

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**7/7/2015**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Temporary Use Permit for 2015 Oktoberfest	Stan Popovich, AICP Planning Manager

**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 12, 2015 from 11:00am to 12:00am.

**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

Staff estimates the costs of Village services to be \$6,484.00. All costs associated with the event will be billed to the applicant after the event.

**RECOMMENDATION**

Approval of the agreement on the July 14, 2015 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 12, 2015. 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 11:00 a.m. to 12:00 a.m on Saturday, September 12, 2015. Oktoberfest will feature food and beer and wine service and an entertainment stage throughout the duration of the event. A children's 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 at the NE 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 12. 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 13, 2015.

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 the 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.

In addition to the proposed Oktoberfest, there are two other Downtown events occurring that weekend. The YMCA Downtown Market has previously been approved for operation in Lot B from 7:00am to 12:30pm on Saturday September 12. Additionally, Downtown Management has requested approval for the Fine Arts Festival on Saturday September 12, and Sunday September 13, 2015 from 10:00am to 5:00 pm each day. The Fine Arts Festival is proposed to be held on Main Street between Curtiss Street and Grove Street. Curtiss Street will remain open during the event.

Due to the potential challenges of three events in the downtown, staff facilitated a group discussion with all event operators. The Village identified concerns and discussed potential solutions with the event operators to the different challenges. The parties agreed to work together managing these challenges. The attached spreadsheet notes the challenges, solutions and responsibilities.

The Oktoberfest application and the Fine Arts Festival application were reviewed by the Community Events Commission on June 11, 2015. The commission also reviewed the spreadsheet and discussed the challenges with all three event operators. The Commission determined that the challenges can be overcome with all parties meeting their responsibilities. The Commission voted 5-0 to forward a positive recommendation for both Oktoberfest and the Fine Arts Festival applications to the Village Council for approval.

## **ATTACHMENTS**

Resolution

Agreement with Exhibits

Event Timelines

Logistics Spreadsheet

Traffic Management Maps

**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 FOR THE  
2015 OKTOBERFEST**

WHEREAS, application has been made to conduct a special event known as the Educational Foundation of Downers Grove District 58 2015 Oktoberfest; and

WHEREAS, a portion of this special event will be conducted on public property (Burlington Avenue, west of Mochel Drive to Main Street), pursuant to the terms of the attached agreement for the temporary use of public property and 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 2015 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 \_\_\_\_\_ day of \_\_\_\_\_, 2015, 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 2015 Oktoberfest beginning at 2:00AM, Saturday, September 12, 2015 through 5:00 AM, Sunday, September 13, 2015 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 and Operation Plan.
  - 3.2. The Temporary Use shall comply with the provisions of the Downers Grove Municipal Code, including but not limited to, Chapter 4, or such successor provision as now or hereafter amended related to Temporary Use.
  - 3.3. The Temporary Use shall be established and operated in a safe and reasonable manner with due regard for the health and safety of persons and property. In no event shall the Temporary Use obstruct vehicular or pedestrian traffic in an unsafe or unreasonable manner.
  - 3.4. The Temporary Use Event shall be established and operated in a clean, well maintained and sanitary manner. In particular, but without limitation, the Licensee shall promptly and properly collect and dispose of all litter, trash and other waste materials associated with the Temporary Use, including materials in the adjacent public right of way originating from the Temporary Use. The Village shall have the right to remove or cause the removal of any debris, and otherwise maintain the public property of the Temporary

Use, in the event the Licensee fails to promptly and properly clean and maintain such area. In such event, the Licensee shall promptly reimburse the Village in taking such action.

- 3.5 The applicant shall provide the Village with a cash bond or irrevocable Letter of Credit in the amount of \$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 **INSURANCE REQUIREMENTS.** Prior to the execution of this Agreement, Licensee shall procure, and maintain throughout the duration of this Agreement, such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise in any way out of any actions by Licensee, Licensee's employees, Licensee's independent contractors, and by anyone whose acts Licensee may be liable, stemming from this Agreement. Costs for such insurance will be borne by the Licensee. The insurance policies required by this Agreement must equal or exceed, both in type and in amount that which is outlined below, that which is specified in the Contract Documents, or that which is required by law, whichever is greater.

Commercial General Liability	\$1,000,000/\$2,000,000/ per occurrence/aggregate
Workers Compensation Employers Liability	Statutorily required amount
Automobile Liability	\$300,000
Liquor Liability	\$1,000,000
Umbrella Liability	\$4,000,000

- 3.8.1 **Coverage Requirements.** In addition to requiring the coverage types and amounts listed above, this Agreement shall confer an obligation on the Licensee to acquire General Liability Insurance to include specific coverage for Products/Completed Operations,

Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis." Excess/Umbrella Liability Insurance, acquired in accordance with the specifications outlined above, shall include coverage for the premises, operations underground, collapse, explosion, products and any applicable event.

- 3.8.2 Additional Insured. In all insurance required under this Agreement, those obligations explicitly listed and implied, the Licensee shall name as Additional Insureds, **the Village of Downers Grove, and its officers, boards, commissions, elected and appointed officials, agents, employees, and volunteers**. Licensee must provide the Village with completed copies of any such endorsements as required by this article prior to any undertaking in accordance with this Agreement. The name of the organization endorsed as Additional Insured for all endorsements shall read "Village of Downers Grove."
- 3.8.3 Coverage Adequacy. Licensee shall maintain in effect all insurance coverages required by this Agreement their sole expense and with insurance carriers licensed to do business in the State of Illinois, and having a current A.M. Best rating of no less than A-VIII.
- 3.8.4 Waiver of Subrogation. Licensee hereby grants to Village a waiver of any right to subrogation which any insurer of said Licensee may acquire against the Village by virtue of the payment of any loss under such insurance. Licensee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Licensee has received a waiver of subrogation endorsement from the insurer.
- 3.8.5 Coverage Term. Insurance coverage must be in force for the complete term of this Agreement. If insurance expires during the term of the Agreement, a new certificate must be received by the Village at least ten (10) days prior to the expiration of this insurance. Any new insurance must meet the terms of the original contract.
- 3.8.6 Cancellation. Licensee must notify the Village within five (5) business days of any cancellation, non-renewal or material change that affects required insurance coverage. In the event Licensee fails to keep in effect at all times the specified insurance coverage, the Village may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- 3.8.7 Special Risks or Circumstances. The Village reserves the right to modify these requirements at any time, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- 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 Downers 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 immediate 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 12, 2015. 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 13, 2015.
    - 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 all affected businesses and residents of Acadia Buildings #1 and #2 of the parking ban and street closure in writing no less than fourteen (14) days prior to the event. The notification letter shall be prepared in a manner acceptable to the Village. Notification shall be coordinated with the Fine Arts Fest notification. Licensee shall submit the notification letter to the Village for review and approval no later than August 3, 2015.
    - 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.
  - 4.3 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.
  - 4.4 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.
  - 4.5 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.
  - 4.6 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 ensure that all Kid Fun Zone inflatables have a State of Illinois proof of inspection.
  - 4.13 Licensee shall submit a Severe Weather Plan no later than August 21, 2015. 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. The severe weather plan shall be a consolidated plan with the Fine Arts Festival and Farmer's Market.
  - 4.14 No later than August 28, 2015, 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.
  - 4.15 No later than August 28, 2015, Licensee shall submit a refundable cash bond or irrevocable letter of credit in the amount of \$10,000.
  - 4.16 DuPage County Health Department licensing shall be obtained if needed for service/preparation of food and drink outside.
  - 4.17 Ticket sales for alcohol shall end at 10:30 PM with all liquor service ending at 10:45 PM.
  - 4.18 Approval letters from any private property owner where their property will be utilized for the event.
  - 4.19 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.
  - 4.20 All streets and sidewalks must be cleaned at the conclusion of the festival.
5. Licensors 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 12:00 AM on Saturday, September 12, 2015.
  - 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 inspect the festival area prior to opening to ensure barricades have not been relocated.
    - 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

**LICENSOR:**  
Village of Downers Grove

By: 

By: \_\_\_\_\_  
Village Manager

Title BOARD MEMBER

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

Attest  
\_\_\_\_\_

Village of Downers Grove  
2015 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: 630-434-6873

Please print clearly in ink or type

**PART A: APPLICANT INFORMATION**

Name of Applicant: SHAWN BLACK / DIST 58 EDUCATION FOUNDATION

Address: [REDACTED]

City: [REDACTED] State: [REDACTED] Zip: [REDACTED] Phone: [REDACTED]

Email: SHAWN@LEMONTREEGROVER.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: SEE ABOVE

Address:

City: State: Zip: Phone:

Email:

**PART B: EVENT INFORMATION**

Name of Event: OKTOBERFEST

Event Location: MADHELD DR. B/T BURLINGTON & CURTISS

Description/Purpose of Event: MUSIC / FOOD / BEER & WINE EVENT W/ PROFITS  
BENEFITING 58 EDUCATION FOUNDATION

Date(s) Requested (month and day): SAT. SEPT. 12

Time of Event and/or Hours of Operation (Include for each day requested):  
11A-12A

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*
- Circus *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 and size of each that will be in use:

1	40 x 20 ft tent
1	20 x 10 ft tent

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

IN TOBEREST BENEFITING DSS EDUCATION FOUNDATION 9/13
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Temporary seating

Tables/Chairs:

Number proposed outdoors 40  
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. Contact Liquor Liaison at (630) 434-5542 at least 60 days in advance.**

Sale, cooking, 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.**

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.

- South 5K Route #1 – 20 volunteers required
- South 5K Route #2 – 13 volunteers required
- South 5K Route #3 – 17 volunteers required
- South 10K Route – 17 volunteers required
- North 5K Route #1 – 17 volunteers required
- North 5K Route #2 – 19 volunteers required
- North 5K Route #3 – 19 volunteers required
- North 5K Route #4 – 12 volunteers required

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

CLEAN UP WILL BE DONE BY LEMON TREE GROCER STAFF

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.

DESS EDUCATION FOUNDATION

**Prior to the issuance of a temporary use permit for a road race, the applicant shall pay the required race fee to cover the cost of Village services used in association with the event including, but not limited to, Police, Fire and Public Works. For all other temporary events, the 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.**

\*\*\*\*\*  
**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: \_\_\_\_\_

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 application for other similar permits or licenses at other locations.

If so, state the location: \_\_\_\_\_

Indicate disposition of application: \_\_\_\_\_

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**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.

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



Pursuant to  
430 ILCS 66/65

[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:** \_\_\_\_\_





Oktoberfest  
September 12<sup>th</sup>, 2015  
11:00AM-12:00AM

Dear Area Resident,

On September 12th, 2015 the Education Foundation will be hosting an outdoor event in your neighborhood. A map identifying the event layout is on the back of this notice. The following is an anticipated schedule of the days and events.

Burlington Ave will be closed between Mochel Ave and Main St and the end of access to building #1 parking access. Under no circumstances will we be blocking access to building #1 parking.

We understand this may be an inconvenience for you and appreciate your understanding. Our organization is a 501©3 not-for-profit that is raising money for D58 schools. If you would like more information about this event or have any questions regarding this event, please contact Shaun Black at 773-454-6834 or via email at [SBlackness@yahoo.com](mailto:SBlackness@yahoo.com).

Sincerely,

Shaun Black  
Board Member D58 Education Foundation  
Co-Owner Lemon Tree Grocer



Stan Popovich  
Senior planner  
Community development department

Shaun Black  
2015 Oktoberfest chairman  
D58 Education Foundation

Dear Mr. Popovich,

The education foundation for District 58 is submitting an application for street festival take place September 12, 2015. The goal of the event is to spread community awareness for the foundation as well as create the model for a successful annual fall fundraiser.

We plan on utilizing our relationships with Downers Grove Junior women's club, YMCA, Rotary club and DG downtown management to guarantee a successful event through ample volunteers.

The festival will consist of live music, DJ, German fare, kids amusement activities and a beer garden. The events will take place on Burlington, between Main and Mochel.

Please do not hesitate to call or email if you have any questions regarding this application and or any of the requirements.

Thanks,

Shaun Black  
D58 Board Member  
Oktoberfest Chairman



Education  
Foundation  
of Downers Grove  
District 58

*presents*

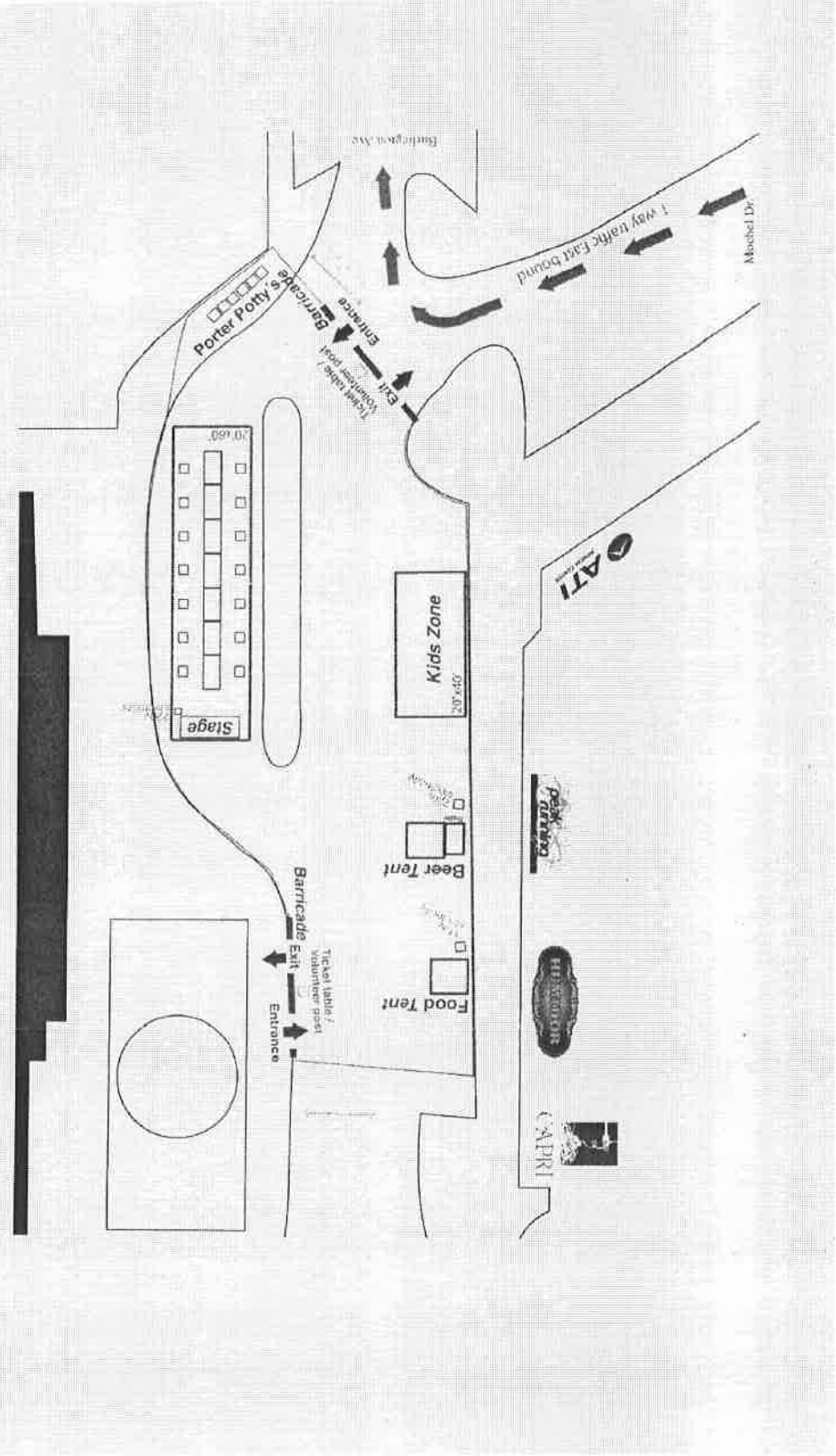


Saturday, September 12th | 11am - Midnight

# Why Oktoberfest?

- Community Event
- Raise awareness for 58 foundation
- Profit for the 58 foundation
- Help local businesses that give back to community

# Map with DJ and Band



# Music with DJ & Bands

School of Rock  
Noon-3pm



Traditional Oktoberfest  
Band & DJ 3-8pm



Evolution  
8-11pm

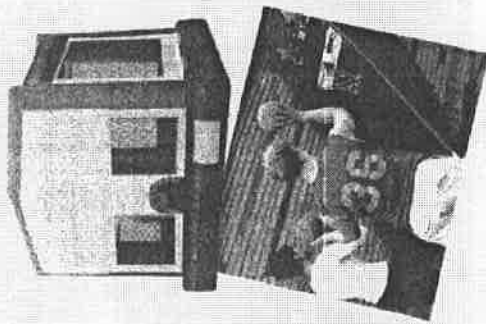
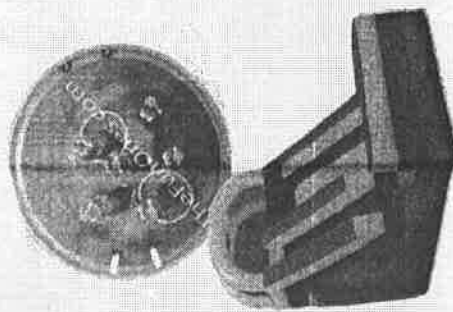


Local Band Suggestions:

# Family friendly Entertainment

**Kid Zone** Noon - 6pm

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



# Oktoberfest Ambiance & Entertainment

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





# 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



# 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

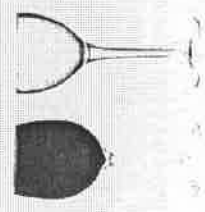
Three Floyds - Gumball Head - \$8

## Wine

House German White 6 oz. - \$5

House German Red 6 oz. - \$5

Water & Soda \$2



PRAIRIE PATH



# Event Volunteers

- Donna's Good Things  
- Christine Ferris Charity
- YMCA Staff / Board Members
- DGJWC Members
- Pedal Heads Organization Staff
- Acadia Bldg #1-3 Residents

**Management Team:**

Shaun Black- Executive Director (773) 454 6834

- Village /security liaison for the event and guest relations

Laura Taylor- Operations Director

- 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 8th at 6pm and again Friday, September 11<sup>th</sup> 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. Written instructions will be provided to the village for each station for volunteers 24 hours prior to the event and will be signed by each volunteer prior to them working.

#### 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. Servicemaster will do a final clean on Sunday morning by 9am.

#### Porta Potties

4 standard and 1 handicapped accessible porta potties will be delivered between 8-10am on Saturday September 12<sup>th</sup> and will be removed by 10pm on Sunday September 13<sup>th</sup>. 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.

#### Capacity

We expect 2000 people throughout the 2 days 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. They have agreed to

Private security will be hired for the morning and afternoon sessions and we wish to have DGPD provide 1 officers for the event on Saturday September 12<sup>th</sup> from 8pm-11pm.

#### Severe Weather Plan

**Severe Weather Plan Oktoberfest 2015**

for

Burlington road between Mochel and Main Street

DATE OF EVENT: 9/12/2015

## EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at Oktoberfest site, such as Shaun Black, Mark Legar , or Chris Ondrus):

EMERGENCY COORDINATOR:

Name: Shaun Black

ASSISTANTS TO PHYSICALLY CHALLENGED:

Name: Laura Taylor

## EVACUATION ROUTES

- Evacuation route maps and emergency phone numbers will be posted throughout the event. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Assembly points
    - Train Station
    - Lemon Tree Grocer
    - 1<sup>st</sup> floor of Parking Garage
  
- Site personnel will know the evacuation routes.



EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

SECURITY: 911

## SEVERE WEATHER AND NATURAL DISASTERS

### ***Tornado:***

- When a warning is issued by sirens or other means, seek inside shelter.  
Consider the following:
  - Train Station
  - Garage of Acadia building #3
  - Garage of Acadia building #1
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

## TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_  
 ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

<p><b>VOICE CHARACTERISTICS</b></p> <p><input type="checkbox"/> Loud                      <input type="checkbox"/> Soft  <input type="checkbox"/> High Pitch              <input type="checkbox"/> Deep  <input type="checkbox"/> Raspy                      <input type="checkbox"/> Pleasant  <input type="checkbox"/> Intoxicated              <input type="checkbox"/> Other _____</p>	<p><b>SPEECH</b></p> <p><input type="checkbox"/> Fast                      <input type="checkbox"/> Slow  <input type="checkbox"/> Distinct                  <input type="checkbox"/> Distorted  <input type="checkbox"/> Stutter                    <input type="checkbox"/> Nasal  <input type="checkbox"/> Slurred                    <input type="checkbox"/> Other _____</p>	<p><b>LANGUAGE</b></p> <p><input type="checkbox"/> Excellent                <input type="checkbox"/> Good  <input type="checkbox"/> Fair                        <input type="checkbox"/> Poor  <input type="checkbox"/> Foul                        <input type="checkbox"/> Other _____</p>
<p><b>ACCENT</b></p> <p><input type="checkbox"/> Local                      <input type="checkbox"/> Not Local  <input type="checkbox"/> Foreign                    <input type="checkbox"/> Region _____  <input type="checkbox"/> Race _____</p>	<p><b>MANNER</b></p> <p><input type="checkbox"/> Calm                      <input type="checkbox"/> Angry  <input type="checkbox"/> Rational                  <input type="checkbox"/> Irrational  <input type="checkbox"/> Coherent                  <input type="checkbox"/> Incoherent  <input type="checkbox"/> Deliberate                <input type="checkbox"/> Emotional  <input type="checkbox"/> Righteous                <input type="checkbox"/> Laughing</p>	<p><b>BACKGROUND NOISES</b></p> <p><input type="checkbox"/> Factory                    <input type="checkbox"/> Trains  <input type="checkbox"/> Machines                  <input type="checkbox"/> Animals  <input type="checkbox"/> Music                       <input type="checkbox"/> Quiet  <input type="checkbox"/> Office                      <input type="checkbox"/> Voices  <input type="checkbox"/> Machines                  <input type="checkbox"/> Airplanes  <input type="checkbox"/> Street                      <input type="checkbox"/> Party  <input type="checkbox"/> Traffic                      <input type="checkbox"/> Atmosphere</p>

### BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at \_\_\_\_\_ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

*Upon being notified about the fire emergency, occupants must:*

- Leave the festival using the designated escape routes.
- Assemble in the designated area (Train Station, Lemon Tree, Parking Garage):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

*Highest Ranking on site official must*

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

*2<sup>nd</sup> Highest Ranking on site official must*

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

## EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify) \_\_\_\_\_  
(e.g., terrorist attack/hostage taking)

### MEDICAL EMERGENCY FORMS

- Call medical emergency phone number (check applicable):
  - Paramedics
  - Ambulance
  - Fire Department
  - Other

Provide the following information:

- a. Nature of medical emergency,
  - b. Location of the emergency (address, building, room number),  
and
  - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
  - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Shaur Blak Phone: 793 454 6834

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

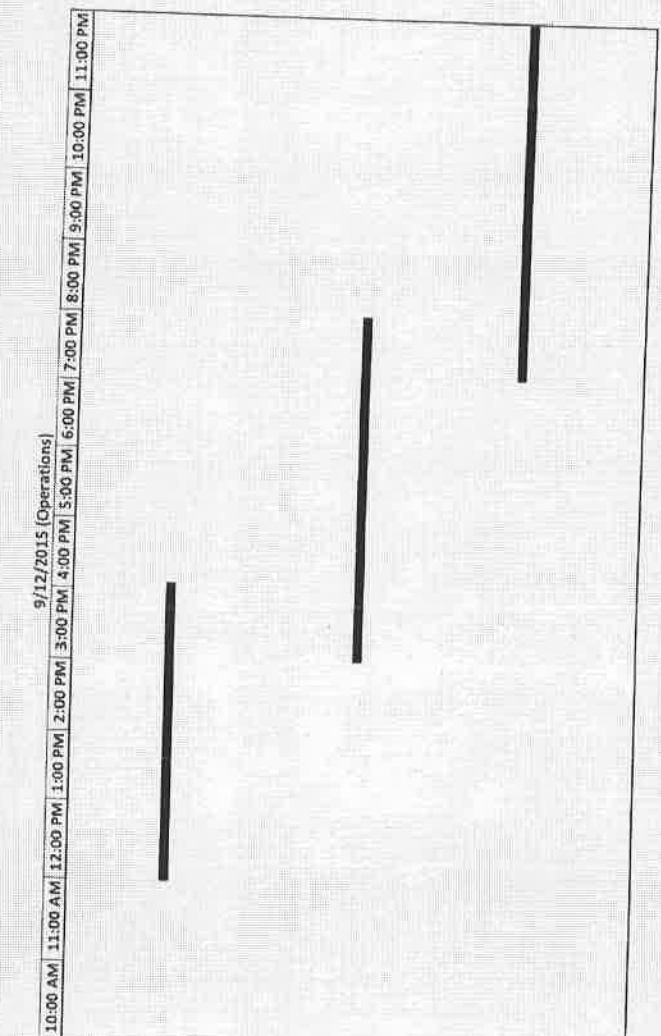
- If personnel trained in First Aid are not available, as a minimum, attempt

9/12/2015 (Security Staff Schedule)

STATION	AREA	DURATION	START	FINISH
Ultimate Security and Investigators of America	Officer 1	6:00	12:00 PM	6:00 PM
Ultimate Security and Investigators of America	Officer 2	6:00	6:00 PM	12:00 AM
Ultimate Security and Investigators of America	Officer 3	6:00	12:00 PM	6:00 PM
Ultimate Security and Investigators of America	Officer 4	6:00	6:00 PM	12:00 AM
Ultimate Security and Investigators of America	Officer 5	6:00	12:00 PM	6:00 PM
Ultimate Security and Investigators of America	Officer 6	6:00	6:00 PM	12:00 AM
DC Police Department	Officer 1	6:00	6:00 PM	12:00 AM

10:00 AM | 11:00 AM | 12:00 PM | 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

9/12/2015 (Operations)



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

VOLUNTEER STATION					9/17/2015 VOLUNTEER SCHEDULE													
VOLUNTEER	STATION	AREA	DURATION	START	FINISH	12:00 AM	11:00 AM	12:00 PM	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
2	A	Table (N/W) 2 Volunteers	4:00	12:00PM	4:00PM													
2	A	Table (S/E) 2 Volunteers	4:00	12:00PM	4:00PM													
2	B	Table (N/W) 2 Volunteers	4:00	4:00PM	8:00PM													
2	B	Table (S/E) 2 Volunteers	4:00	4:00PM	8:00PM													
2	C	Table (N/W) 2 Volunteers	4:00	8:00PM	11:00PM													
2	C	Table (S/E) 2 Volunteers	4:00	8:00PM	11:00PM													
1 or 2	A	Raffle 1 Volunteer	4:00	12:00PM	4:00PM													
1 or 2	B	Raffle 1 Volunteer	4:00	4:00PM	8:00PM													
1 or 2	C	Raffle 1 Volunteer	4:00	8:00PM	11:00PM													
3	A	Games	1:00	12:00PM	1:00PM													
3	B	Games	1:00	1:00PM	2:00PM													

TOTAL = 21 to 24 Volunteers





# APPLICATION FOR SPECIAL EVENT LIQUOR LICENSE



Retailer  
 Not-for Profit

PLEASE PRINT OR TYPE

1. Applicant EDUCATION FOUNDATION D58 Phone: 630 719 5800  
 Date of Birth \_\_\_\_\_ Driver's License No. \_\_\_\_\_  
 Relationship to Business SHAUN BLACK (BOARD MEMBER)

2. Liquor License No. (If applicable) \_\_\_\_\_ Phone: \_\_\_\_\_  
 Business Name EDUCATION FOUNDATION D58  
 Address 1810 W 34th ST DOWNERS GROVE  
 (Street) (City) (Zip)

3. Nature of Special Event (explain fully) FUNDRAISER FOR EDUCATION FOUNDATION DISTRICT 58

Will there be any charitable games/raffles/door prizes?  Yes, explain: KIDS GAMES SD/SD RAFFLE

4. Location of Event (Specify location upon the premises, inside/outside - attach sketch).  
ON BURLINGTON B/T MOCHEL & MAIN  
 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) 9/12/2015

6. Time(s) of Event: 11AM - 12AM

7. Entertainment  Yes, explain: DJ & 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. \_\_\_\_\_ Effective Dates \_\_\_\_\_

### 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/hearing procedures
  - Certificate of Insurance \*\*Copy of policy must be attached
  - Application fee; based on following guidelines (to be determined by staff):  
 "S-1" if a public hearing is required: \$469.00  
 "S-2" public hearing is waived: Liquor Commissioner administrative issuance: \$109.00
  - 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: SM  
 NAME: Shawn Blake  
 TITLE: Board Member

Subscribed and sworn to before me  
 this \_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_

\_\_\_\_\_  
 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](http://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) 814-2205

LOCAL Permission is hereby granted for the above special event

Date \_\_\_\_\_

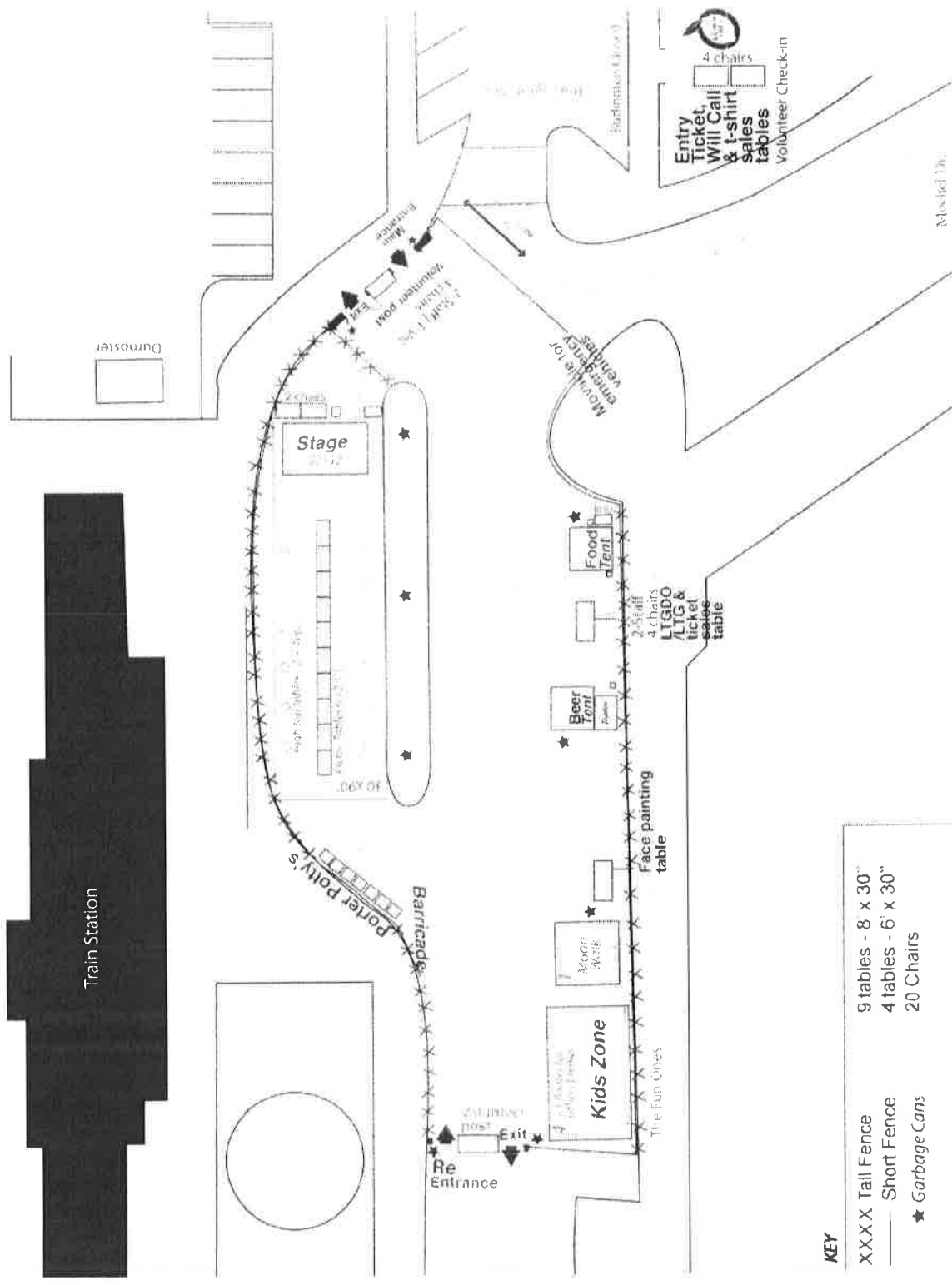
\_\_\_\_\_  
 Mayor/Liquor Commissioner

**FOR OFFICE USE ONLY:**

License No. \_\_\_\_\_ Issued \_\_\_\_\_ Expires \_\_\_\_\_ Fee \$ \_\_\_\_\_ Cash/Check # \_\_\_\_\_

YEAR: \_\_\_ 1<sup>st</sup> license: \_\_\_ 2<sup>nd</sup> license: \_\_\_ 3<sup>rd</sup> license: \_\_\_ 4<sup>th</sup> license: \_\_\_ 5<sup>th</sup> license: \_\_\_ 6<sup>th</sup> license

Copy to Police Dept \_\_\_\_\_ ILCC License No. \_\_\_\_\_ Received \_\_\_\_\_



KEY

- XXXX Tall Fence
- Short Fence
- ★ Garbage Cans
- 9 tables - 8' x 30"
- 4 tables - 6' x 30"
- 20 Chairs

## Lemon Tree Grocer Special Event Liquor Serving Guidelines Proposal:

Saturday September 12, 2015

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:**

- 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 some 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.

#### Village of Downers Grove Alcohol Awareness Programs:

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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



# 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

Evolution  
8-11pm



## Virgil



The Virgil Group



Issue / Concern	Is this an issue to your organization?			Potential Solutions	Who Does What By When	Other Comments
	YMCA	DTM	D58			

**Approval Schedule**

ArtFest and Oktoberfest - CEC and Council at the same time. The YMCA is already approved	N	N	N		June 11 - Community Events Commission July 7 & 14 - Village Council review	
--	---	---	---	--	---	--

**Notifications (Pre-event)**

To DG businesses, residents and patrons	N	N	N	YMCA, DTM, and D58 websites shall have the same materials posted.	Collective coordination between D58, DTM and YMCA of notification to all business and residents in the downtown.	DTM sends out email blast to all residents and businesses in Downtown for their events. YMCA primary marketing is the banner. YMCA will take care of their own vendor notifications.
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**Street Closure at 9:00 pm Friday Night - Art Fest ( event team ok with 7pm closure)**

Volunteers 4:45 pm - 9:00pm	Y	N	N	DTM to have volunteers on the street. YMCA to notify their vendors about alternate route to the market	DTM to notice DT Business and property owners. Vendor route map developed and completed	Art Fest vendors can start unloading and setting up after street closure is complete.
-----------------------------	---	---	---	--	---	---

**Art Fest**

Final Street Layout for vendors	N	N	N			DTM Completed
15' Fire Lane indication on map	N	N	N			DTM Completed

**Street Closure at 2:00am - Oktoberfest**

YMCA vendor notification regarding route for set-up	Y	N	N	develop a map for notification		D58 Completed - map developed for hand out to YMCA vendors
No parking on Burlington - difficult movements - keep traffic flow moving	N	N	N	All OK with plan on Burlington	DTM, YMCA, D58 all understand Village reasoning (safety, traffic flow, confusion w/ alternate striping) behind Burlington parking restrictions. YMCA expressed concerns about closure but they will deal with it.	YMCA have late arriving vendors who park on Burlington and carry goods over the berm. These vendors will have to be notified in advance and will have to adjust for this day.

**5:30am Set up for YMCA vendors**

Small vendor access to market via closed Oktoberfest area	N	N	N		D58 to allow YMCA vendors access to Lot B through the east half of the Oktoberfest area. The YMCA vendors are to be set-up by 6:45am per their contract. The fence around Oktoberfest can not be installed in this area until after 6:45.	
New route for YMCA vendors	N	N	N	YMCA prefers vendors come south on Main, east on Curtiss and North on Mochel. Those coming south on Washington will be met by a volunteer at Washington and Burlington and re-directed to the event. Traffic from the SW will be encouraged to exit onto Ogden Avenue and come S on Main Street.	YMCA to have volunteer at Burlington and Washington to direct vendors. Village to place signs for YMCA vendors at Mochel and Burlington and at the Parking garage street entrance. D58 volunteers to pass out materials to YMCA vendors at last August and 1st September market showing them the revised acces routes.	Map completed
YMCA vendor parking west of Main Street	N	N	N			YMCA vendors park in Forest North Lot and Village Hall. DTM vendors park at 5100 Forest or Village Hall. D58 doesn't have vendors parking just dropping off stuff. D58 volunteers park in the garage.

Issue / Concern	Is this an issue to your organization?			Potential Solutions	Who Does What By When	Other Comments
	YMCA	DTM	D58			
<b>Set-up Oktoberfest and Art Fest while Market operating 7 - 10am</b>						
Vendor access to Oktoberfest and Art Fest	N	N	N		D58 to develop a consolidated map identifying all vendor parking areas for the three events.	Map Completed. D58 vendors - 3 big trucks that are in/out in 45 minutes. Six D58 volunteers on site during this time.
Conflicts between pedestrians and vehicles (safety concern)	N	N	N		D58 will have volunteers ensuring no conflict between vendor vehicles and pedestrians going to the market	
Vendors moving cars to park	N	N	N		DTM vendors to have parking placard in window which allows access to the closed area. This will be monitored at both entrances to the event. DTM vendors come in, drop off, set-up and leave.	6am Artfest set up for those not setting up Friday night Oktoberfest Fence set up at 6am
DG inspections of tents, bounce houses and barricade set-up	N	N	N			DG will schedule inspections in typical fashion.
Relocate Octoberfest Ticket booth	Y	N	N		D58 agreed to move booth south of the train Station bld	

**Oktoberfest / Art Fest / Market all operating (11am - 12:30pm)**

Traffic Management and circulation	N	N	N			no concerns expressed
Parking locations and coordination of event parking	N	N	N	DTM, YMCA & D58 to develop a map for all visitors. Maps will be available at the YMCA market the 1st September weekend. This map should also be posted on each organizations website.	D58 developed map	
Pedestrian - vehicle conflicts during events	N	N	N	Moving of ticket booth should assist in safe crossing		

**Oktoberfest / Art Fest operating -Market is tearing down (12:30pm - 2:00pm)**

Market vendors access Lot B	N	N	N		YMCA Vendors will follow route to the market. They can breakdown at 12:45, most will be out by 1:30.	
Traffic management and circulation	N	N	N			no concerns expressed
Who is opening of Lot B for participants while YMCA vendors vacate	N	N	N		YMCA volunteers at entry to Lot B. Once the majority are out and all are broken down, Lot B will be opened to the public.	

**Oktoberfest / Art Fest Operating and Market closed (2:00pm - 5:00pm)**

Music conflicts	N	N	N			DTM to have classical music in pocket park between Emmett's and the Wine Shop. D58 to have polka music until 6 and classic rock after 6. No concerns expressed
Traffic management and circulation	N	N	N			no concerns expressed

**Vendor parking - where is everyone parking? are there conflicts?**

YMCA	N	N	N	DTM, YMCA, & D58 to work together on a common vendor parking, customer parking map		Y Vendors park in Forest North lot and at Village Hall
Art Fest	N	N	N			DTM vendors typically park at 5100 Forest Avenue and at Village Hall.
Oktoberfest	N	N	N			Vendors don't park, they just drop off stuff and leave. Volunteers park in deck or at library.



Issue / Concern	Is this an issue to your organization?			Potential Solutions	Who Does What By When	Other Comments
	YMCA	DTM	D58			

**Impact on Downtown Businesses**

Deliveries to businesses (accessibility)	N	Y	N	Notify businesses regarding deliveries	DTM to notify businesses.	Giordano's and Millie & Louisa's have deliveries on weekends, believe they can use the alley behind their buildings for the day.
Limited parking for patrons and staff	N	N	N	Develop a coordinated map of event parking areas for all three events.	D58 to develop map.	Map completed

**Life Safety**

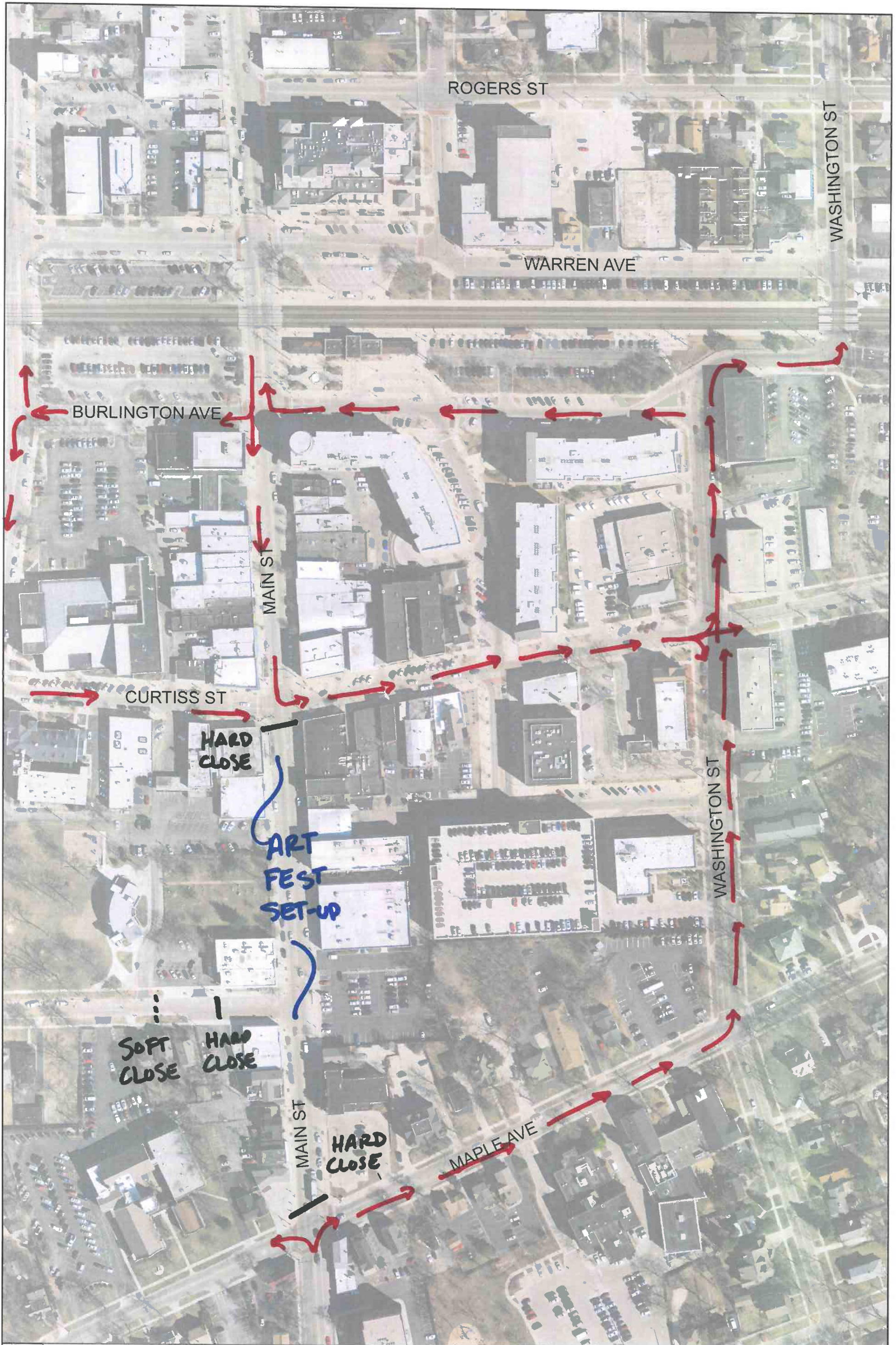
Ability to respond to an emergency	N	N	N	DTM, D58 and YMCA to develop a consolidated emergency management and shelter plan.		Plan completed
Coordinated Severe weather/evacuation/emergency plan	N	N	N	DTM, D58 and YMCA to develop a consolidated emergency management and shelter plan.		Plan completed. Library is open from 9a - 5p on Saturday. D58 have access to Lemon Tree and parking garage of Acadia buildings 2 and 3. Believe the train station is closed at noon. Lincoln Center may be open for emergencies as well.
Communication plan if something happens at one event, how to notify other event coordinators	N	N	N	DTM, D58 and YMCA to develop a consolidated emergency management and shelter plan.		Need point of contact for each event with cellphone numbers. If something were to happen at one event, other coordinators should be contacted immediately so they can begin evacuations of their own event and send customers to a shelter. Village PD will send patrol zone vehicle in case events need to be shut down based on weather.
Unified Command	N	N	N	DTM, D58 and YMCA to develop a consolidated emergency management and shelter plan.		Completed

**Detour Routes**

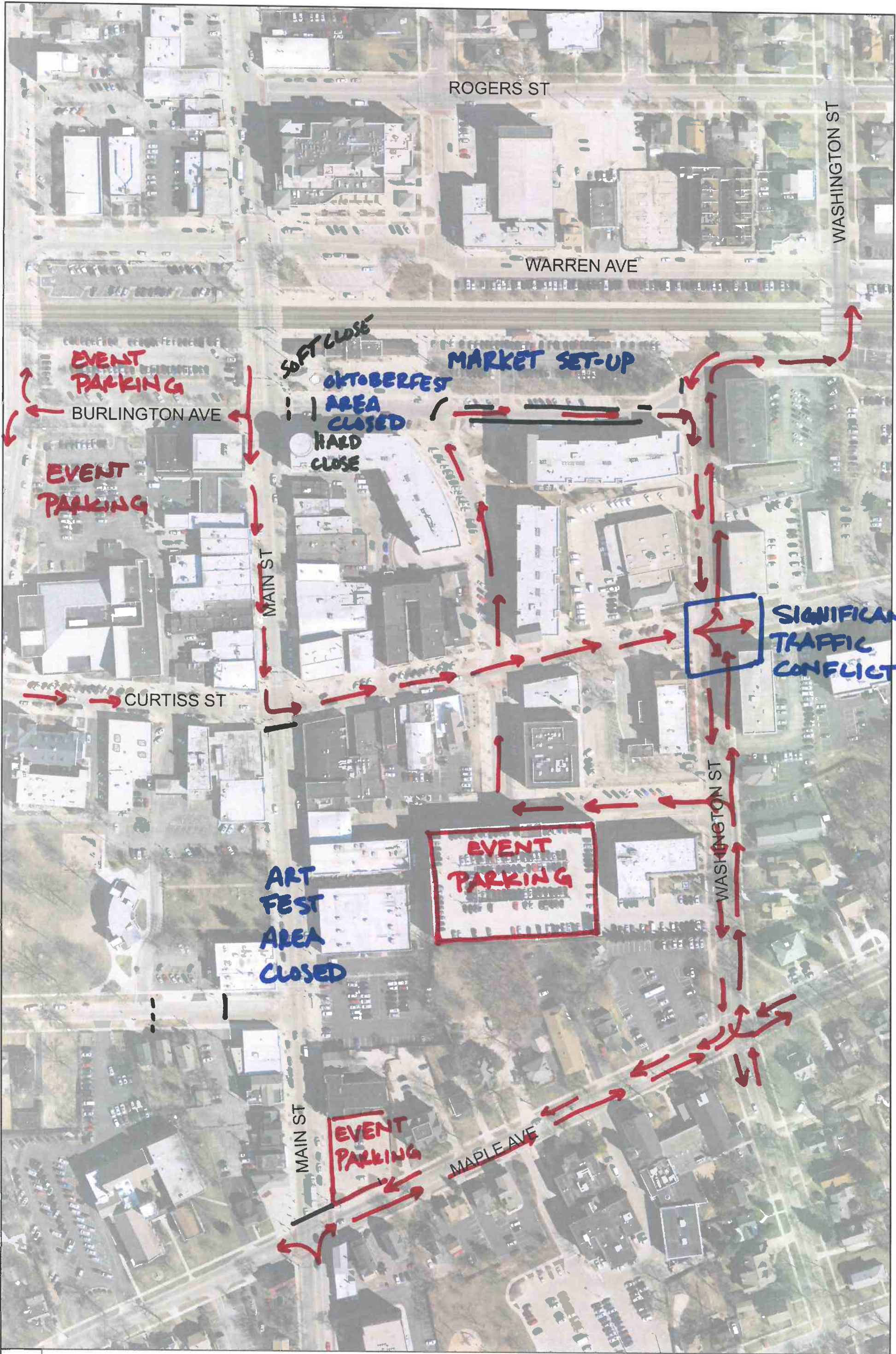
Coordinated signs	N	N	N	Place coordinated signs around downtown for vendor and event parking.	Village to place coordinated signs around downtown.	Main and Maple parking lot open for customers.
Coordinated parking signage	N	N	N	Place coordinated signs around downtown for vendor and event parking.	Village to place coordinated signs around downtown.	Detour for Main Street southbound traffic will still include a soft close on Main to encourage drivers to detour on Franklin to Forest.

**Other Concerns**

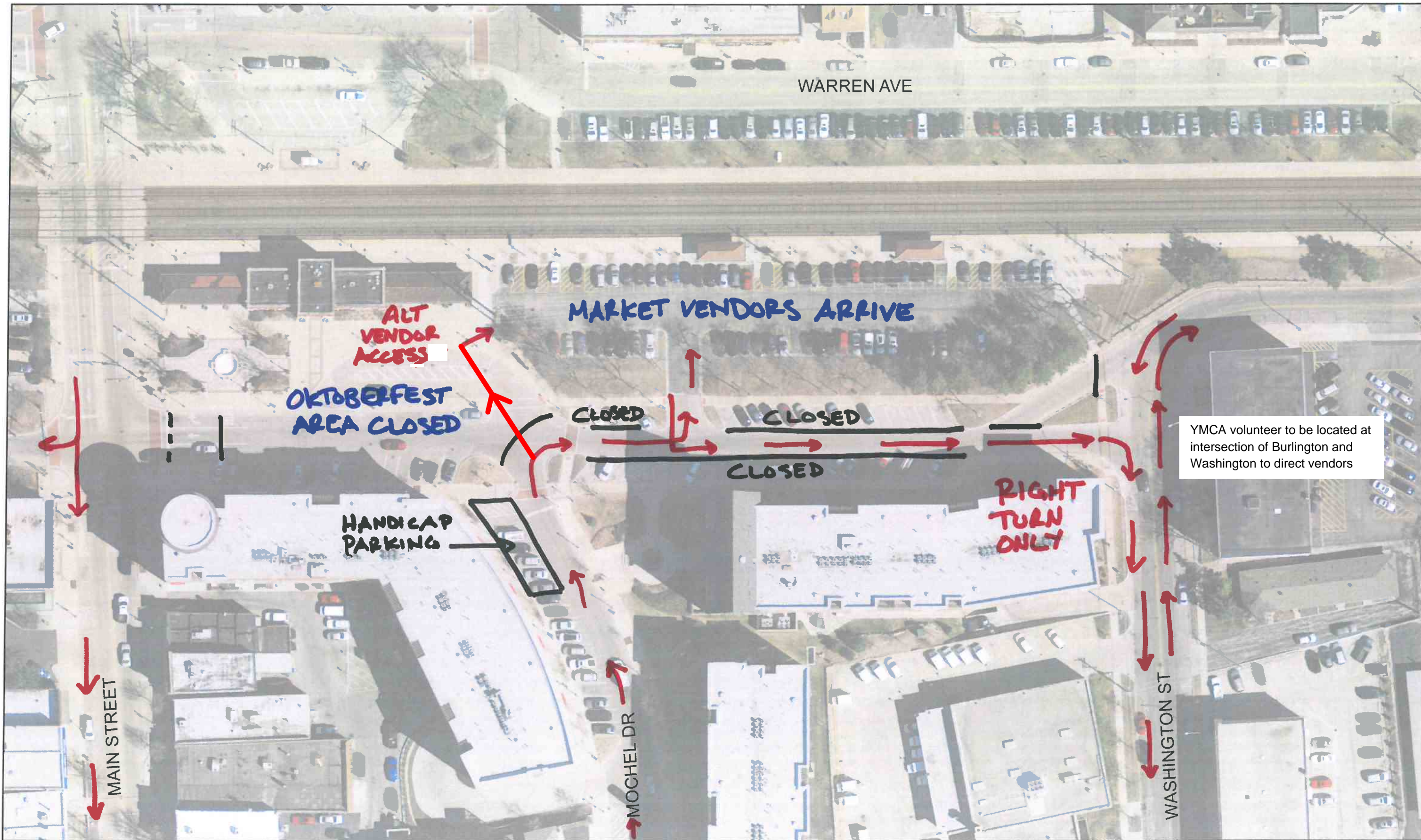
Metra platform construction	N	N	N			platform construction work completed
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FRIDAY AT 10:00 P.M



**SATURDAY AT 5:00 A.M.**



SATURDAY 5:00 A.M

YMCA volunteer to be located at intersection of Burlington and Washington to direct vendors

WARREN AVE

MARKET VENDORS ARRIVE

ALT VENDOR ACCESS

OKTOBERFEST AREA CLOSED

CLOSED

CLOSED

CLOSED

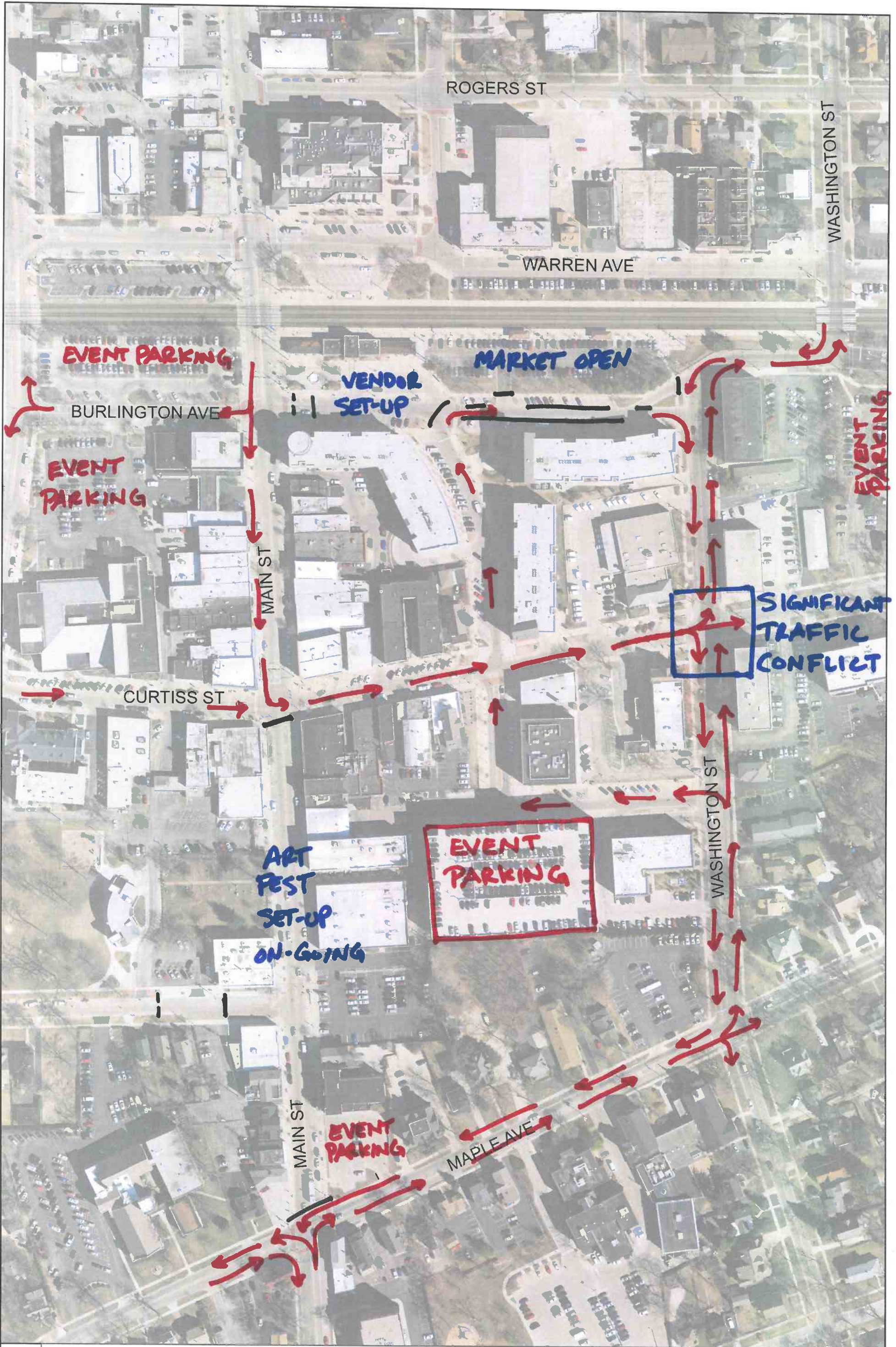
RIGHT TURN ONLY

HANDICAP PARKING

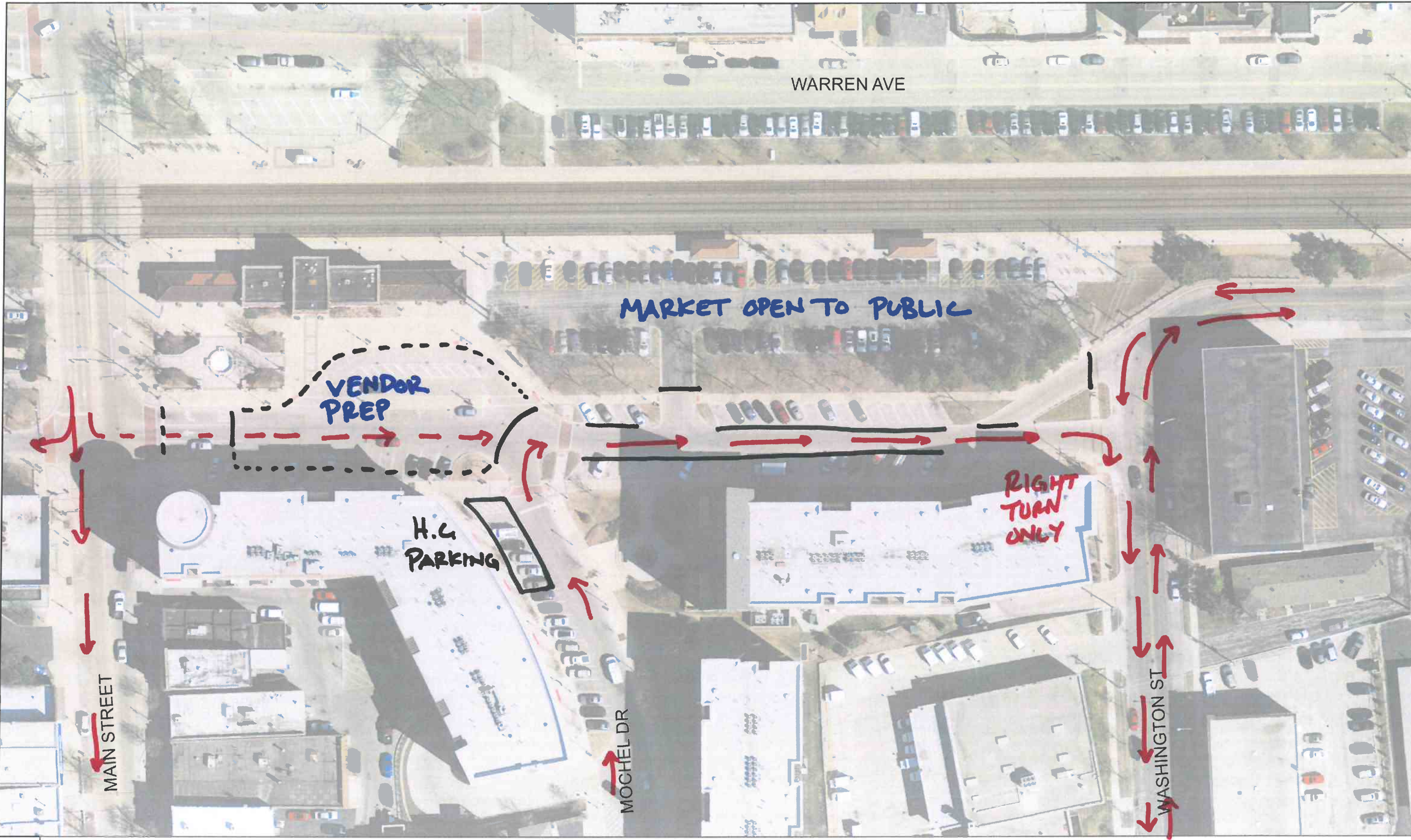
MAIN STREET

MOCHEL DR

WASHINGTON ST



**SATURDAY 8:00 AM**



WARREN AVE

MARKET OPEN TO PUBLIC

VENDOR PREP

H.G. PARKING

RIGHT TURN ONLY

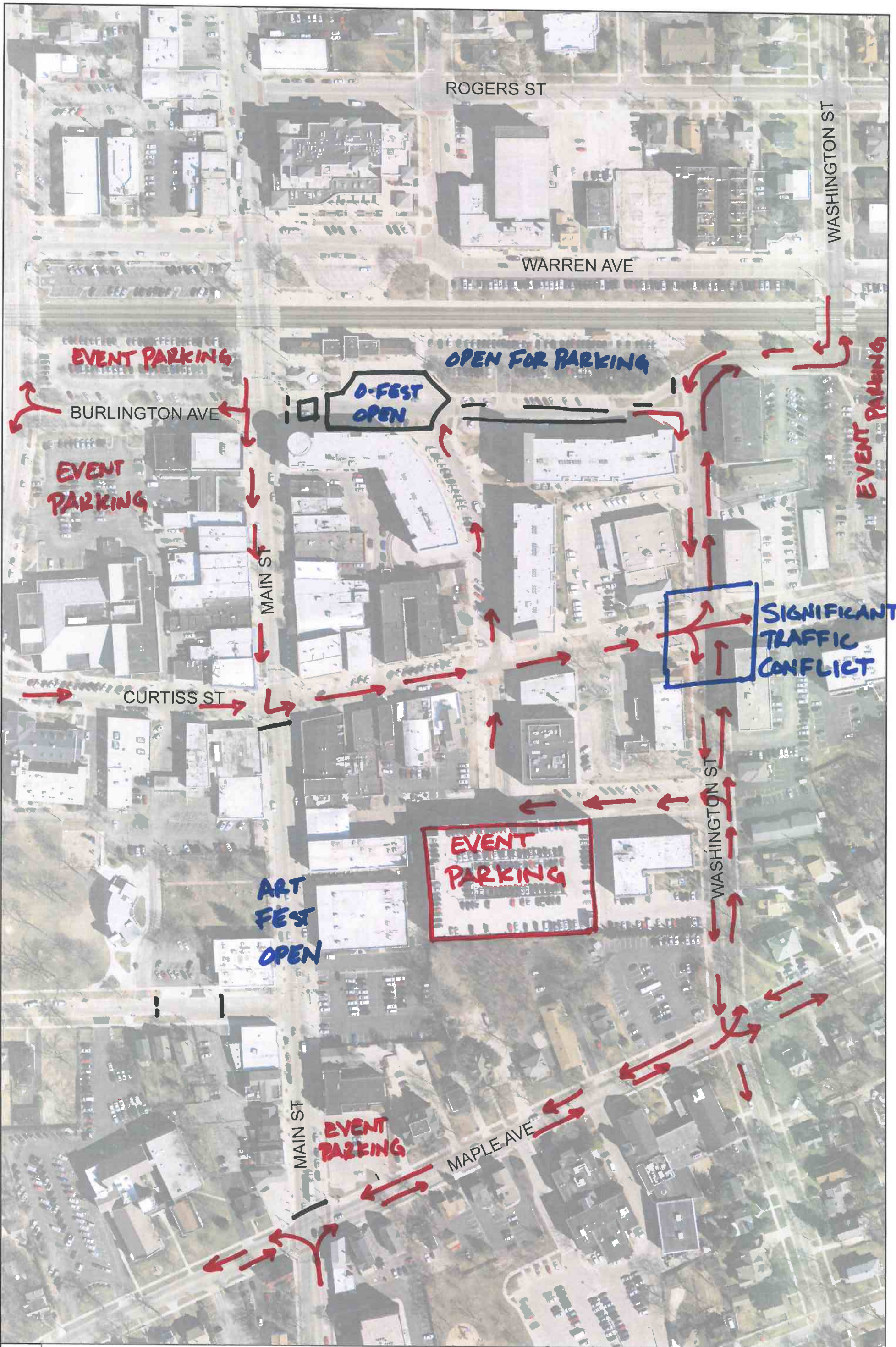
MAIN STREET

MOCHEL DR

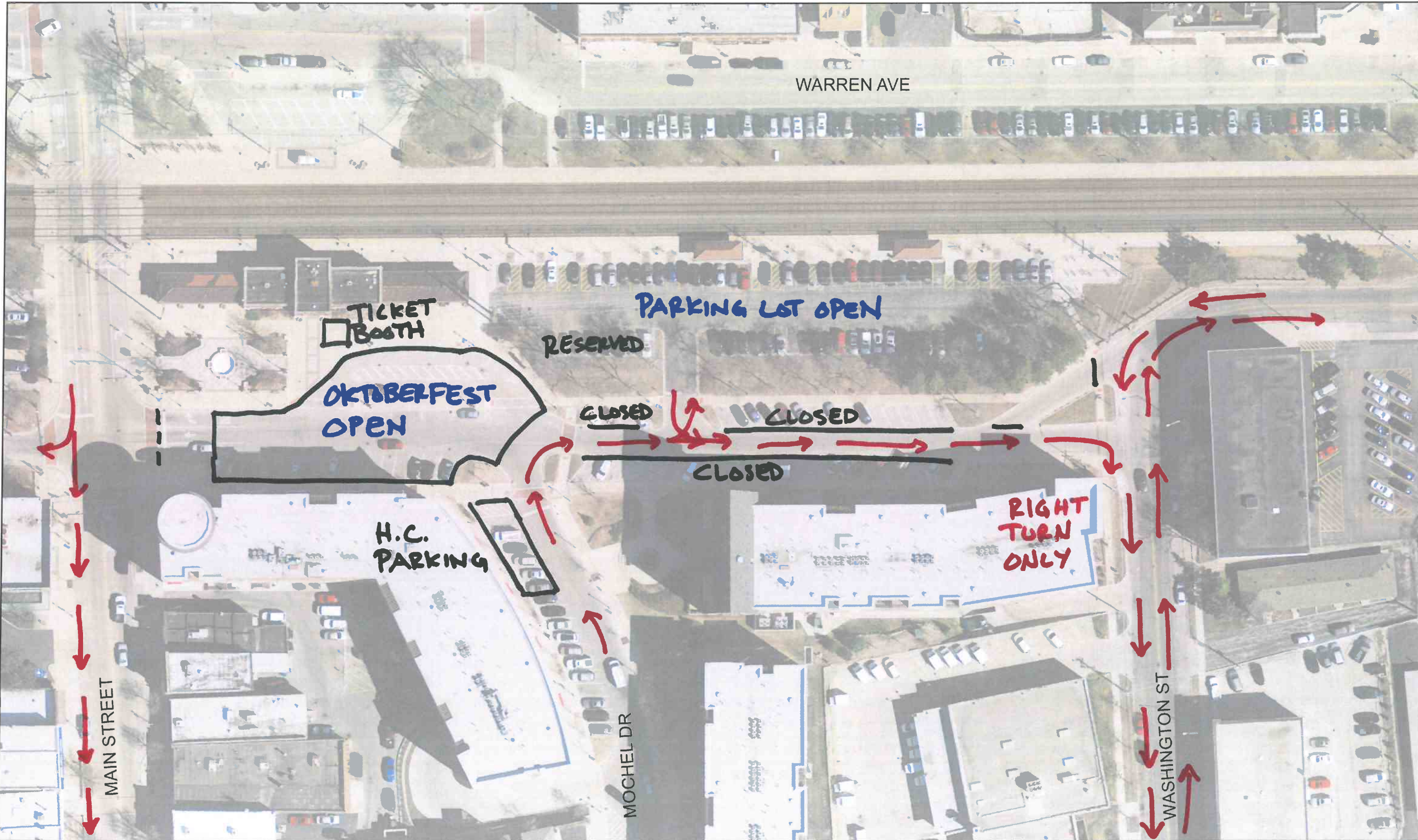
WASHINGTON ST



SATURDAY 9:00 AM



**SATURDAY 2:00P.M**



WARREN AVE

TICKET BOOTH

PARKING LOT OPEN

RESERVED

OKTOBERFEST OPEN

CLOSED

CLOSED

CLOSED

H.C. PARKING

RIGHT TURN ONLY

MAIN STREET

MOCHEL DR

WASHINGTON ST



SATURDAY 2:00 PM