p.m. to 6:00 p.m. The event area will be completely enclosed with two entrances, one near the Main Street Station fountain and the second off the sidewalk at the corner of Burlington Avenue and Mochel Drive.

To accommodate the proposed closure of Burlington Avenue between Mochel Drive and Main Street, the Village will take responsibility of the street closures and re-opening. The Village will begin the road closures and detours at 2:00 a.m., September 13. The Village will convert Burlington Avenue between Washington Street and Mochel Drive from one-way westbound to one-way eastbound. Access to Lot B would remain open and the YMCA Farmers Market would remain accessible on Saturday as well. All roads will be open no later than 5:00 a.m., Sunday, September 14, 2014.

In addition to public works assistance, the Village will provide one police officer between 12:00 p.m. and 6:00 p.m. and two officers from 6:00 p.m. through 12:00 a.m. No other Village services have been requested.

Per the agreement, the Foundation is solely responsible for the administration and operation of Oktoberfest. As noted above, the Village will be responsible for closing the surrounding streets and setting up the appropriate detour routes around the event and will provide three police officers during the event. All Village incurred costs for the event will be billed to the Foundation after the event.

ATTACHMENTS

Resolution

Agreement with Exhibits

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING A LICENSE AGREEMENT FOR THE
TEMPORARY USE OF PUBLIC PROPERTY BETWEEN THE VILLAGE
OF DOWNERS GROVE AND THE EDUCATIONAL FOUNDATION OF
DOWNERS GROVE DISTRICT 58 OKTOBERFEST**

WHEREAS, application has been made to conduct a special event known as the Educational Foundation of Downers Grove District 58 Oktoberfest; and

WHEREAS, a portion of this special event will be conducted on public property encompassing Burlington Avenue, west of Mochel Drive to Main Street on Saturday, September 13, 2014; and

WHEREAS, application has been made for a license agreement to permit the conduct of the District 58 Oktoberfest 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 the Educational Foundation of Downers Grove District 58 for the 2014 Oktoberfest 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
FOR THE EDUCATIONAL FOUNDATION OF DOWNERS GROVE
DISTRICT 58 OKTOBERFEST**

THIS LICENSE AGREEMENT, made and entered into this 30th day of July, 2014, by and between the Village of Downers Grove (the "Licensor") and the Educational Foundation of Downers Grove District 58 (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, the Licensee shall sponsor, organize, and conduct the 2014 Oktoberfest beginning 2:00AM, Saturday, September 13, 2014 through 5 AM, Sunday, September 14, 2014 for event set-up, operations and clean-up.

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 – Site Plan/Operation Plan/Severe Weather Plan/Emergency Plan
 - c. Exhibit C – Certificate(s) of Insurance
 - d. Exhibit D – Special Event Liquor License Application
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, Operation Plan, Severe Weather Plan and Emergency Plan.
 - 3.2. The Temporary Use shall comply with the provisions of the Downers Grove Municipal Code, including but not limited to, Chapter 4, or such successor provision as now or hereafter amended related to Temporary Use.
 - 3.3. The Temporary Use shall be established and operated in a safe and reasonable manner with due regard for the health and safety of persons and property. In no event shall the Temporary Use obstruct vehicular or pedestrian traffic in an unsafe or unreasonable manner.
 - 3.4. The Temporary Use Event shall be established and operated in a clean, well maintained and sanitary manner. In particular, but without limitation, the licensee shall promptly and

properly collect and dispose of all litter, trash and other waste materials associated with the Temporary Use, including materials in the adjacent public right of way originating from the Temporary Use. The Village shall have the right to remove or cause the removal of any debris, and otherwise maintain the public property of the Temporary Use, in the event the Licensee fails to promptly and properly clean and maintain such area. In such event, the licensee shall promptly reimburse the Village in taking such action.

- 3.5. The applicant shall provide the Village with a cash bond or irrevocable Letter of Credit in the amount of \$10,000.00 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. The Village will provide notice and cure period prior to cashing security bond. 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. In addition, at the expiration of the agreement, the Licensee may be required to schedule a re-inspection with Community Development. The cash bond or irrevocable Letter of Credit shall be retained until a re-inspection is completed upon the public property to ensure that there has been no damage to it as a result of the use thereof.
- 3.7. To the fullest extent permitted by law, the Licensee shall defend, indemnify and hold harmless the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees, for any and all claims from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement of the Temporary Use. In addition, all third party vendors participating in the Temporary Use shall be required to completely release and hold harmless the Village of Downers Grove, its officers, agents and employees from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement of the Temporary Use. Such third party vendors shall provide written releases to the Village not less than one week prior to the event.
- 3.8. Licensee shall procure and maintain proof of Dram Shop, 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 Two Million Dollars (\$2,000,000). 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 Two Million Dollars (\$2,000,000) 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 the 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 and shall provide copies to the Licensee who shall provide copies to the Licensor.

- 3.9. 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 and pursuant to Chapter 3 of the Downer Grove Municipal Code.
 - 3.10. This Agreement shall not be transferable or assignable and shall not confer any property rights in the underlying right-of-way.
 - 3.11. 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 Agreement 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 the Municipal Code, this Agreement or with other applicable law.
 - 3.12. Licensee shall be subject to all rules, restrictions and directions established by the Village Manager related to the Temporary Use.
4. Licensee shall comply with, and be subject to, the following special conditions:
- 4.1. The parking ban and closure of Burlington Avenue between Washington Street and Mochel Drive shall begin at 2:00 AM on Saturday, September 13, 2014. The Village shall cause the streets to be closed by barricades and Burlington Avenue, east of Mochel Drive, converted from one-way westbound to one-way eastbound. Burlington Avenue must be cleaned and opened to the public no later than 5:00 AM on Sunday, September 14th.
 - i. Licensee shall provide a minimum of one person at each barricade location, during street closure through re-opening, to prevent vehicles from driving around barricades and to permit emergency vehicle access, if necessary.
 - 4.2. Licensee shall notify the YMCA of the proposed parking ban and street closure in writing no later than August 1, 2014.
 - 4.3. Licensee shall notify all affected businesses and residents of Acadia Buildings #1 and #2. Notification shall be made twice, once no later than August 15, 2014 and the second no later than September 5, 2014 of the parking ban and street closure in writing. The notification letter shall be prepared in a manner acceptable to the Village. The Licensee shall submit the notification letter to the Village for review and approval no later than August 1, 2014.

- i. Immediately prior to and during the parking ban the Licensee shall verbally notify all affected business and customers in a manner acceptable to the Village.
- 4.4. Licensee shall provide a staging area for the entertainers and vendors participating in the event. Entertainers and vendors shall be informed of the staging area prior to the event and shall be directed to the staging area until the completion of the street closure.
- 4.5. All notifications and information provided to the entertainers and vendors participating in the event shall be consistent with the terms and conditions of the License Agreement. Upon the request of the Village, Licensee shall submit copies of the information and notification materials.
- 4.6. Licensee shall provide on-site janitorial service for the general clean up of the event site and removal of garbage from the receptacles on Main Street, Burlington Avenue and Mochel Drive.
- 4.7. Licensee shall provide generators and electrical connections in compliance with applicable Village Codes and Ordinances. All such cables shall be maintained to not cause trip hazards.
- 4.8. Licensee shall be responsible for obtaining and enclosing the festival area with temporary fencing.
- 4.9. Licensee shall provide portable toilet units in a manner acceptable to the Village.
- 4.10. Licensee shall provide all electrical and generator installations.
- 4.11. Licensee shall provide a dumpster for the event.
- 4.12. Licensee shall provide background check evidence for ride operators required and/or in connection with the Carnival and Amusement Rides Safety Act (430 ILCS 85/1 et seq.) for the Kids Fun Zone activities.
- 4.13. Licensee shall ensure that all Kid Fun Zone inflatables have a State of Illinois proof of inspection.
- 4.14. Licensee shall submit a Severe Weather Plan no later than September 2, 2014. The plan shall be prepared in a manner acceptable to the Village and shall include contact information and schedule for the person or persons in charge of the event with authority to close the event and cause an evacuation if needed.
- 4.15. No later than September 2, 2014, Licensee shall provide any Certificate(s) of Insurance as required by Section 3.8 of this Agreement, naming the Village of Downers Grove as an additional insured.
- 4.16. No later than September 2, 2014, Licensee shall submit a refundable cash bond or irrevocable letter of credit in the amount of \$10,000.
- 4.17. DuPage County Health Department licensing shall be obtained if needed for service/preparation of food and drink outside.

- 4.18. Ticket sales for alcohol shall end at 10:30 PM with all liquor service ending at 10:45 PM
- 4.19. Approval letters from any private property owner where their property will be utilized for the event.
- 4.20. All J.U.L.I.E. locates must be called in one (1) week prior to the event. Placements of all stakes, post, grounding rods, etc. require locates.
- 4.21. All streets and sidewalks must be cleaned at the conclusion of the festival.
5. Licensor will provide the following services for the event at the expense of the Licensee:
 - 5.1. Police Department: One police officer from 12 Noon to 6:00 PM and two police officers from 6:00 PM to 11:30 PM on Saturday, September 13, 2014.
 - 5.2. Public Works Department: The following services will be provided for this event:
 - i. Eight (8) staff members will barricade, conduct and oversee the street closures, place signs for the detour routes, place no parking signs and re-open the streets. Staff will also provide daily inspections of the signage.
 - ii. Village staff will program and set up two digital message boards for traffic control.
 - 5.3. The Fire Department will inspect the tents and event set-up.
 - 5.4. Community Development will inspect generators and electrical set-up.
 - 5.5. Village staff will provide and set up pre-event signage with "No Parking after 2:00 AM" to be placed on Burlington Avenue between Main Street and Washington one (1) day prior to road closure.
6. Any vendor additions to this contract must be submitted no later than fourteen (14) days prior to the event.
7. In the event that attendance exceeds capacity of the event or the event is operated in a manner not consistent with the public health, safety and welfare, the Licensor reserves the right to either close, cancel or modify the event at its sole discretion.
8. Failure to meet all conditions will cause the revocation of the license and therefore the event.

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

LICENSEE:
Education Foundation of Downers Grove
District 58

By: Scott Shawn Black

Title: Board Member

Attest:

LICENSOR:
Village of Downers Grove

By: _____
Village Manager

Attest:

Village Clerk

14-TEM-0076

**Village of Downers Grove
2014 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

Please print clearly in ink

PART A: APPLICANT INFORMATION

Name of Applicant: Shaun Black - District 58 Education Foundation

Address: 240 E. Illinois #2301

City: Chicago State: IL Zip: 60611 Phone: 312-243-9918

Email: Sblackness@yahoo.com

Doing Business As (Name): _____

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: Same as above

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

PART B: EVENT INFORMATION

Name of Event: Oktoberfest

Event Location: Burlington Ave between Mohel & Main St

Description/Purpose of Event: Music / Food / Beer & wine event with profits benefiting DSB Education Foundation

Date(s) Requested (month and day): 9/13/14

Time of Event and/or Hours of Operation (Include for each day requested): 11AM - Midnight

Type of Event:

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

- Carnival ***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)
- Circus ***Also complete Part C***
- 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:

2 tents total

<i>- 40 x 20 ft</i>
<i>- 20 x 10 ft</i>

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

<i>Oktoberfest benefiting DSB Education Foundation</i>
--

- Temporary seating
- Tables/Chairs:
Number proposed outdoors 40;
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?

Are street closures requested? Yes No

If yes, what streets?

Burlington Ave (see map)

Justification for street closure

Festival will be held in the street

If street closures are requested, a neighborhood notification letter is required. The notification letter must be sent out to affected residents at least two weeks prior to the event. The letter that needs to be sent out is shown below. Text in red and underlined is to be completed by the applicant. Please attach your completed neighborhood notification letter to your application for review by staff.

Event Name
5K Fun Run & Walk
Day, Date, and Time

Dear Area Resident,

On Day, Date, organization's name will be hosting a fun run/walk through your neighborhood. A map identifying the race route is on the back of this notice. The following is an anticipated schedule of the days events:

____ a.m. – Race begins (road closures will begin approximately ½ hour before the start of the race)

____ a.m. – Anticipated completion of all race activities on public streets

(must be within 3 hours of road closures for 5K races and 4 hours of road closures for 10K races)

The race will be taking place on a non-secured route. We request that if you need to leave your home or business during the event that you respect the participants by leaving adequate space between your vehicle and the participants. If you wish to cross the route, police officers or volunteers will be at certain intersections to assist you. If participants are approaching any intersection, there may be a slight delay in your crossing.

We understand this may be an inconvenience for you and appreciate your understanding. Our organization is a 501(c)3 not-for-profit that is raising money for _____. If you would like more information about this event or have any questions regarding this event, please contact first and last name at cell phone number or via email at email.address.com. First and last name (if different than previous sentence, include phone number) will be managing the day's activities and will be on-site during the race.

Thank you for your understanding,

{Signature}

President / Race Organizer

For road races (runs, walks or bike rides), volunteers must be provided in accordance with the approved race routes. Please check the requested race route and be aware of the number of volunteers that are required to be placed along the race route as identified in the route maps. The failure to provide volunteers as required could lead to denial of permits in the future.

- | | |
|--|--|
| <input type="checkbox"/> South 5K Route #1 –
20 volunteers required | <input type="checkbox"/> North 5K Route #1 –
17 volunteers required |
| <input type="checkbox"/> South 5K Route #2 –
13 volunteers required | <input type="checkbox"/> North 5K Route #2 –
19 volunteers required |
| <input type="checkbox"/> South 5K Route #3 –
17 volunteers required | <input type="checkbox"/> North 5K Route #3 –
19 volunteers required |
| <input type="checkbox"/> South 10K Route –
17 volunteers required | <input type="checkbox"/> North 5K Route #4 –
12 volunteers required |

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

Lemon Tree Staff

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.

DSB Education Foundation

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

Name (i.e. John Smith) of Amusement Operator: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Driver's License #: _____


List Any Branch Locations:

Doing Business As: _____

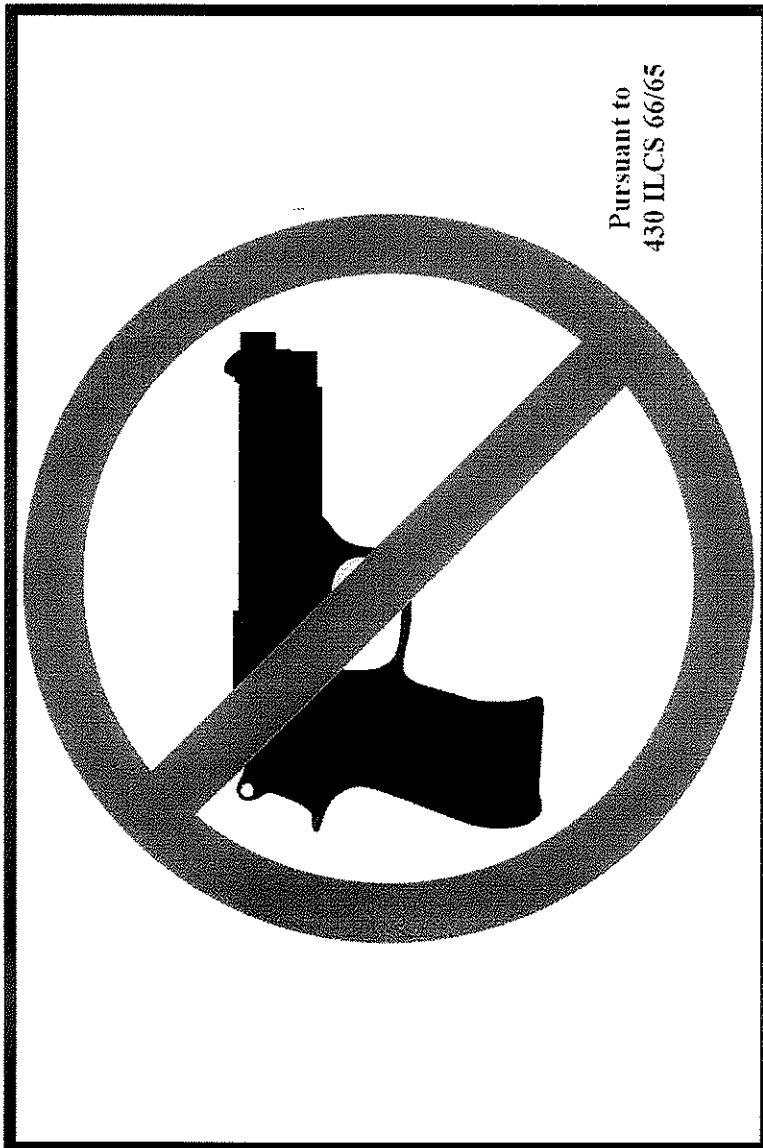
Date Business Was Incorporated: _____

If your event qualifies, the Village will provide each applicant with one laminated sign that is shown below. The 4" x 6" sign shall be posted and be visible at all entrances to the event. In the case of a road race or other gathering with multiple entry points, the sign shall be posted at the information / registration table. With all road races, the Village will post additional signage at the start and finish lines of the race. For other events, additional signage may be required on a case by case basis.

Applicant affirmatively states that he/she will ensure that the required sign is posted at the event's information / registration table.



Signature



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.)

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

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: CONCEALED CARRY:

Concealed carry firearms are prohibited from public gatherings and special events that are:

- conducted on public property;
- are open to the public; and
- require a temporary use permit.

.....
[This area for office use only.]

Required Documents:

- Application
- Plat of Survey
- Site Plan
- Written Operating Plan
- Concealed Carry 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: _____

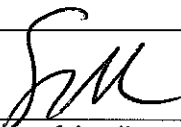
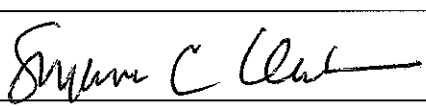
Total Fees Due: _____ **Date Received:** _____

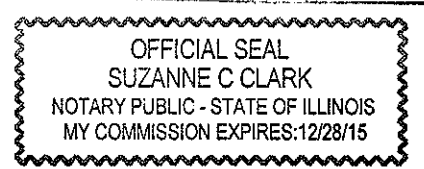
PART E: APPLICANT'S STATEMENT OF AGREEMENT:

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.

Shawn Black	7/7/14
Print Name	Date

	
Signature of Applicant	Signature of Notary




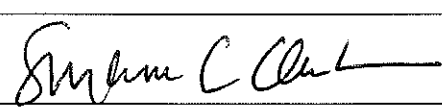
HOLD HARMLESS/INDEMNIFICATION AGREEMENT:

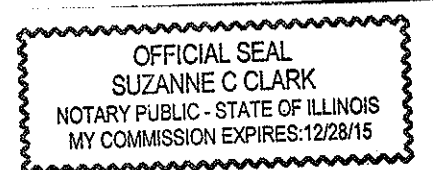
Shawn Black (Name of Applicant) has requested permission to conduct a Temporary Use in the Village of Downers Grove. For consideration of such permission and permit, DSB Education Foundation (Name of Organization)

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.

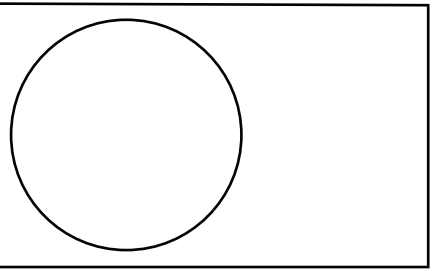
DSB Education Foundation (Applicant and Organization) further agrees to indemnify and hold harmless and defend the Village of Downers Grove, its officers, agents, and employees from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general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

Shawn Black	7/7/14
Print Name	Date

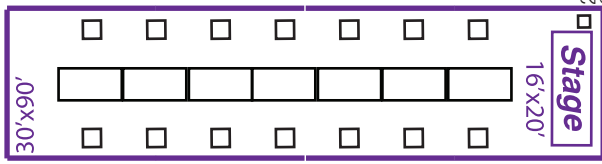
	
Signature of Applicant	Signature of Notary



Train Station



Porter Potty's



220v electricity
Pod
Electrical box

Entrance
Exit
Ticket table / Volunteer post

20' Emergency vehicle driveway

Food Tent
110v electricity

Kids Zone
20'x40'

Ticket table / Volunteer post
Exit
Entrance

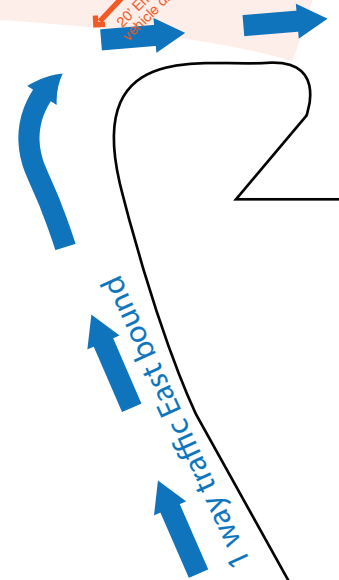
Beer Tent
220v electricity
Trailer

Village Barricade

5ft walkway

20' Emergency vehicle driveway

Burlington Ave.



Mochel Dr.



2014 Oktoberfest Operations Plan

Management Team:

Shaun Black- Executive Director (773) 454 6834

- Village /security liaison for the event and guest relations

Amy Kovacevic- Operations Director (630) 531 1973

- Instruct and supervise the training and coordinating of all volunteers for Oktoberfest

Chris Ondrus- Food & Beverage Director (331) 643 8675

- Will be in charge of supervising the beer/wine and food tents.
- Direct the set up and tear down/clean-up for Oktoberfest.

Liz O'toole- Entertainment Director (D58 board member) (630) 379 2181

- Oversee the setup and tear down of all music and entertainment

Staff:

-The Lemon Tree Grocer will be using employees that have previous experience with our organization or are currently employed at the Lemon Tree. Anyone serving beer/wine will have a current BASSET card and will have read and signed the liquor manual that explains the rules for ID procedures as well as serving procedures. Additional ID and sales procedures are available in the liquor manual for this event. All Event staff will wear a lanyard indicating their role for the event. All hours of operation are attached.

Volunteers:

Each volunteer will be met with prior to the day of the event. 2 scheduled volunteer meetings are taking place prior to the event the first will be at 6pm on Tuesday, September 9th at 6pm and again Friday, September 12th at 6pm. Both staff trainings will occur on site in front of the Lemon Tree Grocer. At this time they will be given a station and a brief written page of their expectations. Any individual that cannot meet at that time will be met with separately. All volunteers will wear a lanyard that makes it clear that they are volunteers for the event. A

Volunteer will be present at each one of the exits as well as a “runner” for each shift. A volunteer shall be provided at each section of barricades where the fire lane is dedicated. Written instructions will be provided to the village for each station for volunteers 72 hours prior to the event and will be signed by each volunteer prior to them working.

Vendors:

Food and beverage:

Lemon Tree Grocer will handle the food and beverage tents for this event. The menu’s for both are attached. Beer ticket sales will end at 10:30pm and all beer service will end at 10:45pm.

Clean Up Crew:

Like all events that the Lemon Tree Grocer does and has done in the past a “clean as we go” policy will be used. Two people per shift will be responsible for cleaning at all times. Garbage will be transported to the Lemon Tree Grocer garbage area and an additional pick up has been scheduled for Sunday morning. Lemon Tree Grocer Staff will do a final clean up after the event concludes. The site will be clean by 5am Sunday morning.

Porta Potties:

4 standard and 1 handicapped accessible porta potties will be delivered between 8-10am on Saturday September 13th and will be removed by 10pm on Sunday September 14th. Porta potties are being provided by Ajax. According to Ajax for the amount of people we are expecting this should be more than adequate so no maintenance is necessary during the event. The company is located in Joliet and can be contacted at 877 429 6806.

Fencing:

Driven Rent-a-Fence will be providing the temporary fencing in the form of 6ft Panel fencing

Capacity:

We expect 2000 people throughout the event and to have a max of 800 people at any one time. It will be the responsibility of the front table to keep an in and out count on all guests/staff/volunteers to make sure the capacity does not exceed 800 people at any one time.

Security- USIA/DGPD:

Ultimate Security and Investigations of America which is owned and operated by Downers Grove Police Officer Robert Jacobs.

Private security will be hired for the morning and afternoon sessions and we were hoping to have DGPD provide 2 officers for the event on Saturday September 13th from 8pm-11pm.

Please see Oktoberfest security staff attachment for greater detail for the proposed schedule.

Communications Plan:

If an emergency incident occurs the executive director (or the highest ranking event management staff present) will notify the police that are on site at the event in order to notify the DG Police and Fire Departments. The Executive team will stay in communications with each other through 2-way radios.

Emergency weather plan:

attached

Emergency action plan:

attached

Severe Weather Procedures for Oktoberfest:

Oktoberfest Management Team will keep informed of current and future weather conditions.

Oktoberfest Management Team will request to meet with Village officials on fest duty to discuss impending weather and notifications.

First Priority is Notification:

Guests, vendors and event workers will be notified promptly by The Oktoberfest Management Team of impending bad weather in the following manner:

- An announcement to guests via the entertainment stage stating current and expected or forecasted conditions and where to take shelter if needed.
- Utilizing a team to walk to all vendor booths stating current and expected or forecasted conditions and where to take shelter if needed.
- The Oktoberfest Management team to notify The Fun Ones (Game Management set up/tear down) and The DGJWC volunteers stating current and expected or forecasted conditions and where to take shelter if needed.

Shelter locations include:

1. Open local businesses
2. Train Station
3. Garage Acadia Building #1
4. Garage Acadia Building #3

If the severe weather does occur:

- Oktoberfest Management Team to shut down all festival activities
- Make announcements as stated above and assist attendees to safety
- Advise shelters participants if event will reopen or close for the day.

Tornado Procedures

- In the event of a tornado watch, the Oktoberfest Management Team will make notifications using the above mentioned methods that we are under a tornado watch and should they need to, where to take shelter.
- In the event of a tornado warning, the event will be cancelled. Oktoberfest Management Team will make notifications using the above mentioned methods to seek shelter immediately. If anyone stays at the Fest it will be at their own risk.
- In the event that a Tornado is sighted or the siren is activated, Oktoberfest Management Team will make notifications using the above mentioned methods to seek shelter immediately. If anyone stays at the Fest it will be at their own risk.

EMERGENCY ACTION PLAN

OKTOBERFEST 2014

WEATHER POLICY AND PROCEDURES:

Event will take place rain or shine. Oktoberfest management team will keep informed of current and future weather conditions. Guests, vendors and Oktoberfest management team will be notified promptly of impending bad weather.

When threatening conditions occur, the first priority is to relocate participants indoors to local businesses and/or to the Acadia garage of building #1 and #3, or train station while communicating with the participants during the event Oktoberfest management team/volunteers will be assigned to areas mentioned above.

Announcement: Due to inclement weather, today's scheduled activities will be temporarily postponed and/or cancelled. Please seek shelter at the above locations immediately. If you stay at the fest, it will be at your own risk.

If severe weather is predicted for the day of the event, follow these steps:

- Check weather up to 3 hours prior to the start of the event.
- Stay in contact with participants, band/performers, Oktoberfest management team and other vendors on possibility of postponing, relocating activities, and/or cancelling the event.
- If severe weather will end by event start time and conditions are safe, proceed with event.
- If severe weather will continue through the start of the event, postpone event if possible and relocate participants to the above mentioned locations.
- Make announcement to participants of safe locations and when to expect an update.

If the Main Street Train station is decided as waiting area prior to the start of the event:

- Inform vendors, bands and sponsors, of postponement, available safe locations, and what time a decision will be made about continuing or cancelling the event. They may wait in their cars, local businesses, and/or Train Station.

If severe weather begins during the event:

- Delay the start of the event no more than 30 minutes if weather pattern is going to pass.
- The Oktoberfest management team will stay in contact with participants, staff, band/performers and shelter areas that have been designated.
- Make announcement to participants of any event, cancellations or delays.

Safe Locations

- Train Station
- Downtown Businesses

- Local Businesses
- Acadia Garage #3
- Acadia Garage #1

LIGHTNING:

The Downers Grove Park District has a lightning prediction system called Thor-Guard. Locations are located at 23 locations including Fishel Park.

Thor Guard will activate when there is immediate lightning threat in the area. One 8-second blast indicates lightning is imminent. When this occurs you must:

- Halt event activities immediately.
- Make an announcement to participants to seek shelter immediately, if event will relocate to safe locations or if event will be cancelled for the remainder of the day.
- Contact safe locations (site commander) as soon as possible to inform participants of any event changes and possible location change of residents. The Oktoberfest management team will make contact at safe locations.

The unit will deactivate when the immediate threat has passed. Two short blasts indicate danger has been reduced and it is all clear. After the threat has passed and the siren and strobe are no longer seen or heard you may resume outdoor activity.

TORNADO PROCEDURE:

Tornado Watch is a forecast of the possibility of one or more tornadoes, funnel cloud or extreme high winds.

Tornado Warning means that a tornado, funnel cloud or extreme high winds causing severe damage has been detected and may be approaching.

- In the event of a tornado watch, the Oktoberfest management team will discuss with staff and band/performers and make an announcement that we are under a tornado watch.
- In the event of a tornado warning, the event will be cancelled. Oktoberfest management team will make the announcement at the main stage to participants to seek shelter immediately. If anyone stays at the Fest it will be at their own risk.

In the event that a **TORNADO IS SIGHTED** or the **CIVIL DEFENSE SIREN IS ACTIVATED**, the following plan goes into action:

1. **ALL** activities shall come to a halt.
2. **ANNOUNCE** that we are under a tornado warning and the event has been cancelled for the remainder of the day and to please seek immediate shelter.

3. **ASSIST** in the evacuation to the following shelters: restrooms, nearby businesses, Library, Acadia #1 or #3 garage and train station. If there is no time to move that far, ask them to lay in a ditch or low depression/cover their head.
4. **AFTER** weather passes, Oktoberfest management team will assess all areas for injured people and damage and follow appropriate protocol described for particular situations.

STAFF INSTRUCTIONS AT BUSINESSES, ACADIA #1 &3 AND TRAIN STATION

1. Announce "Meet in Tornado Shelter" so staff knows to seek shelter.
2. Staff shall assist in directing patrons to designated shelter areas (ground level). Make sure all handicapped persons are assisted.
3. Keep away from windows or doorways.
4. Instruct patrons to sit on the floor, facing internal walls and cover heads with arms.
5. Keep patrons quiet, communication is important.
6. Locate first aid kit. Render first aid if needed.
7. Announce "ALL CLEAR" as needed.

MEDICAL EMERGENCY:

Protocol for Oktoberfest management team:

- Identify exact location and identify condition, to extent possible.
- Call 630-968-2131 (direct number to Downers Grove 9-1-1).
- Radio staff to inform them of situation, ask for assistance as needed.
- Stay with the person until medical assistance arrives.
- Obtain the person's name, age, known medical conditions and medications taken.
- Keep spectators/crowd back at a safe distance.

FIRE:

Protocol for Oktoberfest management team & volunteers:

- Identify exact location.
- Call 630-968-2131 (direct number to Downers Grove 9-1-1).
- Obtain additional support, as requested, from other staff to secure the area.

EXTREME HEAT:

- Make frequent announcements to participants to stay hydrated.
- Provide band/performers and staff/volunteers with bottled water.
- Provide water cooler for community under information tent located at Main and Burlington.
- Observe crowd for any signs of heat related illness.
- Call 630-968-2131 for any heat related emergencies.

- When the heat index is above 110, the event may be cancelled. The recommendation will be made two hours prior to the start of the event and The Oktoberfest management team will be notified.

MISSING CHILD:

- Get a description of the child. (i.e. – name, hair color, what they are wearing, etc.)
- Have staff assist parent with finding child.
- Search local businesses and amusement ride areas.
- Interrupt event and make announcement, “Looking for _____. Would you please come to the front of the stage to meet _____.”
- If child is not found immediately call 630-968-2131 to report missing child.

LOST CHILD:

- The Oktoberfest management team member or volunteer who discovers the apparent missing child will alert the rest of staff, and bring the child to the information booth located at Main Street and Burlington.
- Get a description of the child. Ask child if they can describe parent/guardian. (i.e. – name, hair color, what they are wearing, etc.)
- Have staff search for parent. Search restrooms, businesses and ride areas.
- Interrupt event and make announcement, “Looking for _____. Would you please come to the front of the stage to meet _____.”
- Keep child calm by asking them questions. (i.e. – what is your favorite color? Do you have any pets, etc.).
- Ask if the child remembers where they were sitting. Search area for guardian.

PUBLIC HEALTH ISSUES

The Village of Downers Grove Emergency Management Coordinator will be notified of any “Cease Operations” of any vendor, and the reason for the closure.

DuPage County Health Department contact is Lauren Belville at 630-682-7400.

For electrical issues the contact is Joe Munno at 630-991-3114.

Important Contacts (Event Staff List to be added)

Non-Emergency Police 630-434-5600
 Weather 630-976-1212
 Village of DG..... 630-434-5500
 Radio COD FM 90.0



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/1/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Assurance Agency, Ltd 1750 E Golf Road Suite 1100 Schaumburg IL 60173	CONTACT NAME: Select Commercial		PHONE (A/C No., Ext): (847) 797-5700		FAX (A/C, No): (847) 440-9130
	E-MAIL ADDRESS: select@assuranceagency.com				
INSURER(S) AFFORDING COVERAGE				NAIC #	
INSURER A: Northfield Insurance Company				20362	
INSURED THELEMO-01					
Education Foundation District 58 5101 Mochel Dr. Downers Grove IL 60515					
INSURER B:					
INSURER C:					
INSURER D:					
INSURER E:					
INSURER F:					

COVERAGES

CERTIFICATE NUMBER: 1188098815

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			WS222250	9/13/2014	9/14/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			WS222250	9/13/2014	9/14/2014	Limit \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

It is agreed that the Certificate Holder is Additional Insured, when required by written contract, on the General Liability with respect to operations performed by the Named Insured in connection with this project:
- Village of Downers Grove

CERTIFICATE HOLDER

Village of Downers Grove
c/o Carol Kuchynka
801 Burlington Ave.
Downers Grove IL 60515

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Daniel G. Heras

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APPLICATION FOR
SPECIAL EVENT LIQUOR LICENSE



- Retailer
 Not-for Profit

PLEASE PRINT OR TYPE

1. Applicant: Education Foundation DSB Phone: 630-719-5800
Date of Birth: _____ Driver's License No.: _____
Relationship to Business: Shawn Black (Board Member)
2. Liquor License No. (If applicable): _____ Phone: 630-719-5800
Business Name: Education Foundation DSB
Address: 1860 63rd St. Downers Grove 60516
(Street) (City) (Zip)
3. Nature of Special Event (explain fully): Fundraiser for Education Foundation
for District 58
- Will there be any charitable games/raffles/door prizes (Y/N)? If yes, explain: Kids games, 50/50
raffle
4. Location of Event (Specify location upon the premises, inside/outside - attach sketch): On Burlington Ave,
between Mochel Dr. & Main St.
Name of Premises: _____
Address of Premises: _____
Owner/Landlord of Premises: _____
Restrooms: 6 # Parking Spaces: _____ * (Attach plans for additional parking arrangements, if necessary)
5. Date(s) of Event (Limit - 2 consecutive days): 9/13/14
6. Time(s) of Event: 12:00pm - 11:00pm
7. Entertainment (Y/N)? Y If yes, explain: There will be a DJ and three live
bands.
8. Number of people expected: 2000 It is your responsibility to limit the event to this number of persons. Failure to do so constitutes grounds for limitation of future special events.
9. Liquor Liability Insurance Carrier (Required): Assurance Agency
Policy No.: GSP 579720 Effective Dates: 12/27/13

REQUIRED SUBMITTALS:

In addition to this application form the following are submitted as applicable:

- Sketch depicting the location and layout of liquor sales at the event or in the premises. Indicate means of enclosure if event is outdoors.
- Liquor serving guideline/carding procedures LTG
- Certificate of Insurance ****Copy of policy must be attached (Dist 58 to provide)**
- Application fee; based on following guidelines (to be determined by staff):
"S-1" if a public hearing is required: \$442.00
"S-2" public hearing is waived, Liquor Commissioner administrative issuance: \$106.00

Exhibit D

- Menu
- List of entertainers along with date(s), and time(s) and type of entertainment (If applicable)
- List of Alcoholic Beverages that will be served/sold and price list (If applicable)
- Invitation/promotional flyer (If applicable)
- Temporary Use Application (If applicable)

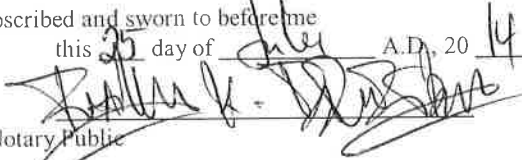
Applicant understands and agrees that additional information and material may be required during the processing of this application related to applicant's qualifications, the information provided herein, including attachments, and the class of license involved. Applicant agrees to provide such additional information and material and that failure to do so may delay the processing of this application or result in its denial.

In the event Applicant is made aware that any information or document submitted as part of this application process is inaccurate or incomplete, Applicant agrees to immediately notify the Village and provide appropriate corrections. Applicant understands and agrees to provide such additional information and material, and that failure to do so may delay the processing of this application or result in its denial.

The applicant certifies that he/she has never been convicted of a felony, misdemeanor or licensing ordinance violation.

APPLICANT:

BY: Education Foundation D58
 NAME: Shawn Black / SM
 TITLE: Board Member

Subscribed and sworn to before me
 this 25 day of July A.D., 2014

 Notary Public



***NOTE: The Firearm Concealed Carry Act prohibits carrying concealed firearms in any location that has been issued a Special Event Retailer's License. Signs stating that the carrying of firearms is prohibited must clearly posted. Signs are available at www.isp.state.il.us/firearms/ccw**

***Please Note that once a local Special Event Liquor License is issued, you are required to contact the Illinois Liquor Control Commission to obtain a state license for the event. A copy of the State Liquor License must be provided to the Village two (2) business days prior to the event.**

Illinois Liquor Control Commission
 100 W. Randolph, Suite 5-300
 Chicago, IL 60601
 (312) 814-2206

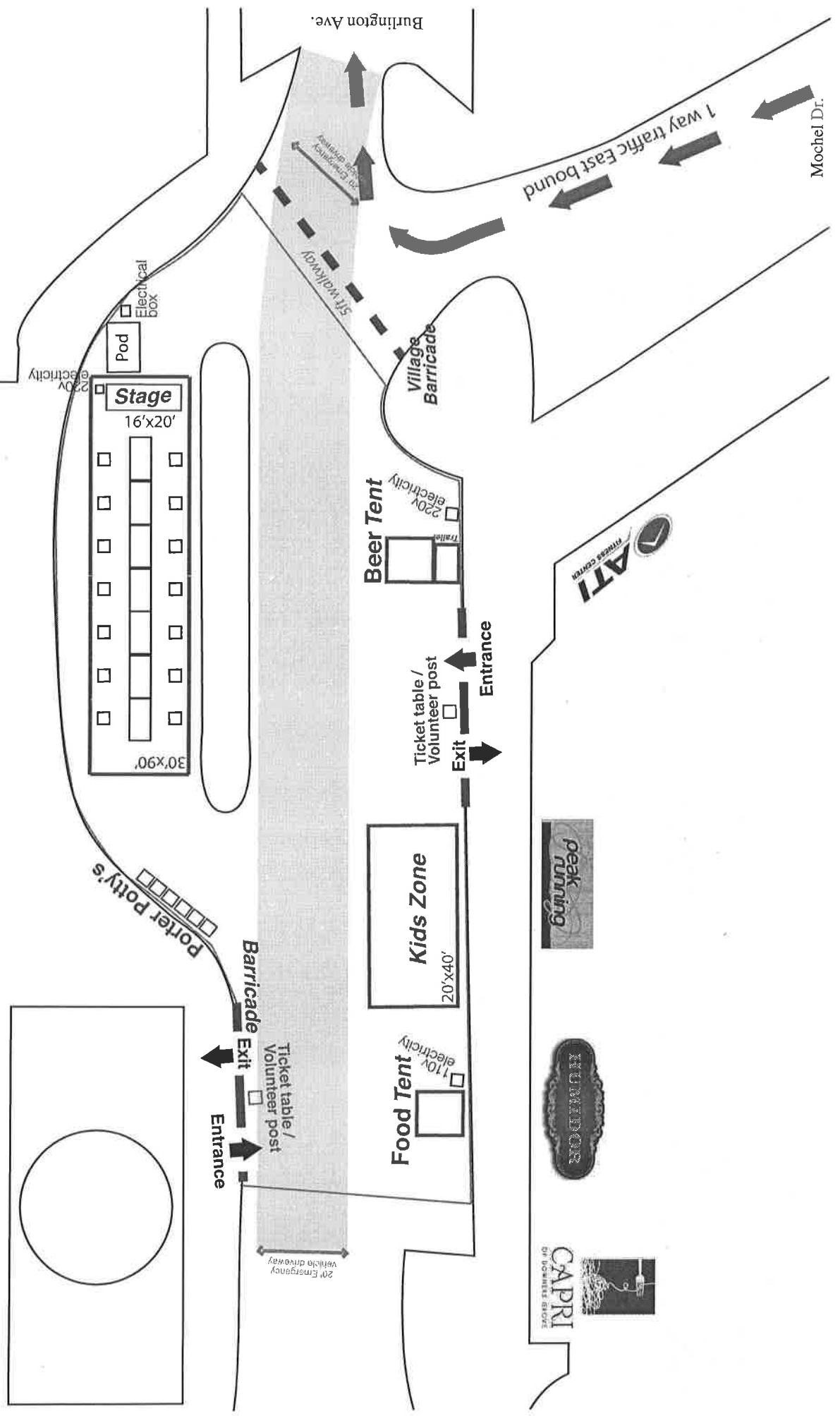
LOCAL Permission is hereby granted for the above special event.

Date _____

 Mayor/Liquor Commissioner

FOR OFFICE USE ONLY:

License No. _____ Issued _____ Expires _____ Fee \$ _____ Cash/Check # _____
 _____ YEAR; ___ 1st license; ___ 2nd license; ___ 3rd license; ___ 4th license; ___ 5th license; ___ 6th license
 Copy to Police Dept _____ ILCC License No. _____; Received _____



Burlington Ave.

1 way traffic East bound

Mochel Dr.

Lemon Tree Grocer

Special Event Liquor Serving Guidelines Proposal:

Saturday September 13, 2014

Serving Hours:

Saturday 12:00 p.m. – 10:45 p.m.

Beer Tent:

The beer tent holds all the beer intended for consumption at the event. Behind the beer tent there will be a beer trailer featuring multiple beer taps to serve fresh beer, canned/bottled beers/wine.

Beer shall be served in plastic cups,

Anyone over the age of 21 will have a wristband put on their wrist so it is tight and cannot be slipped off by a member of our staff

Signs will be displayed that alcoholic beverages are not to be permitted to leave the marking structure.

The employee at the tent will pour beer/wine. **AT NO TIME WILL CUSTOMERS BE PERMITTED TO SERVE THEMSELVES ALCOHOL! ONLY ONE ALCOHOLIC BEVERAGE CAN BE SOLD TO ONE PERSON AT A TIME.**

“Passing” of any alcoholic beverages:

THE PASSING OF ALCOHOL WILL NOT BE TOLERATED! Notify a security personal or DG Police officer immediately if any such incident occurs. Volunteers and DG Police Officers will be present during the event to prevent underage drinking, passing of alcohol and presence of offsite alcohol.

Product List:

Attached

Staff Policies:

ANY EMPLOYEE THAT POURS AN ALCOHOLIC BEVERAGE MUST BE OVER 21 YEARS OF AGE.

The employees working the tent will be of legal serving age (over 21) and will be responsible for checking ID's at the service counter.

All staff must sign the form provided agreeing that they have read and understand the Lemon Tree's liquor policies.

Training:

Employees will be required to obtain certified training per Section 3-33.3 of the Downers Grove Municipal Code.

- Training certificates will be kept on file at the store.

Carding Procedures:

How to check a patron for correct proof of age

Age Requirement

- The minimum age requirement for the purchase of alcoholic beverages in all states is 21 years of age.
- If you have any reason to believe that an underage patron is attempting to purchase alcohol, you must ask for proper identification.
- Under no circumstances should you sell any alcoholic beverages to a person who is believed to be under 21 years of age.
- Only official identification may be accepted.

- Identification is required if the customer appears to be under the age of 35.

Acceptable forms of Identification:

1. Current Driver's License (Vertical Drivers License not accepted)
2. Current (state issued) ID cards
3. Valid Passport

If any form of ID seems questionable, they should be taken to the manager on duty immediately for approval. Under no circumstances will traffic tickets be accepted as valid forms of ID for the purchase of alcohol. Do not be afraid to ask for another form of ID if there is any doubt of the validity of that ID. Employees are not to accept Under 21 vertical ID's.

When checking a person's ID look for the following:

- Date of Birth
- Compare the picture on the ID to the customer
- Expiration date of ID
- Height, weight, hair and eye color are good things to check for validity.

When in doubt, DO NOT serve or make the sale.

Responsibilities to the Customers:

Employees of the Lemon Tree should take a firm stand on the responsibility they have to their customers in terms of alcohol consumption. We do not want our customers to drive home if they have had too much to drink! If you think a customer should not be served, or if you think a customer has had too much to drink, servers should contact the manager immediately.

Lemon Tree Employees should have the interest of the individual and public safety in mind, and therefore, have the obligation to the community and the individual to spot people who have over consumed alcohol. This applies to all customers.

Management is responsible for actually "cutting off" customers, but it takes a team effort from all employees to help spot these people and tell the manager on duty. Rely on good judgment when someone in the establishment has had too much to drink.

- Employees should be fully aware that they have the legal right to refuse to sell alcoholic beverages to anyone unable to produce proper identification or they feel is already intoxicated.

Tips for Employees:

Alcohol Awareness

Serving alcohol is a privilege that is granted by the local authorities. This privilege carries with it a duty for us to operate in a responsible manner and involved public safety and considerable liability to the company as well as our employees. It is our **policy** to deal with situations that arise from serving alcohol. If there is any doubt as to the age of a guest ask them for proof of age. Be polite, but remember; you as well as the Lemon Tree and the Education Foundation for District 58, can be held liable if a minor is served. Remember, these policies are designed for our guests' safety. They must be applied impartially. Alcohol awareness is a serious subject; and you, the Server, are the most important element to the program.

Take Action:

If you feel that a guest is intoxicated, you should cease serving the guests drinks immediately and inform your Manager. If the guests persists in ordering alcoholic beverages, acknowledge the drink request, but ask the Manager to explain to your guest that the drink must be declined.

Watch for these signs:

Be aware of the condition of your guests at all times. Any guest who has consumed more than three drinks could soon be approaching intoxication. An intoxicated person will usually display recognizable behavioral characteristics. Alert Manager at the first sign of any of these:

- Slurred speech, thick-tongued
- Eyes become glassy, unable to focus
- Unusual change in the color of facial skin going pale or flushed
- Loss of physical motor skills; staggers or stumbles when walking, spills drinks or food
- Abusive language; questioning the Server's performance; profanity, bragging
- Obvious changes in behavior; more or less talkative; loud voice
- Exaggerated emotional outbursts; crying or loud laughing

- Unable to respond coherently when addressed or questioned
- Unreasonable and exaggerated responses
- Blank staring, facial expression
- Obvious impairment of judgment
- Annoying other guests

Offer Alternatives

- If possible, invite the guest to stay and eat something
- Let the guest know that he or she is welcome to stay and finish their meal
- Offer complimentary food, check with the Manager.
- Arrange for a taxi if the guest is driving.
- Strongly discourage the guest from driving; if he or she ignores your suggestions and insists upon driving, call the Manager

Be Prepared

You will be dealing with a person who is to some degree “out of control”. The psychological message we give the guest is that we are in control of this situation. The guest will probably be offended and become argumentative. Do not attempt to “reason” with the guest. If you know the guest is belligerent or physically threatening, approach the guest with another employee/volunteers (preferably a Manager or police officer).

If the guest continues to be a problem, inform the Manager/Police. Never attempt to physically detain a guest on site.

NOTE: A person with a physical or mental disability may seem to have the same outward appearance as a guest who has had too much to drink. Your sensitivity is extremely important in all situations.

Violation Policies:

Any employee that knowingly violates the Lemon Tree Grocer and/or The State of Illinois liquor policies shall be terminated and reported to proper authorities.

I have read and understand this manual and that I hold a current BASSET Certificate.

Employee Signature: _____ Date: _____

Food Menu

- \$5 Handcrafted German Brats with sour kraut

- \$10 Half Rotisserie Chicken with potato pancakes, apple sauce, sour cream

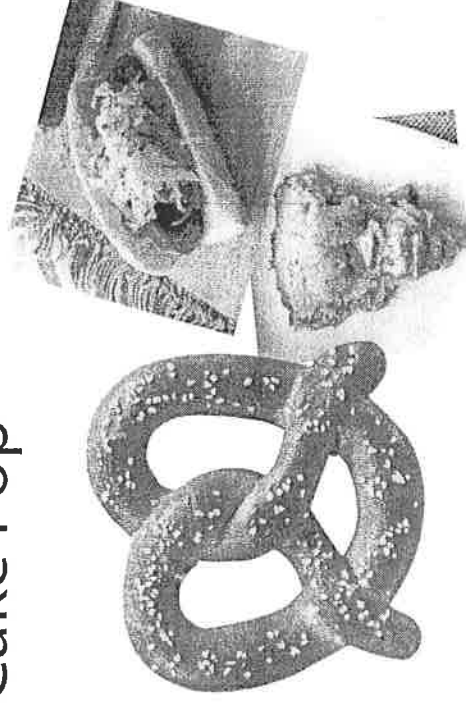
- \$5 Jumbo Artisans pretzels – Parmesan, cinnamon sugar, beer and mustard

- \$5 Mac-n-Cheese – Brussels Sprouts/Bacon or Parmesan Herb Crusted

Desserts -

- \$5 Home-baked apple cobbler

- \$4 German Chocolate Cake Pop



Music with DJ & Bands

School of Rock
Noon-3pm



Traditional Oktoberfest
Band & DJ 3-8pm

Virgil
Entertainment

Evolution
8-11pm



Local Band Suggestions:

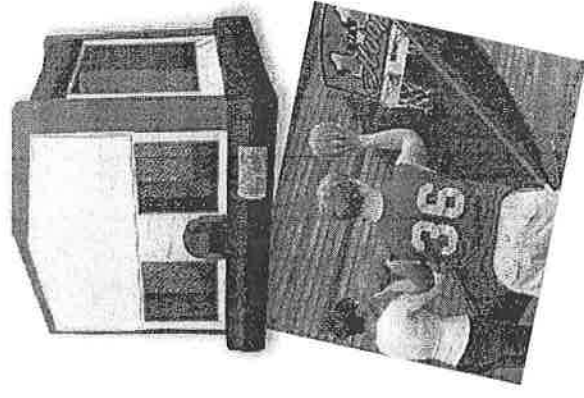
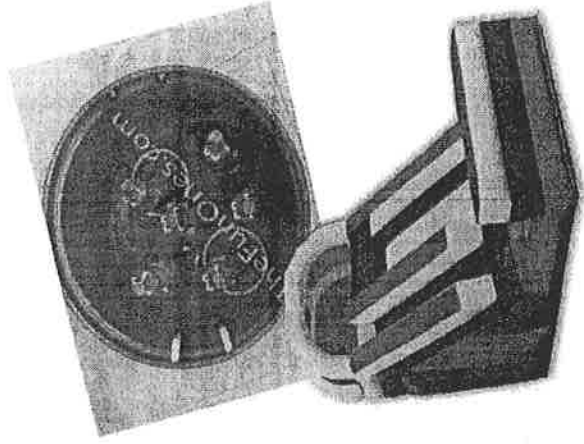
Oktoberfest Entertainmment

		9/13/2014 (Operations)													
		10:00 AM	11:00 AM	12:00 AM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM
STATION	AREA	DURATION	START	FINISH											
C	School of Rock	3:00	12:00 PM	3:00 PM											
D	Oktoberfest Band/DJ	5:00	3:00 PM	8:00 PM											
E	Revolution	3:00	8:00 PM	11:00 PM											

Family friendly Entertainment

Kid Zone Noon – 6pm

- Bounce house
- Kids Games
- Obstacle Course
- Basketball Hoops
- Slide



Beverage Menu

Beer

All Beers will be served in 12 oz

2 different Oktoberfest Style Craft Beers - \$5

3 - Two Brothers - \$5

Dog Days, Side Kick, Prairie Path

Three Floyds – Gumball Head - \$8

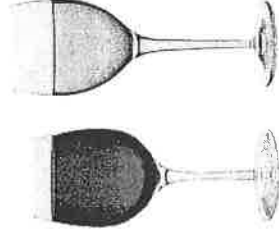


Wine

House German White 6 oz. - \$5

House German Red 6 oz. - \$5

Water & Soda \$2





presents



Saturday, September 13th | Noon - 11pm

Oktoberfest Ambiance & Entertainment

- White and Blue table cloths • Bavarian flags
- Tents & tent lighting • Beads
- Balloons
- Best Oktoberfest costume contest – male, female, group or couple

