

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
2/9/2016

SUBJECT:	SUBMITTED BY:
2016 Rotary Grove Fest Agreement	Stan Popovich, AICP Director of Community Development

SYNOPSIS

A resolution has been prepared authorizing the Village to enter into an agreement with the Rotary Club of Downers Grove to hold the 2016 Rotary Grove Fest in downtown Downers Grove on June 23 - 26, 2016.

STRATEGIC PLAN ALIGNMENT

The strategic goals for 2015-2017 include *Exceptional Municipal Services*.

FISCAL IMPACT

Under the terms of the agreement, the Rotary Club would be responsible for all costs incurred by the Village. The Village uses standard billing rates for all employees that work during the festival. The Village is currently finalizing the number of employee hours that are necessary to service the event. These costs would be billed to the applicant after the event. The proposed agreement requires that the applicant provide a letter of credit for 120% of the estimated costs at least 14 days prior to the event.

RECOMMENDATION

Approval on the February 16, 2016 active agenda.

BACKGROUND

The Downers Grove Rotary Club is proposing to conduct the seventh annual Grove Festival. The festival is proposed for June 23-26, 2016. The event will have the same layout and activities as last year's festival. The Rotary Club is proposing the following activities for this year's event: amusement games and rides, food vendors, a beer garden, one stage for musical entertainment, space for not-for-profit organizations, a craft beer event (on Saturday afternoon), a car show (on Sunday) and a craft fair in Fishel Park (on Saturday and Sunday). The organizers are expecting between 20,000-25,000 attendees over the entire event.

The festival's hours of operations are as follows:

- Thursday, June 23, 2016 5:30 pm – 10:00 pm
 - Amusement rides
- Friday, June 24, 2016, 12:00 pm – 11:00 pm
 - Amusement rides & vendors 12:00 pm – 11:00 pm
 - Entertainment area 5:00 pm – 11:00 pm
 - Restaurants & Exhibitors 12:00 pm – 11:00 pm
 - Beer Garden 5:00 pm – 11:00 pm

- Saturday, June 25, 2016, 9:00 am – 11:00 pm
 - Craft Fair 9:00 am – 5:00 pm
 - Not for Profits 12:00 pm – 5:00 pm
 - Craft Beer Event 12:00 pm – 4:00 pm
 - Beer Garden 5:00 pm – 11:00 pm
 - All other activities 12:00 pm – 11:00 pm
- Sunday, June 26, 2016, 12:00 pm – 10:30pm
 - Craft Fair Hours: 10:00 am – 4:00 pm
 - Car show 10:00 am – 4:00 pm
 - Not for Profits: 12:00 pm – 5:00 pm
 - All other activities: 12:00 pm – 10:30 pm

Street closures and parking lot closures would begin on Tuesday, June 21, 2016 at approximately 7:00 pm. Main Street will be closed on Thursday, June 23, 2016 at 3:00 pm. All lots and streets will be open by 5:00 am on Monday, June 27, 2016.

A detailed site plan is attached within the Rotary Club's application. The event will have the same boundaries and layout as the 2015 event:

- Main Street between Rogers Street and Curtiss Street
- Warren Avenue from Washington Street to Forest Avenue
- Burlington Avenue from Mochel Drive to Forest Avenue
- Curtiss Street will remain open for the duration of the event

The Rotary Club's proposed event footprint also encompasses the following commuter parking lots:

- Lot A
- Lot B
- Lot C
- Forest North Lot
- Forest South Lot

Additional street closures include:

- Warren Avenue from Forest Avenue to Middaugh Avenue on Sunday from 5:00 am to 4:00 pm for the car show
- Main Street between Curtiss Street and Grove Street on Saturday from 5:00 am to 1:00 pm to accommodate the Farmer's Market.

The festival's parking will be provided in the Village's parking garage as well as other public lots. There is also on-street parking available surrounding the downtown. Village staff believes the public parking system in the Downtown and on-street parking surrounding the downtown will be able to accommodate the expected attendance.

Staff completed an initial review of the application and provided comments to the Rotary on January 13, 2016. The Community Events Commission met on January 14, 2016 to review and discuss the proposed Rotary event. They concurred with staff's recommendations. The Commission unanimously passed a motion to recommend approval of the event with staff's conditions.

ATTACHMENTS

Resolution

Agreement
Aerial Map
Downers Grove Rotary Club Temporary Use Application
Staff Response to Application
Community Events Commission minutes

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING A LICENSE AGREEMENT
FOR THE TEMPORARY USE OF PUBLIC PROPERTY
BETWEEN THE VILLAGE OF DOWNERS GROVE
AND THE ROTARY CLUB OF DOWNERS GROVE
FOR THE 2016 ROTARY CLUB GROVE FEST**

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

WHEREAS, a portion of this special event will be conducted on public property encompassing Main Street from Rogers Street to Curtiss Street; Burlington Avenue, from Mochel Drive to Forest Avenue; Warren Avenue from Washington Street to Forest Avenue; Lot A, Lot B, Lot C, Forest Lot North, Forest Lot South; and

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

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

SECTION 1. That the license agreement between the Village of Downers Grove and Rotary Club of Downers Grove for the 2016 Rotary Club Grove Fest be and is hereby approved.

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

Mayor

Passed:

Attest: _____

Village Clerk

**LICENSE AGREEMENT FOR
TEMPORARY USE OF PUBLIC PROPERTY
2016 ROTARY GROVE FEST**

THIS LICENSE AGREEMENT, made and entered into this 1 day of February, 2016, by and between the Village of Downers Grove (the "Licensor") and the Rotary Club of Downers Grove (the "Licensee"),

WITNESSETH:

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

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

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

1. The provisions of the preamble are hereby incorporated into and made a part of this Agreement.
2. The following documents are hereby incorporated into and made a part of this Agreement:
 - a. Exhibit A - Temporary Use License Application/Event Proposal
 - b. Exhibit B - Community Events Conditions
3. Licensor hereby grants unto Licensee a revocable Temporary Use license subject to the following restrictions:
 - 3.1. The Temporary Use shall comply with the Site Plan and Operation Plan as depicted in Exhibit A and comply with all conditions described in Exhibit B.
 - 3.2. The Temporary Use shall comply with the provisions of the Downers Grove Municipal Code, including but not limited to, Chapter 4, or such successor provision as now or hereafter amended related to Temporary Use.
 - 3.3. The Temporary Use shall be established and operated in a safe and reasonable manner with due regard for the health and safety of persons and property. In no event shall the Temporary Use obstruct vehicular or pedestrian traffic in an unsafe or unreasonable manner.
 - 3.4. The Temporary Use Event shall be established and operated in a clean, well maintained and sanitary manner. In particular, but without limitation, the licensee shall promptly and properly collect and dispose of all litter, trash and other waste materials associated with the Temporary Use on a daily basis, including materials in the adjacent public right of way relating to the Temporary Use. The Village shall have the right to remove or cause the removal of any debris, and otherwise maintain the public property of the Temporary Use, in the event the licensee fails to promptly and properly clean and maintain such area. In such event, the licensee shall promptly reimburse the Village in taking such action. All Village streets shall be cleaned and opened by 5:00 AM on the Monday, immediately

following the event.

- 3.5. The applicant shall provide the Village with a cash bond or irrevocable Letter of Credit in the amount of 120% of the Village estimated cost of Village services to guarantee prompt and proper removal of any structure(s), clean-up of the area or repair of any damage to the area. The cash bond or irrevocable Letter of Credit shall be withheld throughout the term of the license and such other period of time during which Licensee operates or is engaged in the removal of any facilities. Such cash bond or irrevocable Letter of Credit shall be retained until an inspection is completed upon the public property to ensure that there has been no damage to it as a result of the use thereof and that the Licensee has provided payment for Village services.
- 3.6. Prior to the beginning of the event, Licensee shall be required to schedule an inspection with Community Development and Fire Prevention and shall pay to the Village an inspection fee as established by Ordinance. In addition, at the expiration of the agreement, the Licensee may be required to schedule a re-inspection with Community Development and Fire Prevention and shall pay to the Village a re-inspection fee as established by Ordinance. The 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 and the Licensee has provided payment for Village services.
- 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 and of the Temporary Use. In addition, all third party vendors participating in the Temporary Use shall be required to completely defend, indemnify, 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. A complete list of all third party vendors along with the written releases shall be submitted to the Village not less than one month prior to the event. The above language indemnifying the Village shall be included in any and all third party contracts.
- 3.8. Licensee shall procure and maintain proof of Dram Shop (if applicable) Workers Compensation and General Liability Insurance in a form acceptable to the Village. Such insurance shall be provided by carriers licensed in the State of Illinois and maintaining a Best rating of at least A-IV. Such Dram Shop Insurance shall include coverage to the statutory limits for the State of Illinois, but not less than Three Million Dollars (\$3,000,000). Such General Liability Insurance shall include coverage for the premises, operations, underground, collapse, explosion, products and the event, and shall name as Additional Insureds the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees. Such insurance shall be in the amount of Five Million Dollars (\$5,000,000) per occurrence and in the aggregate covering bodily injury, including death, and property damage. If the Licensee employs independent contractors, Licensee shall insure that these contractors maintain appropriate levels of insurance and that the Village is named as an additional insured under each policy. Not less than two weeks prior to the event Licensee shall furnish to the Village Manager with Certificates of Insurance evidencing all of the aforementioned types and limits of insurance to be in effect. The insurance policies required under this Section shall be occurrence based and shall be maintained by Licensee through the event. Each policy of insurance shall provide

that it not be canceled nor materially changed without Sixty (60) days written notice to the Village Manager. In addition to the foregoing, any and all third party vendors participating in the Temporary Use shall name the Village of Downers Grove, its officers, agents and employees as additional insured on all policies issued in connection with the event.

- 3.9. No later than June 1, 2016, Licensee shall pay to the Village permit fees in accordance with fees established in the Village User-Fee, License and Fine Schedule and provide a Letter of Credit or cash bond in the amount of 120% of the Village estimated cost of Village services. Within sixty (60) days following the event, licensee shall provide the Village with a full accounting and report detailing the revenues and expenses of the event and the distribution of the profits from the event to local not-for-profit organizations.
- 3.10. The licensee shall not be permitted to sell or serve alcoholic liquor at the Temporary Use except in conformance with an appropriate liquor license issued pursuant to Chapter 3 of the Downers Grove Municipal Code.
- 3.11. This Agreement shall not be transferable or assignable and shall not confer any property rights in the underlying right-of-way.
- 3.12. This Agreement shall be subject to the absolute and primary right of the Village to protect the public health safety and welfare. The Village Manager may, in the Manager=s sole discretion, order changes to the conduct of the Temporary Use, including but not limited to the 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 Section in the event it is determined that the Licensee has failed or refused to truthfully complete the application, or if the Licensee has failed or refused to comply with the regulations of this license agreement or with other applicable law.
- 3.13. Licensee shall be subject to all rules, restrictions and directions established by the Village Manager related to the Temporary Use.
- 3.14. Licensee shall comply with, and be subject to, the following special conditions in addition to those attached as Exhibit B:
 - a. Depending upon the nature and complexity of the event and as determined by the Chief of Police, the Licensee shall be required to obtain Downers Grove Police Department personnel to serve as security for the Temporary Use as described in Exhibit B. The Licensee shall be required to pay any and all costs associated with the security detail during the planning and the course of the event.
 - b. Depending upon the nature and complexity of the event and as determined by the Fire Chief, the Licensee shall be required to obtain Downers Grove Fire Department personnel to serve as First Aid and Basic Life Support functions for the Temporary Use as described in Exhibit B. The Licensee shall be required to pay any and all costs associated with the First Aid and BLS detail during the planning and the course of the event.
 - c. Depending upon the nature and complexity of the event and as determined by the Public Works Director, the Licensee shall be required to pay any and all costs associated with Village personnel involved in the set up, breakdown or aid

rendered to the Licensee during the planning and the course of the event as described in Exhibit B.

- d. Depending upon the nature and complexity of the event and as determined by the Village Manager, the Licensee shall be required to pay any and all costs associated with Emergency Management personnel involved in aid rendered to the Licensee during the planning and the course of the event as described in Exhibit B.
- e. Depending upon the nature and complexity of the event and as determined by the Community Development Director and Fire Prevention Chief, the Licensee shall be required to obtain Downers Grove personnel to serve as inspectors for the Temporary Use as described in Exhibit B. The Licensee shall be required to pay any and all costs associated with the inspection details during the planning and the course of the event.
- f. Depending upon the nature and complexity of the event, the Licensee shall be required to obtain other Downers Grove personnel for the Temporary Use as described in Exhibit B. The Licensee shall be required to pay any and all costs associated with the detail during the planning and the course of the event.
- g. Due to the nature of the event, the Licensee shall be required to obtain approval from the DuPage County Health Department.

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

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

LICENSEE:

Rotary Club of Downers Grove, Inc.

By: *[Signature]*

Title: *Grovefest champion*
Authorized signature

Attest:
[Signature]

LICENSOR:

Village of Downers Grove

By: _____
Village Manager

Attest:

Village Clerk



CERTIFICATE OF LIABILITY INSURANCE

7/1/2016

DATE (MM/DD/YYYY)
1-29-16

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 LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies PHONE (A/C No. Ext): 1-800-921-3172 FAX (A/C No.): 1-312-681-6769 E-MAIL ADDRESS: Rotary@lockton.com														
INSURED 1379367 All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Westchester Fire Insurance Company</td> <td>10030</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Westchester Fire Insurance Company	10030	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES ROTIN01 **CERTIFICATE NUMBER:** **REVISION NUMBER:**

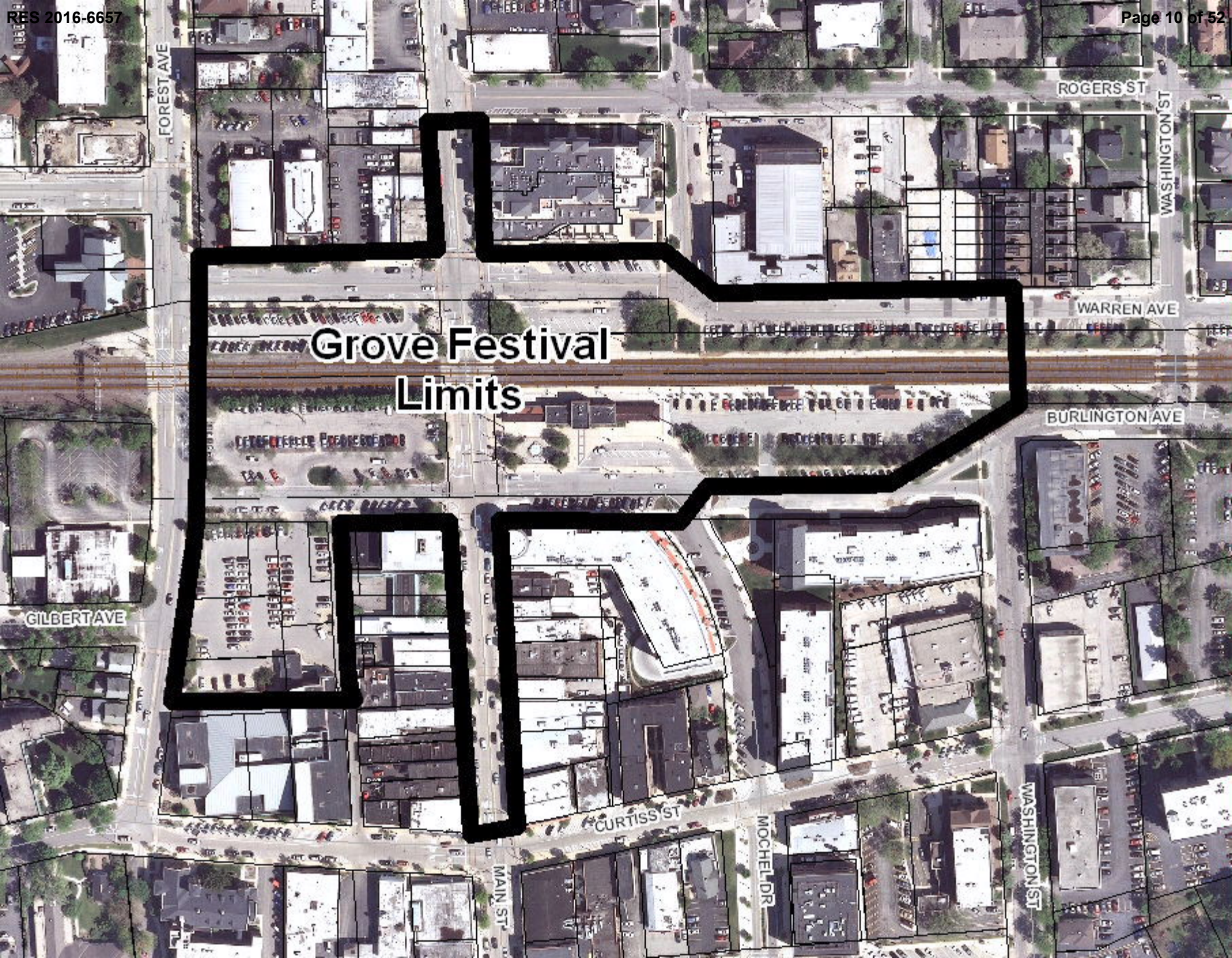
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PMI G23861355 007	7/1/2015	7/1/2016	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$ 2,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ XXXXXXXX</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$ 2,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 10,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 4,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ XXXXXXXX	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 10,000,000	PRODUCTS - COMP/OP AGG	\$ 4,000,000		\$
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below			NOT APPLICABLE			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>PER STATUTE</td><td>OTH-ER</td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$ XXXXXXXX</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ XXXXXXXX</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ XXXXXXXX</td></tr> </table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ XXXXXXXX	E.L. DISEASE - EA EMPLOYEE	\$ XXXXXXXX	E.L. DISEASE - POLICY LIMIT	\$ XXXXXXXX						
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E.L. DISEASE - POLICY LIMIT	\$ XXXXXXXX																				

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

The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER Rotary Club of Downers Grove, Illinois, Inc PO Box 256 Downers Grove, Illinois 60515 Re: Rotary Grovest 6/26- 6/28/16 Forest & Burlington Parking Lot	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
--	--



Grove Festival Limits



FOREST AVE

GILBERT AVE

MAIN ST

CURTISS ST

MOCHEL DR

WASHINGTON ST

ROGERS ST

WASHINGTON ST

WARREN AVE

BURLINGTON AVE



**ROTARY GROVEFEST
APPLICATION**

JUNE 23-26, 2016

**PRESENTED BY
ROTARY CLUB OF DOWNERS GROVE**

www.rotarygrovefest.com



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

"Service Above Self"



January 7, 2016

Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515

Dear Stan:

We appreciate the Village taking the time to go over our proposal for Rotary GroveFest. The dates for the next three years are: June 23-26, 2016, June 22-25, 2017 and June 21-24, 2018. We look forward to partnering with the Village of Downers Grove and other community-based groups to host yet another successful festival.

Again this year, the Rotary Club will be holding a Craft Beer Event in the Beer Garden on Saturday, June 25, from noon to 4:00 p.m. As we get closer to the event, more details will be provided.

Please find enclosed our application for the Rotary GroveFest for this year. If you have any questions, please contact me at 630-960-7625.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Rasin".

Lisa Rasin

Rotary Club of Downers Grove

www.rotarygrovefest.com



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

"Service Above Self"

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: ROTARY CLUB OF DOWNERS GROVE

Address: P.O. Box 256

City: DOWNERS GROVE State: IL Zip: 60515 Phone: 630-479-1392

Email: INFO@ROTARYMGROVEFEST.COM

Doing Business As (Name): N/A

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

Name of Business Manager/Event Contact : LISA RASIN

Address: 4620 PRINCIPAL ST.

City: DOWNERS GROVE State: IL Zip: 60515 Phone: 630-479-1392

Email: INFO@ROTARYMGROVEFEST.COM

PART B: EVENT INFORMATION

Name of Event: ROTARY MGROVEFEST

Event Location: SEE ATTACHMENT B1

Description/Purpose of Event: "A"

Date(s) Requested (month and day): JUNE 23-26, 2016

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

Type of Event:

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

- Carnival **Also complete Part C**
- Circus **Also complete Part C**
- Live theatrical or musical performance on public right of way **Also complete Part C**
- Temporary sale of merchandise
- Road race: run/walk/or bike ride
- Festival/fair
- Public assembly/demonstration
- Other (please specify)
CRAFT BEER TASTING ON 6/25/16
- 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:**

~ 50 STANDARD TENTS / 75 ERY-UP TENTS FOR CRAFT FAIR AND NOT-FOR-PROFITS.

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

DETAIL OF FEST, DATES AND TIMES.

- Temporary seating
- Tables/Chairs:
Number proposed outdoors _____;
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.

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?

LESS THAN 25,000

Does the event require use of public property? Yes No

Are street closures requested? Yes No

If yes, what streets?

ATTACHMENT BPH

Justification for street closure

SCOPE OF FESTIVAL REQUIRES STREET CLOSURE.

If use of public property/street closures are requested, a certificate of insurance from the applicant is required. The insurance shall be in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate covering bodily injury, including death and property damage. The certificate shall include the following language naming the Village as an additional insured: "The Village of Downers Grove, its officers, boards, commissions, elected and appointed officials, employees, agents and its heirs, successors and assigns, are named as additional insureds." The amount of insurance coverage may be greater than indicated above depending on the size of the event.

If use of public property/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.

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

SEE SANITATION/CLEAN-UP PLAN OVERVIEW.

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

ALL SPACES ON CLOSED STREETS AND CLOSED PARKING LOTS.

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

FUNDS DISTRIBUTED TO LOCAL AND NATIONAL CHARITIES.

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: NORTH AMERICAN MIDWAY

Address: 2200 WEST HIGGINS RD. SUITE 135

City: HOFFMAN ESTATES State: IL Zip: 60165

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

List Any Branch Locations:

Doing Business As: SAME AS ABOVE

Date Business Was Incorporated: DECEMBER 2005

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

DANNY NUSTON (50%)
 DOB: 3-10-59
 616 WEST JACKSON ST.
 PARKER CITY, IN. 47368

JEFFREY BLOMSNESS (50%)
 DOB: 4-1-48
 15 WILLOW BAY DR.
 SOUTH BARRINGTON, FL. 32080

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

TOM THEBAULT	DOB: 7-20-65	847-514-5178
PAT REPP	DOB: 5-14-63	309-255-1279

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

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

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

Applicant affirmatively states that he/she: has has not made 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.

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.

Lina Hassan
Signature



Pursuant to
430 ILCS 66/65

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.

<i>LISA BASIN</i>	<i>1-7-16</i>
Print Name	Date

<i>Lisa Basin</i>	<i>Ann Franczyk</i>
Signature of Applicant	Signature of Notary

HOLD HARMLESS/INDEMNIFICATION AGREEMENT:



ROTARY CLUB OF DOWNERS GROVE has requested permission to conduct a Temporary Use in the Village of Downers Grove. For consideration of such permission and permit, ROTARY CLUB

(Name of Applicant) of (Name of Organization)

hereby fully releases and discharges the Village of Downers Grove, its officers, agents and employees from any and all claims from injuries, including death, damages, or loss which may arise or which may allege to have arisen out of, or in connection with the event.

ROTARY CLUB 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.

(Applicant and Organization)

<i>LISA BASIN</i>	<i>1/7-16</i>
Print Name	Date

<i>Lisa Basin</i>	<i>Ann Franczyk</i>
Signature of Applicant	Signature of Notary



[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:** _____

Letter	Item
A	Event Description
B	Map - Overview
B1	Map - Amusement Area
C	Operating Hours
D	Organization Chart
E	Security Volunteers
F	General Volunteers
G	Beer Tent Volunteers
H	Fest Opening Procedures
I	Daily Opening Procedures
J	Daily Closing Procedures
K	Fest Closing Procedures

Attachment A

The Rotary Club of Downers Grove is submitting an application for a street festival to take place June 23-26, 2016 in downtown Downers Grove. Our goal is to enhance the Downers Grove community, by providing a community event for residents to come together while giving an opportunity for local non-profits to fundraise.

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

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

The event will possess a variety of attractions from live musical acts, food, amusement rides, car show, craft fair, youth activities, and beer garden. The festival will cover portions of Main, Burlington, and Warren Ave streets as well parking lots A, Forest North, Lot B, Lot C, Lot F and the library parking lot. Fishel Park will be utilized for the craft fair. The Farmer's Market will be relocated to Main Street between Curtiss and Grove Streets on Saturday, June 25, 2016.

The carnival rides will be open to the public starting on Thursday night, June 24 (ride preview night). The rest of the festival will be open to the public starting on the afternoon of Friday, June 22nd, and will continue throughout the weekend.

Location (See Attachment B for Layout)

- The amusement ride area will run on Warren Ave from Forest to Washington and on Burlington from Main to Mochel (leaving Mochel open to East bound traffic) and Lot B. North American Midway has been selected to provide Amusement rides and carnival type food due to their outstanding service.
- Main Street will be closed from Rogers Street to Curtiss. Curtiss will remain open. Main Street will be utilized for exhibiting restaurants and businesses.
- The entertainment area and beer garden will host entertainment on its stage during its operational hours. Food will be available in the entertainment area. On Saturday we will have youth activities in the afternoon.
- Non-Profits will have tables available to them near the entertainment area 12pm -5 pm on Saturday and Sunday so they may fundraise and /or dispense information.
- The Sunday car show will be located in the Community Bank of Downers Grove parking lot and on Warren Ave from Linscott to Forest Ave. The Downers Grove Car Show Committee will be assisting in this area.
- The Craft Fair will be held at Fishel Park on Saturday and Sunday and will be operated by a Downers Grove Junior Women's Club. We have engaged the Park District to obtain the necessary permits.
- Commuter Parking Lot A will be utilized for the amusement companies internal operations.
- Craft Beer Tasting will take place on June 25 in the Beer Garden Area from 12-4.

Marketing

Our target audience is local residents of all ages in Downers Grove and the surrounding suburbs. Advertising will include a Rotary GroveFest web site, local newspapers, local access cable, and social media. We will leverage relationships with Downers Grove EDC, Chamber, Downtown Downers Grove Management and the Village to inform the residents. Expected attendance is less than 25,000 over the weekend.

Transportation & Parking

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

Announcement Sign Listing:

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

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

Sanitation

Rotary has hired a professional sanitation companies to be responsible for trash pick up through the fest area, portable toilet maintenance, trash removal from the fest area. Rotary GroveFest supplied trash receptacles located throughout the fest area will be dumped throughout the day into common dumpsters located in the library alley, and at the intersection of Warren Ave and Forest Ave. The dumpsters will be monitored and emptied on an as needed basis throughout the fest. The 31 toilets will be cleaned daily and monitored throughout the fest. A grease and hot coal disposal area will be made available to vendors in the library alley. Please see map (attachment B), for common dumpster, portable toilet, and grease disposal locations. At the conclusion of the event, the fest area equipment (tents, generators, fencing, rides, and trash containers) will be removed. The fest area sidewalks will be swept and the fest area streets and parking lots will be cleaned by a street sweeper in time to be open to the public by 6am on June 27.

Insurance

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

Notifications to Area Business and Residents

The Rotary Club of Downers Grove has discussed its plans with Downtown Downers Grove Management and to the Downtown businesses owners group. Property owners, businesses, residents and commuters directly affected by street and parking lot closures will be notified at least two times - 30 and 7 days prior to the event. In addition to informational signs at pertinent locations, the Rotarygrovefest.com website will provide fest information, and a dedicated phone number will be published in newspapers and various advertisements. Rotary will meet directly with property and business owners immediately adjacent to the fest area to let them know what resources are available to them and how to contact us for questions.

Training

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

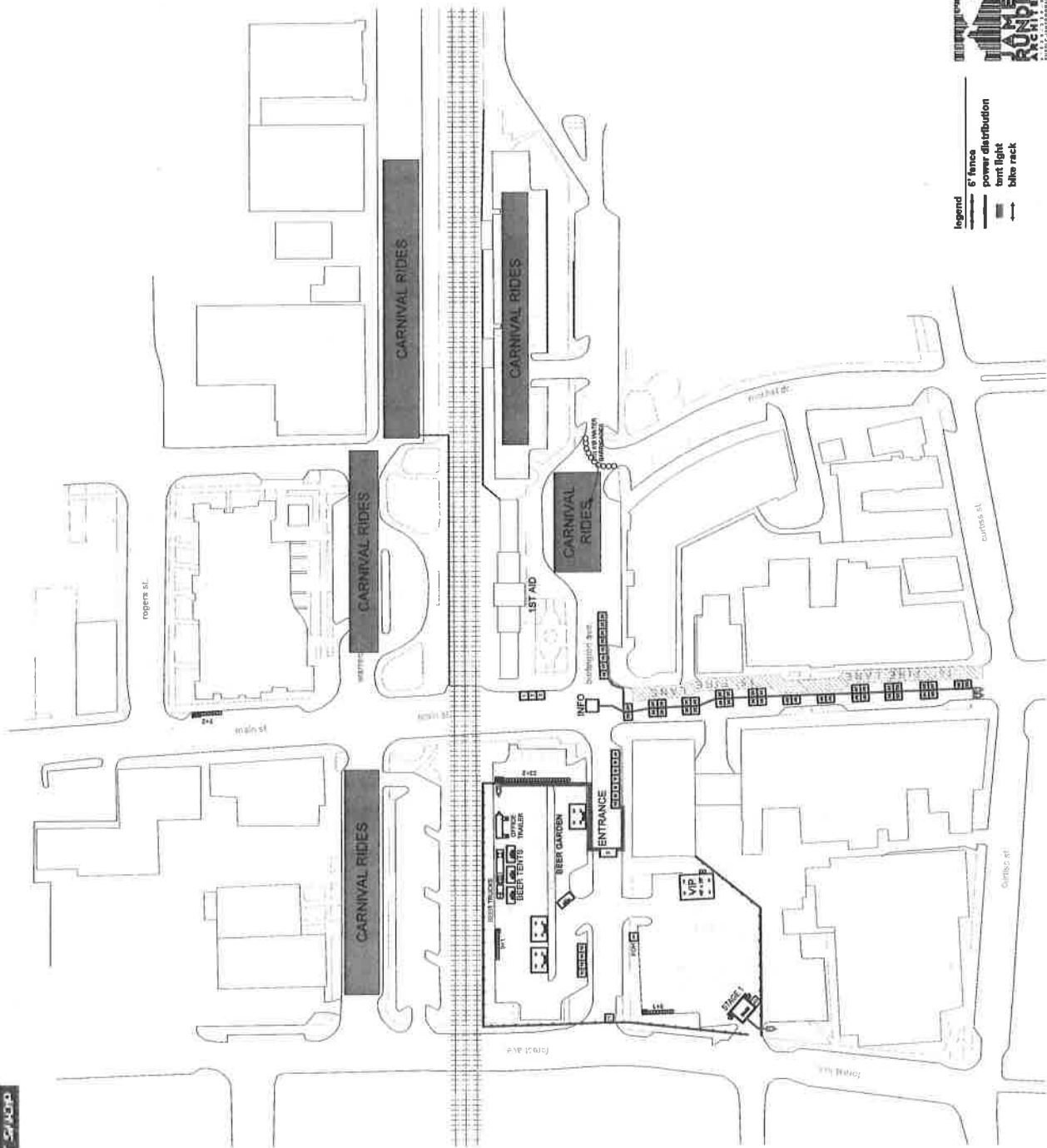
Village of Downers Grove Items

We appreciate the support of the Village of Downers Grove with past events and look forward to working together in 2016. Below are items we are requesting from the Village.

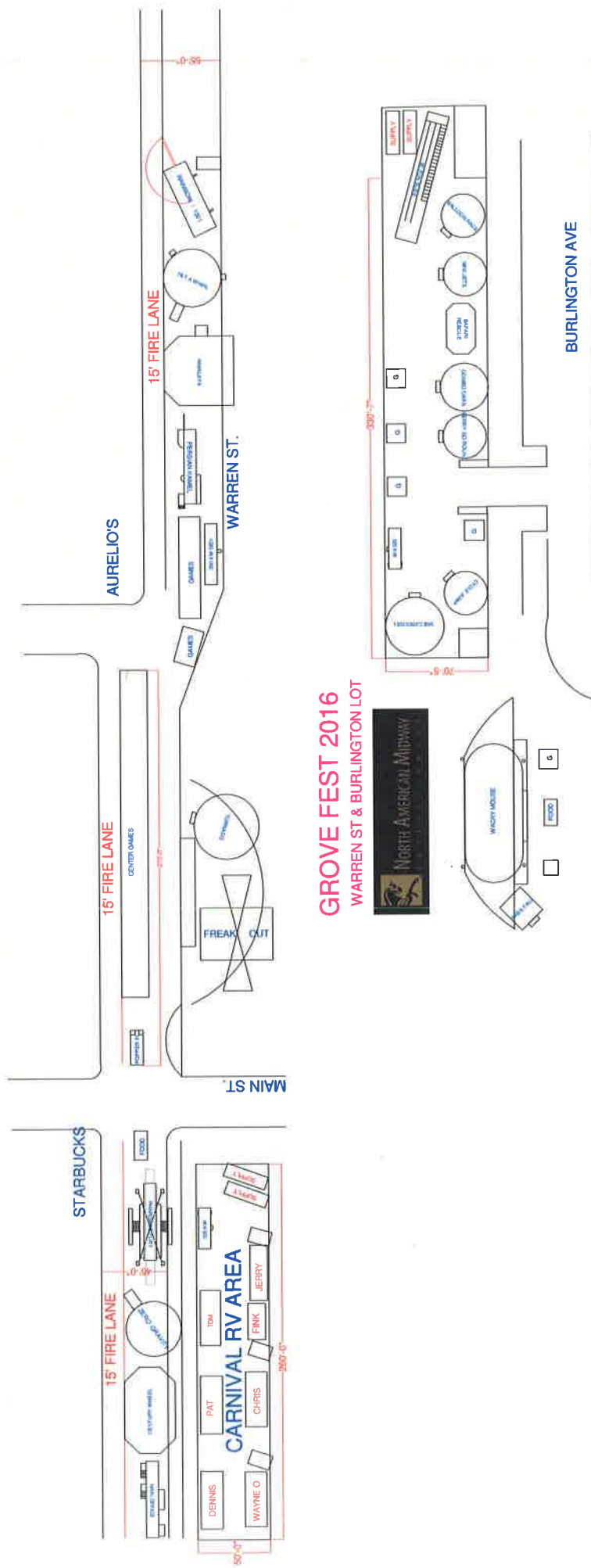
- The Rotary Club of Downers Grove will require 3 Hydrant and 1 standard water hook ups. We will need the cost of each meter usage for accounting purposes.
 - Main Street by Dariusz Jewelers (Hydrant)
 - Library Lot - Burlington Entrance (Hydrant)
 - Main Street just North of the tracks on East and West Sides (Hydrants)
 - Train Station (Standard Spigot)
- The free use of parking lot closure signs and two electronic message boards from public works.
- Utilize the parking lot behind Village Hall for the amusement company's RV's & bunks June 21 - June 27 (am). Rotary will supply portable toilets.
- The Rotary Club of Downers Grove would like to utilize Off-Duty Downers Grove Police officers as much as possible. Please provide the number of on-duty police officers required per shift and their approximate locations.
- A detailed breakdown of proposed costs (tent permits/ water hooks up/ public works items/ proposed meetings/ etc.) so we can minimize items that may drive up the festival costs.
- Rotary requests that we not be charged for items created for Rotary GroveFest but can be used for other events or activities within the village.
- A scaled down No Parking Area will be advantageous to local business customers and festival attendees.



rotary grovefest 2015

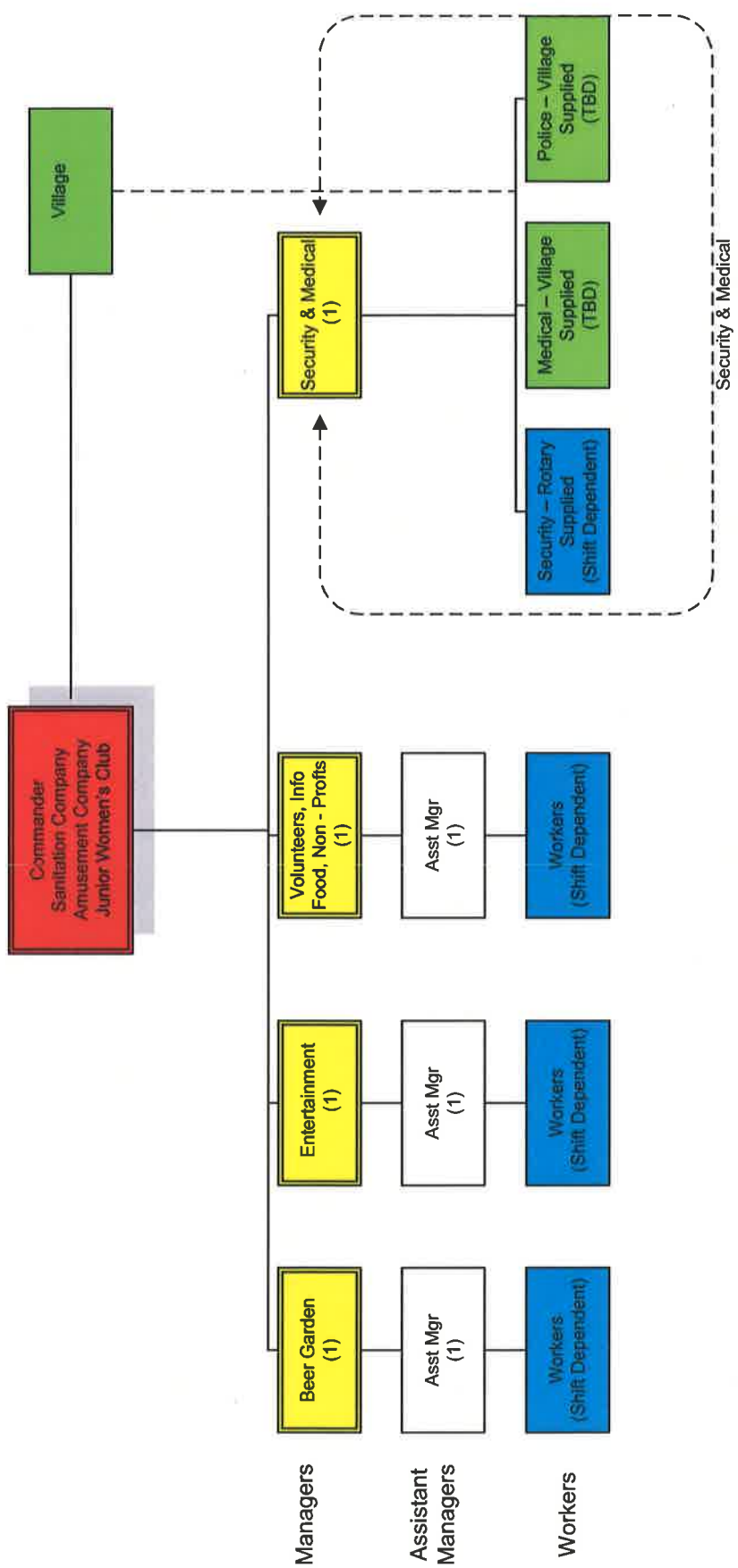


RG15
 RAINIER GROVE
 PROJECT # 16.005
 DATE: 11-20-14
 SCALE: 1" = 40'-0"
 N
 04.26.15



	A	B	C	D	E
	TASK NAME	DURATION	START	RESOURCE NAME	FINISH
1	ATTACHMENT C				
2	Amusement Rides--Pay C	4.5 Hours	6/23/16 5:30 PM	Amusement Rides	June 23, 10:00 PM
3					
4					
5	Amusement Rides	11 Hours	6/24/2016 12:00	Amusement Rides	6/24/16 11:00 PM
6	Entertainment Area	6 Hours	6/24/2016 5:00	Entertainment	6/24/2016 11:00
7	Restaurants & Exhibitors	11 Hours	6/24/2016 12:00	Restaurants	6/24/2016 11:00
8	Beer Garden	6 Hours	6/24/2016 5:00	Entertainment	6/24/2016 11:00
9	Beer Garden Last Call		6/24/2016 10:45	Entertainment	6/24/2016 10:45
10					
11	Craft Fair	8 Hours	6/25/2016 9:00	Non-Profits	6/25/2016 5:00
12	Not-For-Profit Exhibitors	5 Hours	6/25/2016 12:00	Non-Profits	6/25/2016 5:00
13	Entertainment Area	11 Hours	6/25/2016 12:00	Entertainment	6/25/2016 11:00
14	Restaurants & Exhibitors	11 Hours	6/25/2016 12:00	Restaurants	6/25/2016 11:00
15	Beer Garden	11 Hours	6/25/2016 12:00	Entertainment	6/25/2016 11:00
16	Beer Garden Last Call		6/25/2016 10:45	Entertainment	6/25/2016 10:45
17	Amusement Rides	11 Hours	6/25/2016 12:00	Amusement Rides	6/25/2016 11:00
18					
19	Craft Fair	6 Hours	6/26/2016 10:00	Non-Profits	6/26/2016 4:00
20	Car Show	6 Hours	6/26/2016 10:00	Car Show	6/26/2016 4:00
21	Not-For-Profit Exhibitors	5 Hours	6/26/2016 12:00	Non-Profits	6/26/2016 5:00
22	Entertainment Area	10.5 Hours	6/26/2016 12:00	Entertainment	6/26/2016 10:30
23	Restaurants and Exhibitors	10.5 Hours	6/26/2016 12:00	Restaurants	6/26/2016 10:30
24	Beer Garden	10.5 Hours	6/26/2016 12:00	Entertainment	6/26/2016 10:30
25	Beer Garden Last Call		6/26/2016 10:15	Entertainment	6/26/2016 10:15
26	Amusement Rides	10.5 Hours	6/26/2016 12:00	Amusement Rides	6/26/2016 10:30

Attachment D



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

Attachment H

Fest Set Up	Date	X	Day
Amusement Rides Staged at DG South	6/19/2016		Sun
Close Selected Fest Area Streets at 7pm - Warren Ave (between Forest and Main; between Main and Highland). Burlington Ave (between Forest and Main; between Main and Mochel). Parking Lots A, B, C and F close at 7pm. Main Street and part of Warren Avenue (between Washington and Highland) will be kept open at this time.	6/21/2016		Tue
Amusement Rides Move In 7:00pm	6/21/2016		Tue
Close Forest North and Library Parking Lots @ 9pm	6/22/2016		Wed
Entertainment Area - Set up	6/23/2016		Thu
Common Dumpsters - Delivered	6/23/2015		Thurs
Portable Toilets - Delivered	6/23/2016		Thurs
Close Main Street 6:30pm	6/23/2016		Thurs
Set up Main Street Tents & Power, starting 7pm	6/23/2016		Thurs
Close Car Show Area - Warren Ave @ 10pm	6/25/2015		Sat

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

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

Attachment K

Fest Take Down	Date	X
Amusement Rides - Close	6/26/2016	
Entertainment - Closes	6/26/2016	
Beer Garden - Closes	6/26/2016	
Amusement Rides - Move Out	6/26/2016	
Fencing Around Private Property - Remove	6/26/2016	
Entertainment Area Fencing - Remove	6/26/2016	
Common Dumpster - Removed	6/26/2016	
Portable Toilets - Remove	6/26/2016	
Stage - Remove	6/26/2016	
Sound & Lights - Remove	6/26/2016	
Tents - Remove	6/26/2016	
Table & Chairs in Entertainment Area - Remove	6/26/2016	
Beer Garden - Remove	6/26/2016	
Entertainment - Generators - Remove	6/26/2016	
Trash Cans - Remove	6/26/2016	
Sweep Sidewalks in Fest Area Before 5am	6/27/2016	
Street Clean Streets in Fest Area Before 5am	6/27/2016	
Open Fest Streets & Parking Lot 5am	6/27/2016	

Rotary GroveFest Communications Plan Overview

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

Rotary GroveFest Entertainment Overview

Entertainment for the 2016 Rotary GroveFest will be similar in scope and content as it was in 2015. We will focus on local bands to provide entertainment beginning Friday, June 24 through Sunday, June 26, 2016.

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

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

Proposed Street Closure Schedule Rotary GroveFest 2016

1. Burlington Avenue
 - a. Closed for public traffic, Tuesday, June 21, 7:00 pm (between Forest Avenue and Main Street; between Main Street and Mochel Drive). Burlington Avenue will remain closed for the duration of the festival.
 - b. Commuter Parking Lot B will be closed on June 21 at 7:00 pm as well.
 - c. Commuter Parking Lot Forest North and the Library Parking Lot will be closed on June 22 at 9:00 pm.

2. Warren Avenue
 - a. Closed for public traffic, Tuesday, June 21, 7:00 pm (between Forest Avenue and Main Street; between Main Street and Highland Avenue. This portion of Warren Avenue will remain closed for the duration of the festival.
 - b. Commuter Parking Lots A and C will be closed on June 21 at 7:00 pm as well.
 - c. Commuter Parking Lot F shall remain open throughout the festival.

3. Main Street
 - a. Closed for public traffic, Thursday, June 23 3:00 pm (between Curtiss Street and Rogers Street. This portion of Main Street will remain closed for the duration of the festival.
 - b. No Parking ban on Main Street (between Curtiss Street and Rogers Street) will begin at 12:00 pm, June 23.

4. Warren Avenue
 - a. Closed for public traffic, Saturday, June 25 11:45 pm to Sunday, June 26, 5:00 pm, between Forest Avenue and Saratoga Street.

2016
Rotary GroveFest
Sanitation & Clean-Up Plan Overview

The Rotary Club of Downers Grove will hire a professional sanitation company to be responsible for trash pick up throughout the fest area, and portable toilet maintenance. We will contract with a professional waste management company like Allied for trash removal from the fest area. This same company will supply trash receptacles throughout the fest area. These will be dumped throughout the day into common dumpster (see map for locations). The dumpsters will be monitored and emptied on an as-needed basis before the fest opens each day. The 31 toilets will be cleaned daily by the sanitation company, before the fest opens, and monitored throughout the fest. A grease and hot coal disposal area will be made available to vendors. Please see map (attachment B) for common dumpster, portable toilet, and grease disposal locations. At the conclusion of the event, the fest area equipment (tents, generators, fencing, rides and trash container) will be removed. A street sweeper will clean the fest area streets and parking lots in time to be open to the public by 6 AM on Monday, June 27.

Security Schedule: Rotate Locations Every Hour

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

Lisa Rasin

From: Kent Ebersold [kent@ebersoldinc.com]
Sent: Thursday, April 30, 2015 11:41 AM
To: Lisa Rasin; Todd Gallentine; Jack Provenzale; Barb Webster; Steve Harap
Subject: Craft Brewers Fest Map to go to Village

Downers Grove...
 It's All About Community

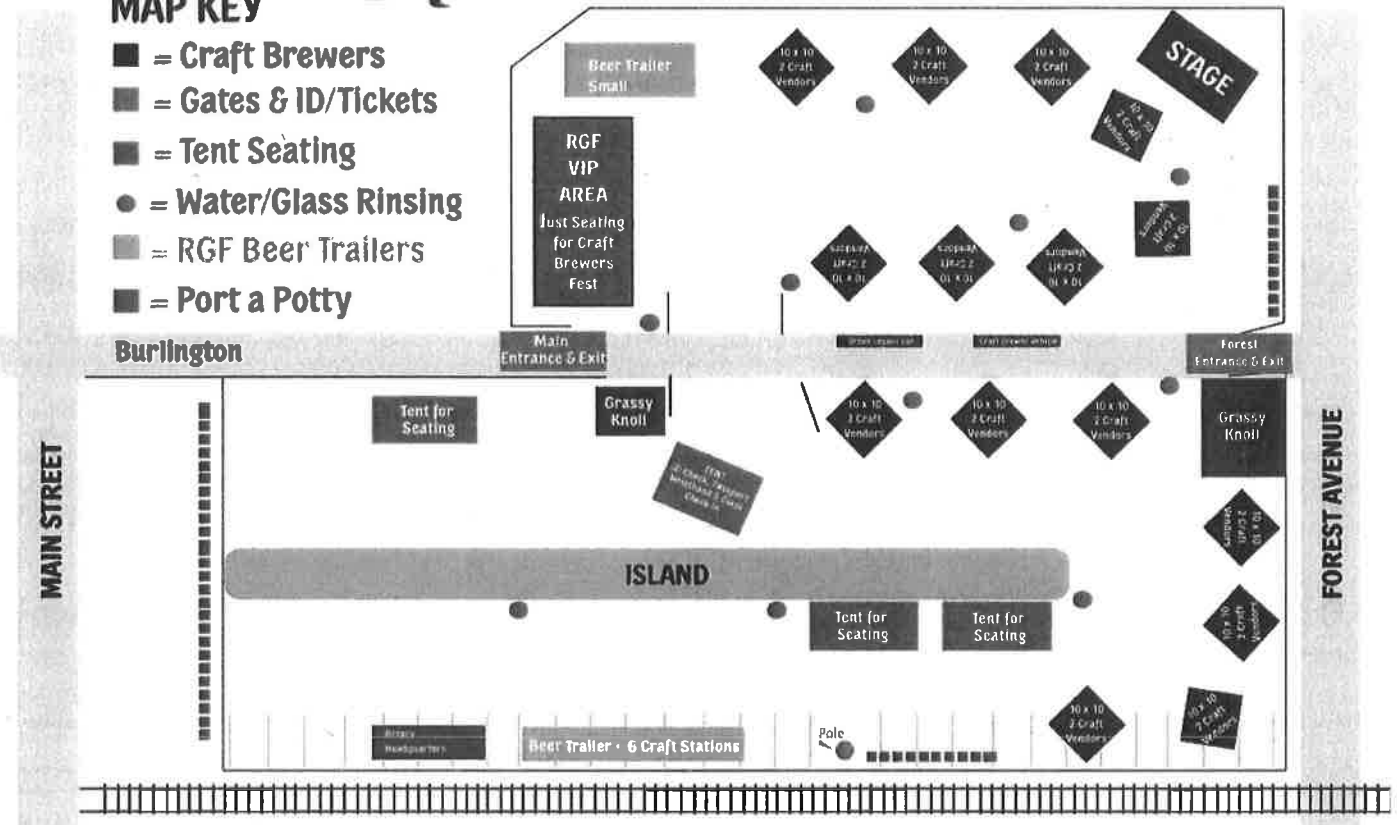


2015 GroveFest Craft Brewers Fest Map

Being Held in the existing space of the GroveFest Beer Garden and Entertainment Area

MAP KEY

- = Craft Brewers
- = Gates & ID/Tickets
- = Tent Seating
- = Water/Glass Rinsing
- = RGF Beer Trailers
- = Port a Potty



Create a Great Day!

Kent

Kent Ebersold
Kent@Ebersoldinc.com

Ebersold, Inc.
 6040 Main Street
 Downers Grove, IL 60516
 630.512.9922 Ext 15

EMERGENCY ACTION PLAN

WEATHER POLICY AND PROCEDURES:

Event will take place rain or shine. Fest Event Team will keep informed of current and future weather conditions. Guests, vendors and Fest Event 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 Library (during business hours), Moose Lodge, or train station while communicating with the participants during the event. Rotary members will be assigned to areas mentioned above in assisting participants to safety as well as assisting businesses and restaurants on Main Street and also providing assistance in the ride area by the Moose Lodge. The train station will be the designated meeting place for Fest Event Team and police/fire departments.

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, carnival and Rotary GroveFest staff 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.
- 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 Library, Moose Lodge, 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 Fest Event 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

- Fishel Park Restrooms and Storage Areas
- Downers Grove Public Library (during business hours)
- Downtown Businesses

- Local Businesses
- Moose Lodge
- Train Station

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 Fest Event 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 in a large area, and/or a funnel cloud has been reported or extreme high winds.

Tornado Warning means that a tornado has been detected and may be approaching.

- In the event of a tornado watch, the Fest Event 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. Staff 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, Moose Lodge 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, Fest Event Team will assess all areas for injured people and damage and follow appropriate protocol described for particular situations.

STAFF INSTRUCTIONS AT BUSINESSES, LIBRARY, MOOSE LODGE, 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 Fest Event 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 Staff:

- 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 Fest Event 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 Rotary staff member 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)

Lisa Rasin.....	630-479-1392
Todd Gallatine.....	630-258-5005
Barb Webster.....	630-561-0154
Jack Provenzale.....	630-202-0074
Non-Emergency Police.....	630-434-5600
Weather.....	630-976-1212
Village of DG.....	630-434-5500
Radio.....	COD FM 90.0
Dave Humphreys/Stage Manager.....	630-319-5528



www.downers.us

January 13, 2016

VIA E-MAIL

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

**COMMUNITY RESPONSE
 CENTER**

630.434.CALL (2255)

CIVIC CENTER

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

FIRE DEPARTMENT

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

POLICE DEPARTMENT

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

PUBLIC WORKS

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

**RE: Preliminary Review of the Temporary Event Permit for the
 2016 Rotary Grove Fest, June 23-26, 2016**

Dear Ms. Rasin:

The Village has conducted a preliminary review your request for the 2016 Rotary Grove Fest scheduled for June 23 - 26, 2016. We have placed the request on the January 14, 2016 Community Events Commission agenda for their review. Your attendance at this meeting is required. If the Community Events Commission provides a favorable recommendation for the event, the Village can continue to work towards administratively approving your permit.

The Village has the following comments regarding your application:

1. The Village will enter into a license agreement for only 2016. As this festival continues to succeed and grow in scale, the Village prefers to enter into single year agreements with the Rotary to ensure our agreements address the current environment. Please review the attached 2016 License Agreement and return two (2) original signed copies to the Village no later than February 1, 2016.
2. The 2016 standard hourly rates for Village employees is shown below:

Department	Hourly Rate	
	Standard	Overtime
Fire Department	\$58.71	\$69.01
Fire Prevention	\$51.50	-
Police Department	\$83.43	\$91.67
Village Operations Center	\$44.29	\$52.53
Public Works	\$58.71	\$73.13
Community Development	\$67.98	-
Building Services	\$48.41	\$56.65
Administration	\$77.25	-

Once a complete review of the application is completed, staff will provide a detailed cost estimate to the Rotary.

3. The Village will hold a single meeting with Rotary representatives and Rotary contractors as per 2015 discussions with the Rotary. If all Rotary contractors are not present for the meeting, a second meeting will be required.

4. Update the 'Notification to Area Businesses and Residents' section of your narrative to include a discussion on partnering with the Village to use the Village email system to notify parking lot permit holders.
5. Update the 'Emergency Action Plan' to note that in all emergency cases, the event team can dial 9-1-1. The Village no longer experiences a delay in 9-1-1 calls from a cellphone.
6. Revise the 'Sanitation' plan to note that Village streets will be cleaned and open no later than 5:00 am, Monday, June 27.
7. Revise the 'Insurance' requirements to match the requirements in Section 3.8 of the License Agreement
8. Ensure at least five handicap parking spaces are provided along Mochel Drive after the street closures have occurred.
9. Revise the site plan, to relocate the porta potties located on the north side of the BNSF railroad tracks further away from residents' windows and doors. The Village suggests placing them in the sitting area near Lot A.
10. Revise the 'Street Closure Schedule' in the following manner:
 - a. Under 2.a. Warren Avenue. Revise the street closure time from the shown 7:00 pm to 9:00 pm.
 - b. Under 2.b. Lots A and C. Revise the lot closure time from the shown 7:00 pm to 9:00 pm.
 - c. Please be aware that no ride apparatus or vehicles may enter Warren Avenue, Lot A or Lot C until 9:30 pm.
 - d. Please be aware that no ride apparatus or vehicles may enter Burlington Avenue or Lot B (as identified under 1.a and 1.b) until 7:30 pm.
11. With regard to the items listed under "Village of Downers Grove Items", the Village offers the following responses:
 - a. Water meters: The cost of water will be billed based on the amount of water used. This will be determined after the event.
 - b. The Village will continue to allow the use of the rear Village Hall parking lot for the amusement company's RVs and buses. As noted in your letter, Rotary is responsible for providing and servicing the portable toilets.
 - c. The Village must provide uniformed officers during the event for visibility and prevention. The Village will look to use Auxiliary Officers where possible. Auxiliary officers are no cost to the Rotary. However, the number of Auxiliary Officers and their availability varies. Additionally, plainclothes officers from other departments are provided at no charge to the event on Friday and Saturday evenings.
 - d. The Village will agree to remove the no parking provisions along the north side of Maple Avenue, west of Carpenter Street. The Village can not further reduce the no parking areas. The Village has provided no parking areas to ensure adequate emergency access and to permit traffic circulation to and around the event.
 - e. As noted above, the Village has established hourly rates for its employees. No additional billing will be charged to the Rotary for the use of Village equipment.
 - f. Water usage and unanticipated events may increase costs if additional personnel or time is required. This was the case in 2015 when the street closures were not properly completed.
12. It is the Village's understanding that a new street closure / barricade company may be used to close the streets and post no parking signs. Please be aware that the street closures need to be completed by a crew of at least six team members to close the streets in an appropriate and timely manner. The street closure / barricade company is required to attend the meeting with

Village staff. As a courtesy, the Village is preparing a cost estimate for these services if you would like to use Village equipment and staff to close and reopen the streets.

13. The Rotary remains responsible for posting concealed carry graphics throughout the festival.
14. A schedule of items that must be submitted and their due dates is shown below:

Requirement	Due Date	Comments
Return two (2) signed copies of the License Agreement	2/1/16	
Apply for a Special Event Liquor License	2/1/16	
Provide a narrative regarding the Craft Beer Event	5/1/16	
Provide a detailed security plan	5/1/16	
Final street closure and detour plan	5/1/16	
Update the emergency management plan: <ol style="list-style-type: none"> A. Identify where volunteers are located and which volunteers have radios. B. Identify who is assigned to lower the stage during a weather event. C. Update to show emergency calls to be placed directly to 9-1-1 	5/1/16	The severe weather plan should be discussed and reviewed at the volunteer training sessions
Provide information regarding relocated PACE bus route and PACE bus stop. This information shall be provided on the Rotary website and mailings.	5/1/16	
Provide Rotary manager staffing information to the Village. Information shall include names, contact number and shift times	5/1/16	
Provide handicap accessibility plan	5/1/16	
Provide stage specifications including wind loads, occupant loads and methods for anchoring.	5/1/16	
Final electrical plan for vendors	5/1/16	
Provide a communications plan for notification	5/1/16	
Provide a draft of the notification that is to be sent out	5/1/16	
Final site plan with any revisions	5/1/16	
Updated sanitation plan to indicate name and contact name and number of the contractor	5/1/16	
Provide an entertainment schedule and any entrance fees that will apply	5/1/16	
Downers Grove Park District approval for the use of Fishel Park	5/1/16	
School District 99 approval for the use of Downers Grove North High School parking lot for ride parking prior to the event.	5/1/16	
Downtown Management support letter for the event and correspondence confirming coordination of the car show.	5/1/16	
YMCA Downtown Market correspondence confirming coordination with those two organizations	5/1/16	
Meeting between key Rotary Fest personnel, all Rotary Fest subcontractors and the Village	Week of 5/9/16	

Notification to Downtown Management, all property owners and businesses, residents and commuters affected by the street and parking lot closures. Notification shall also be copied to the Village	5/23/16	
Flame Resistant Tent certificates for all tents	5/27/16	
Waivers for all non-food not-for-profit vendors	5/27/16	
Payment of permit fees and submission of the Letter of Credit	6/1/16	
Proof of Insurance for the event and all vendors	6/3/16	
Provide volunteer training materials to the Village by this date	6/9/16	
Volunteer training completed by this date	6/16/16	Training should include discussions on how to approach individuals parking vehicles on streets that are scheduled to be closed shortly.
Notification to Downtown Management, all property owners and businesses, residents and commuters affected by the street and parking lot closures. Notification shall also be copied to the Village	6/16/16	
Provide the Village with a contact name and phone number for all subcontractors of the Rotary	6/16/16	
Portable Toilets provided at Village Hall south parking lot for amusement company lodging	6/20/16	
JULIE locates must be completed by this date	6/20/16	
Health Department approval	6/23/16	
Rotary Grove Fest	6/23/16 - 6/26/16	

Additional comments may be forthcoming based on additional Rotary and Village discussions prior to the event.

The Village looks forward to working with you on this event. If you have any questions, do not hesitate to contact me at 630.434.6893 or spopovich@downers.us.

Sincerely,
VILLAGE OF DOWNERS GROVE



Stanley J. Popovich, AICP
Director
Community Development Department

Att.
C. Staff Review Team

DRAFT

**Village of Downers Grove
Community Events Commission
Committee Room
Downers Grove Village Hall
January 14, 2016**

PRESENT: Mr. Mike Kubes, Mr. Dave Humphreys, Mr. Scott Jacaway, Ms. Susan Carroll, Mr. Bill White, Ms. Linda Kunze

STAFF: Ms. Mary Pratt, Ms. Marcia Schirdewahn

ABSENT: Ms. Andrea Knudsen

GUESTS: Lisa Rasin, Rotary Club

Mr. White called the meeting to order at 5:42 p.m. and noted who was in attendance.

I. APPROVAL OF OCTOBER 8, 2015, MEETING MINUTES

Mr. Humphreys moved to approve the minutes of the October 8, 2015, meeting. The motion was seconded by Mr. Kubes. Minutes were approved unanimously.

II. PUBLIC COMMENT

None

III. DIRECTOR'S REPORT

Ms. Pratt said she had no report and mentioned the two items to be discussed under new business.

IV. NEW BUSINESS

A. Ice Sculpture Festival Application

Ms. Pratt gave a brief overview of the planned Ice Sculpture Festival. It would be held February 12-14. There are no significant changes from last year's event. Ms. Kunze said there will be three ice carving demonstrations: Friday, 5:30 -7:30, at Main and Curtiss; Saturday, 1:00 – 3:00, at Pocket Park; and Sunday, 1:00 – 3:00, at the train station. Downtown Management is using the same company that they have used in the past. The company has not raised their prices. There is no official theme this year, but since it is Valentine's Day weekend, they are encouraging "love of ... anything" in the ice sculptures. They have received 30 applications so far. Ronald McDonald will perform magic at the train station on Sunday. No street closures are needed. Mr. Kubes asked if this was a fund-raiser, and Ms. Kunze replied no. Mr. Jacaway moved to approve the Ice Sculpture Festival application. It was seconded by Mr. Kubes. The motion passed unanimously.

B. GroveFest Application

Ms. Pratt introduced the next item. The Rotary Club GroveFest would be held June 23-26, 2016. Street closures would start the Tuesday evening before the event. Village staff has been working with Ms. Rasin and the Rotary Club. Village staff had a first review of this application. Staff has decided to only consider one year contracts, as the event is growing and we want to make sure the current environment is being addressed. Staff also mentioned that additional personnel made be added due to the increased terrorism threat level at public events. This will be monitored as the event dates near. This year's agreement includes full financial reporting by the Rotary Club at the conclusion of the event. GroveFest will once again host the Craft Fair on Saturday and Sunday, a Craft Beer Tasting on Saturday afternoon, and the Car Show on Sunday. Ms. Rasin added there are only a few minor changes from last year. This will be the seventh year that the Rotary Club is hosting GroveFest. Ms. Pratt said there are always a few glitches with any event, especially large ones, but that the Rotary Club team works well

with the Village. Ms. Kunze said that Ms. Rasin responds quickly to any downtown business complaint or problem. Everyone agreed that the bad weather during last year's event really hurt sales and profits.

Discussion on the size of event and costs followed. Mr. Humphreys asked if the cost of additional police officers due to a high terrorism alert would be billed to the sponsor of the event. Ms. Pratt said yes. Mr. Humphreys wondered if the Village would pick up some of those costs? Mr. White mentioned that it is not Council policy at this time. Mr. Kubes would love to see the festival grow. Ms. Rasin said Rotary Club is happy with the current size and activities. Mr. Kubes asked about the rate increase for staff time at events. Ms. Pratt explained how staff costs were derived and believes these rates will allow for a more accurate estimate of personnel expenses. Mr. Jacaway moved to approve the GroveFest application as presented. The motion was seconded and passed unanimously.

Mr. White added that the Rotary Club and Ms. Rasin do an excellent job. About 300 volunteers are trained for this event. Mr. Kubes wished we had more events and asked if the bike race would be held this year. Ms. Kunze said it would not be held in Downers Grove. She didn't know if they had found a sponsor in the area.

V. OLD BUSINESS

Ms. Carroll mentioned the "cookie hoarders" at the tree lighting event. The procession arrived about 20 minutes early and there was a lot of extra time before the actual tree lighting. Ms. Kunze said they are always worried that they will be late. The high school band was great and played some extra songs. It was noted that the Historical Society did not sell ornaments this year.

VI. ADJOURNMENT

Ms. Pratt said to expect applications for the Friday Night Car Shows, the Fine Arts Festival, and Oktoberfest. She will schedule a meeting in February or March once she receives the applications. The commission will also need to start thinking about the July 4 parade. The meeting was adjourned at 6:19 p.m.