



WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

**Monday, June 28, 2021
7:00 P.M. – Council Chambers**

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Public Affairs Committee of May 24, 2021
3. Public Participation / Presentations
4. Items for Consent
 - A. Fireworks at Reed-Keppler Park Tacos and Art Fest
 - B. Healthy West Chicago Fun Run Special Event Permit Application
Healthy West Chicago
 - C. West Chicago Food Festival
 - D. Funding Agreement & Festival Mexican Independence Day
Festival Mexican Cultural Center DuPage
 - E. Homecoming Parade West Chicago Community High School
District 94
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department Monthly Report
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday May 24, 2021 7:00 P.M.

1. Call to Order, Roll Call, and Establishment of a Quorum.

Chairman Chassee called the meeting to order at 7:00pm. Roll Call found Alderman Brown, Hallett, Birch Ferguson, Swiatek, Short and Jakabcsin.

2. Selection of Chairman and Vice Chairman.

Alderman Hallett nominated Alderman Chassee as the Chairman of the Public Affairs Committee, seconded by Alderman Swiatek and the vote was unanimous for approval.

Alderman Swiatek nominated Alderman Hallett as the Vice Chairman of the Public Affairs Committee, seconded by Alderman Birch Ferguson and the vote was unanimous for approval.

3. Approval of Minutes.

A. Public Affairs Committee Minutes of April 26, 2021. Alderman Brown made a motion, seconded by Alderman Swiatek to approve the minutes of the Public Affairs Committee meeting. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Swiatek and Short. Voting Nay: 0. Abstain: Alderman Birch Ferguson and Alderman Jakabcsin. Motion carried.

4. Public Participation / Presentations.

Resident Kurt Jaros, 228 N. Oakwood Ave, West Chicago, expressed his concern on the effectiveness and expenses of tax payers towards the City Museum.

A. 2020 City Museum Operations – Sara Phalen submitted the fiscal year report for the West Chicago City Museum.

5. Items for Consent.

A. Resolution No. 21-R-0037 – A Resolution Approving an Intergovernmental Agreement with the Village of Tower Lakes Regarding the Donation of Electronic Equipment. Alderman Hallett made a motion, seconded by Alderman Birch Ferguson to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Short and Jakabcsin. Voting Nay: 0. Motion carried.

6. Items for Discussion.

A. August & September 2021 Events. Alderman Swiatek made a motion, seconded by Alderman Birch Ferguson to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Short and Jakabcsin. Voting Nay: 0. Motion carried.

7. Unfinished Business.

A. Ordinance No. 21-O-0015 – An Ordinance Amending Chapter 10, Article V, Noise Control Regulation. Alderman Brown made a motion, seconded by Alderman Birch Ferguson to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Short and Jakabcsin. Voting Nay: 0. Motion carried.

8. New Business.

9. Reports from Staff.

10. Adjournment. Alderman Hallett made a motion to adjourn, seconded by Alderman Birch Ferguson. The motion was approved by voice vote, and the meeting adjourned at approximately 7:47pm.

Respectfully submitted,

Yahaira Bautista

Administrative Assistant to Chief of Police
West Chicago Police Department

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Fireworks at Reed-Keppler Park
Tacos and Art Fest**

AGENDA ITEM NUMBER: 4.A.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: June 28, 2021

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

A City-sponsored fireworks display is scheduled for Saturday, August 14, 2021 from 9:30 p.m. to 10:00 p.m. at Reed Keppler Park.

This event takes place in partnership with the West Chicago Park District as part of the Park District's Tacos and Art Festival. The fireworks display in the past has been a part of the "Hello Summer" event, however, due to COVID-19 that event was cancelled.

A Fireworks Permit must be issued by the West Chicago Fire Protection District prior to the fireworks display. City staff will work with the fireworks contractor and the West Chicago Fire Protection District to ensure all appropriate Fireworks Permit documentation is acquired, submitted, and approved in time for the event.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for use of Police and Public Works services to support the fireworks display in cooperation with the Park District and Fire Protection District (see attached fireworks layout utilized in 2018 & 2019, to be proposed again for 2021, pending the fireworks contractor's proposal and corresponding Fire Protection District approval).

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: Tacos and Art Fest - Fireworks
Location of Event: Reed-Keppler Park
Date(s) of Event: August 14, 2021 Hours of Event: 9:30 p.m. to 10:00 p.m. Est. Attendance: 1,000
Name of Sponsoring Organization(s): City of West Chicago and West Chicago Park District
Contact person from sponsoring organization: Nicolette Stefan
Cell Phone: 847-361-0121 E-mail: nstefan@westchicago.org

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: June 11, 2022

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.
*All applications must be signed.**

(Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

Based on the information which has been submitted, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title Date

☐ Denied
Remarks:



Approximate locations of the fireworks "secure zone" public barriers. Barriers will be established with snow

fencing, caution tape, and any other equipment deemed appropriate.

Approximate locations of the Public Works and ESDA light towers.

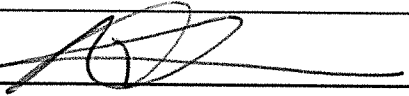
Alternative fireworks set up area if field is still saturated enough to risk damage to field and fireworks truck getting stuck.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Healthy West Chicago Fun Run
Special Event Permit Application
Healthy West Chicago

AGENDA ITEM NUMBER: 4.B.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** June 28, 2021**COUNCIL AGENDA DATE:** _____**STAFF REVIEW:** Tom Dabareiner**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:**
Michael Guttman**SIGNATURE** _____**ITEM SUMMARY:**

Healthy West Chicago is seeking approval for a 5k Fun Run scheduled for Saturday, August 21, 2021 from 6:30 a.m. – 11:00 a.m. with an estimate of 200 attendees. All proceeds from this event will be used to support Healthy West Chicago programming and sustainability.

Set-up is scheduled to begin at 6:30 a.m. The race begins at 8:30 a.m. The event is expected to end at approximately 11:00 a.m.

Healthy West Chicago has requested use of the public walkway along Yale Street as well as National Street east of Yale Street for the race route. Reed Keppler Park and the ARC Center have also been requested for use.

The Special Event Permit Application, which includes the requests of the City and Park District, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the Park District and Fire Protection District. The Special Event Permit Application is attached, which includes the course map.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

***** FOR OFFICE USE ONLY *****

Received: _____ Fee Paid: \$ _____

Receipt # _____ Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

- | | |
|---|------------|
| ☐ Background checks completed by Police Dept. | Date _____ |
| ☐ DuPage Co. Health Department notified | Date _____ |
| ☐ Certificate of Insurance received and approved | Date _____ |

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Carly Smitherman, representing Healthy West Chicago
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

Carly Smitherman
(signature)

5/11/2021

(date)

Healthy West Chicago 5K Fun Run

(name of event)

8/21/2021

(date of event)

Healthy West Chicago Sponsored Special Event
Healthy West Chicago Fun Run
Special Event Proposal
Saturday August 21, 2021

Event Overview:

The Healthy West Chicago Fun Run will be sponsored by Healthy West Chicago, with the support of Race Time Inc. and the City of West Chicago. This event will take place on Saturday August 21st, 2021 at Reed-Keppler Park, West Chicago with the race beginning at 8:30 a.m. This event will attract participants from West Chicago and surrounding communities. The Fun Run will include features such as a race t-shirt and awards by gender/age groups.

Race Time Inc. has offered to donate select race. The Healthy West Chicago's Program Administrator will coordinate the Fun Run activities with the City of West Chicago's Special Events Coordinator, Race Time Inc., Healthy West Chicago Volunteer Committee, and West Chicago Park District.

General Information:

Main Contact

Carly Smitherman
Healthy West Chicago Program Administrator
Phone: (630) 230-6370
Email: carlys@healthywestchicago.org

Proposed Course

USATF course Run to Remember.
Proposed map of racecourse submitted with permit application.
Course length: 3.1 miles.

Registration & Fee Structure

5K Run/Walk Adult (18 and older): \$25.00
Resident 5K Run/Walk Adult: \$20.00
5K Run/Walk Student (17 and under) \$10.00
Resident Discount: West Chicago residents will be offered a \$5 discount.

All proceeds from the event will be used to continue with Healthy West Chicago programing and sustainability.

Main Event Schedule

6:30 AM Staff & Volunteer Set-Up Begins
7:30 AM Registration Opens
8:00 AM Registration Closes
8:15 AM Group Stretch
8:30 AM 5K Walk/Run starts
9:30 AM 5K Walk/Run Finish
9:50-10:15 AM Awards: Announced/Distributed
10:20 AM Clean Up Begins
11:00 AM Site Clean Up Ends

Race Timing and 5k Course Organizer

Organizer: Race Time Finish Line Management & Timing Company
Website: <http://www.racetime.info>
Contact: Julie Pearson
Email: racetime21@hotmail.com

Race Day Safety Guidelines:

Please understand our goal is to provide a family friendly, fun event where everyone can "Come and Run/Walk Safely".

With that in mind, please observe the following guidelines;

- If you have a fever, are feeling ill or have been in recent contact with someone unrecovered from COVID-19, please do NOT come to the event.
- Per the Illinois Department of Public Health recommendations, it is requested a face mask or face covering be worn by everyone at all times and social distancing should be observed.
- NO SPITTING! Participants should carry their own tissues or hand towel for spitting, blowing nose, wiping sweat, etc., before, during and after their race.
- If family members or friends are attending the event with you, they must wear a face mask at all times and we ask that they do not congregate around the finish area.
- Unless you are with someone living in the same household, participants should not engage in traditional forms of physical contact such as handshakes, high-fives, hugs, partner stretching, etc.
- Water stations on the course and finish lines will be self-serve. Volunteers will not be handing out water to eliminate contact.

The following must be followed at all times by all participants:

- Maintain Social Distancing
- Stay home if feeling ill
- Use hand sanitizing stations
- Wear Masks
- Agree to temperature checks

Participants whose actions do not meet the above expectations, and/or are creating a risk for themselves or others, will be asked to leave the event.

Awards Participants Receive

5K Run: Awards will be distributed to one overall male and one overall female winner. First, second, and third place medals will be distributed a male and female in each of the following categories/age groups: 10 & under, 11 - 14, 15 - 19, 20 - 29, 30 - 39, 40 - 49, 50- 59, 60 & over.

5k Walk/Run Participants Receive

Short sleeved 5k t-shirt

All Event Attendees Receive the Following

Water

Aid/water stations at Start/Finish and near mile markers 1 and 2 along the course

First-aid tent at turnaround on course

Official Chip time

Music and announcer at Start/Finish

Cancellation

Event will only be canceled in extreme weather.

City will be called the morning of the race to be notified.

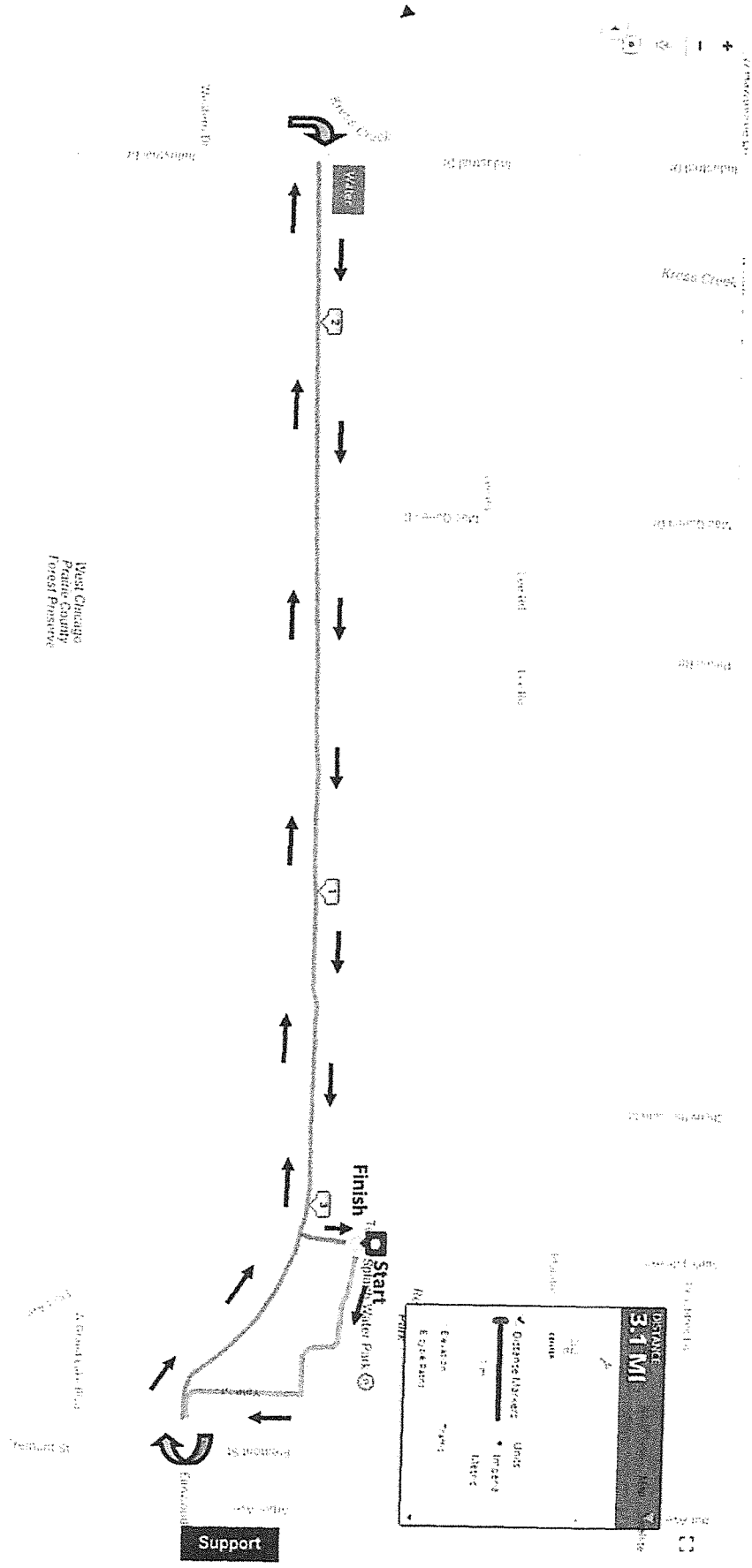
Website & Registration Structure

Participants will register using Race Time Inc.'s online platform.

Participants can also register by submitting a completed "Healthy West Chicago Fun Run Registration Form" to Race Time Inc. with cash or check payment.

Electronic signature of liability "Waiver & Release" will be required.

Volunteer sign-up option will also be available.





Road Running Technical Council
USA Track & Field
Measurement Certificate



Name of the course Run to Remember Distance 5 km
Location (state) Illinois (city) West Chicago
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Out and Back
Type of surface: paved 23 % dirt % gravel 77 % grass % track %
Elevation (meters above sea level) Start 234 Finish 234 Highest 240 Lowest 228
Straight line distance between start & finish Same Point Drop 0 m/km Separation 0 %
Measured by (name, address, phone & e-mail) Winston Rasmussen 3s441 2nd Street
Warrenville, IL 60555 (630)393-4952 W.Rasmussen@comcast.net
Race contact (name, address, phone & e-mail) Robbi Peterson, West Chicago Police Dept, 325 Spencer
West Chicago, IL 60185 (630) - RPeterson@West Chicago.org
Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Number of measurements of entire course: 2 Date(s) when course measured: April 14, 2015
Race date: April 19, 2015 Course certification effective date: April 15, 2015
Certification code: IL15011WR

Notice to Race Director: Use this Certification Code
in *all* public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2025

AS NATIONALLY CERTIFIED BY:

Winston Rasmussen Date: April 15, 2015
Winston C Rasmussen – USATF/RRTC Certifier
3s441 2nd Street, Warrenville, IL 60555 (630)393-4952 W.Rasmussen@comcast.net



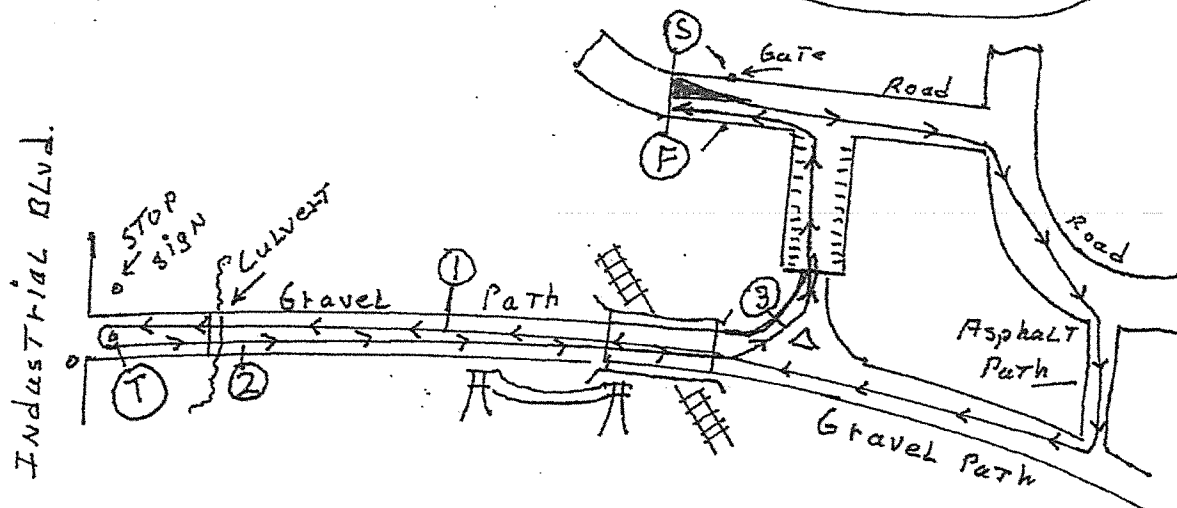
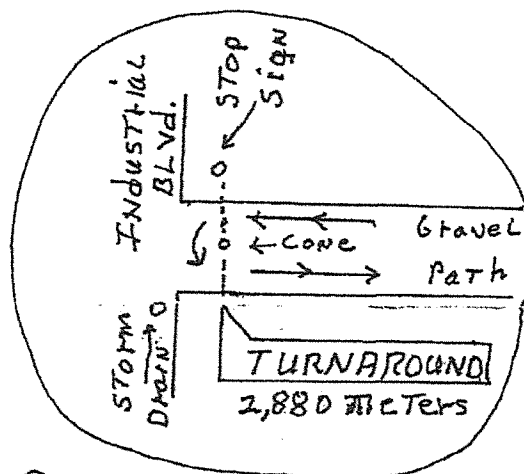
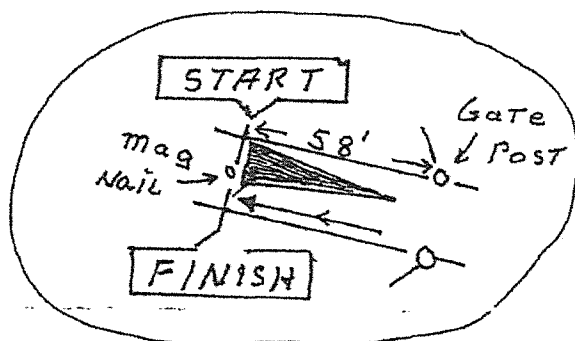
Run to Remember
5 kilometers
West Chicago, Illinois
USATF Certification # IL15011WR
Effective April 15, 2015 – Dec 31, 2025

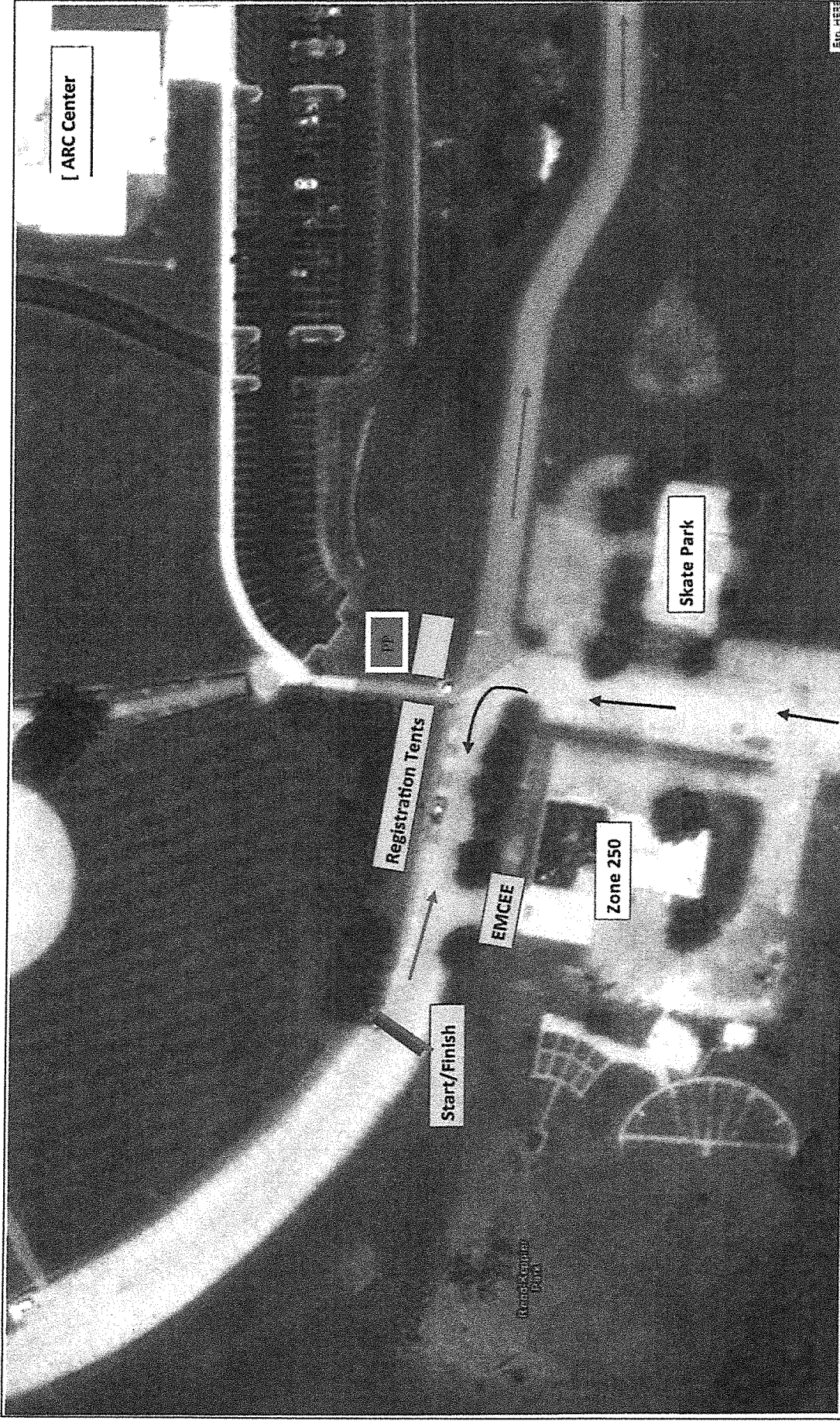


NORTH

Map Not to Scale

START: Mag nail, center of road, 58' W of edge of gate post on N side of road (See detail)
1 MILE: North edge of gravel path, 147' W of 2nd electrical tower W of RR tracks
Turnaround: Center of path, even with stop sign (21'6" E of center of round storm drain on Industrial Drive)
2 MILE: South edge of gravel path, 23'6" E of center of culvert
3 MILE: West edge of gravel path, 44'6" S of S end of parking lot
Finish: Same as the start
Measured by Winston Rasmussen April 14, 2015 (w.rasmussen@comcast.net)





EMCEE-Electrical outlet required for mic and speaker set up.

PP-Porta potty

Skate Park-Parking for volunteers and staff

Request for closure of Wiggly Field from 6AM-11AM due to runner foot traffic along road to Wiggly Field.

Request for Park District to close ARC Center Parking lot entrance briefly for beginning of race when walkers/runners are passing by.

Event organizer will ensure cones/barricades are set up in time for 8:30AM race start and then removed as soon as the last participant passes the entrance (ETA 8:45-50AM)

SECTION 1 – GENERAL INFORMATION

Name of Event: Healthy West Chicago 5K Fun Run

Type of Event:

☐ Parade ☒ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☐ Other _____

Location of Event: Reed-Keppler Park, 129 W. National St, West Chicago

Date(s) of Event: 8/21/2021 Hours of Event: 6:30am to 11:30am Est. Attendance: 200

Event Website: raceroster.com/events/2021/48352/healthy-west-chicago-5k-run-and-kiddie-dash

Purpose of event: community engagement

Name of Sponsoring Organization(s): Healthy West Chicago

Organization's Legal Status (i.e. NFP, Partnership, Corporation): NFP

Contact person from sponsoring organization: Carly Smitherman

Organizer address: 132 Main Street

City/State/Zip: West Chicago, IL 60185

Phone: 630-230-6370

Cell Phone: 630-230-6370

E-mail: carlys@healthywestchicago.org

Emergency contact information (*provide mobile numbers for on-site coordinators during event*):

1st Contact: Sara Phalen

Phone: 815-751-0551

2nd Contact: Joie Francovich

Phone: 630-981-4850

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: 8/20/2022

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

N/A

What, if anything, are you doing to rectify the problem(s)?

N/A

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.*

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☐ Yes ☒ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☐ Yes ☒ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

☐ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: no

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other no

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)	Location and number of barricades (B)
Location of toilets (T)	Location of fire lane (FL)
Location of hand washing sinks (HWS)	Location of fire extinguishers (FE)
Location of retail vendors (RV)	Public entrances and exits (PE)
Location of food vendors (FV)	Location of "No Firearms" signage (NF)
Location of first aid (FA)	Location of sound stages and amplified sound (S)
	Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☒ Yes ☐ No If yes, please indicate the property that you are requesting to use.

Reed-Keppler Park and associated parking lots as permitted by Park District.

Only Turtle Splash parking lot will be use for participant parking. Rolling closure at Yale St. and National St.

Would you like to request the closing of City streets? ☒ Yes ☐ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
**Park District	Wiggly Field and Zone 250 parking lots		8/21/2021	6AM-11AM
Yale St.	Use of public walkway along Yale St.		8/21/2021	8:30-8:50AM
National St.	National St. east of Yale St. for race route.		8/21/2021	8:30-8:50AM

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	
Submit Carnival Permit Application	90 days	
Submit Fireworks Permit Application	30 days	
Submit Temporary Liquor License Application	30 days	
Submit Building (Temporary Tent) Permit Application	30 days	
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	
Submit <u>Original</u> Certificate of Insurance*	21 days*	
Submit Raffle Registration Application	14 days	
Notify residents/businesses of special event	14 days	
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the Healthy West Chicago (name of organization) and its Members, employees, volunteers or guests, being allow to participate in HWC 5K Fun Run, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Healthy West Chicago (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Healthy West Chicago (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of Healthy West Chicago (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The Healthy West Chicago (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the Healthy West Chicago (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the Healthy West Chicago (name of organization).

Agreed this 11 day of May, 2021

Healthy West Chicago
Name of Organization

Carly Smitherman
Print Name of Authorized Person

Carly Smitherman
Signature of Authorized Person

Program Administrator
Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

Healthy West Chicago

(Name of Organization)

Carly Smitherman

(Print Name of Signatory)

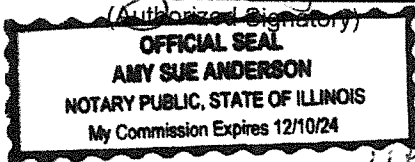
5/11/2021

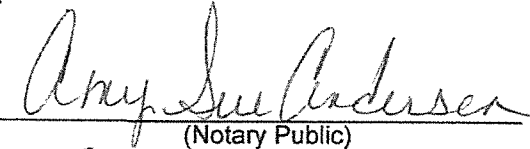
(Date)

By



(Authorized Signatory)




(Notary Public)

Signed and sworn to before me this 11th day of May, 2021.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied

Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

West Chicago Food Festival

AGENDA ITEM NUMBER: 4.C.

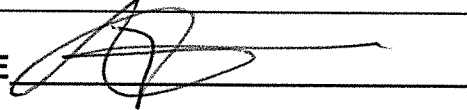
FILE NUMBER: _____

COMMITTEE AGENDA DATE: June 28, 2021

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE



APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

West Chicago Food Festival is scheduled for Saturday, August 28, 2021 from 11:00 a.m. to 3:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. The Food Festival includes, but is not limited to: food vendor sales, live entertainment, and family activities.

The layout implemented in 2019 will be utilized again this year. The event will take place outside, primarily along Main Street and Galena Street.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for vendor staging and event activities (see attached layout map).
- Use of Police and Public Works services to support the event.
- Closure of Turner Court, Main Street from W. Washington Street to 306 Main Street, and Galena Street from Main Street to High Street from 5:00 a.m. to 6:00 p.m. on event day, while maintaining clearance for emergency vehicles.
- Use of the public right-of-way for the posting of signs promoting the event and its supporting activities.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-Sponsored Events



Name of Event: West Chicago Food Festival
Location of Event: Downtown West Chicago
Date(s) of Event: August 28, 2021 Hours of Event: 11:00 a.m. to 3:00 p.m. Est. Attendance: 1,000
Name of Sponsoring Organization(s): City of West Chicago
Contact person from sponsoring organization: Nicolette Stefan
Cell Phone: 847-361-0121 E-mail: nstefan@westchicago.org

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: August 27, 2022

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.
*All applications must be signed.**

(Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

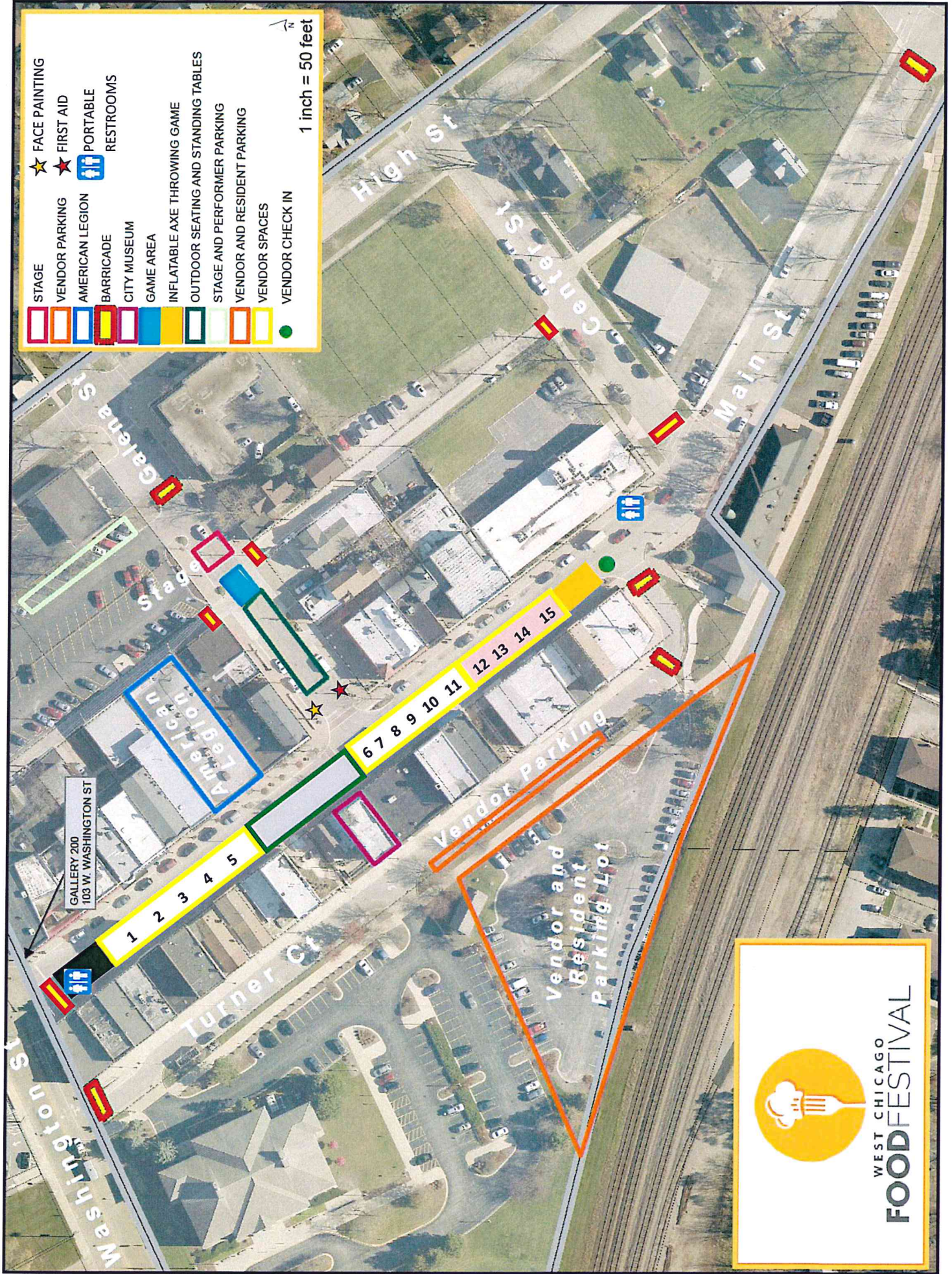
Based on the information which has been submitted, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title Date

☐ Denied
Remarks:



- STAGE
- VENDOR PARKING
- AMERICAN LEGION
- BARRICADE
- CITY MUSEUM
- GAME AREA
- INFLATABLE AXE THROWING GAME
- OUTDOOR SEATING AND STANDING TABLES
- STAGE AND PERFORMER PARKING
- VENDOR AND RESIDENT PARKING
- VENDOR SPACES
- VENDOR CHECK IN
- FACE PAINTING
- FIRST AID
- PORTABLE
- RESTROOMS

1 inch = 50 feet

GALLERY 200
103 W. WASHINGTON ST



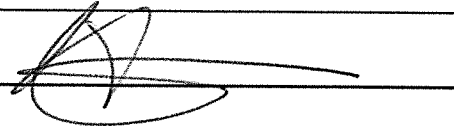
WEST CHICAGO
FOODFESTIVAL

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Funding Agreement & Festival
Mexican Independence Day Festival
Mexican Cultural Center DuPage

AGENDA ITEM NUMBER: 4. D.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** June 28, 2021**COUNCIL AGENDA DATE:** _____**STAFF REVIEW:** Tom Dabareiner**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:**
Michael Guttman**SIGNATURE** _____**ITEM SUMMARY:**

The Mexican Cultural Center (MCC) and City Staff seek approval of the attached 2021 Funding Agreement for the Mexican Independence Day Festival (MID) which is proposed to take place September 18-19, 2021. As outlined in the Agreement, the MCC is responsible for all aspects of planning, organizing and managing the event while the City provides financial support as well as in-kind services.

The City will provide the financial support of \$12,000 to be paid in installments, in order to help cover the cost of Festival activities and the MCC's role in producing the Festival for community-wide benefit. Funds will be released so long as the submittal requirements have been met. The City will also equally match the amount of cash donations the MCC raises in excess of \$2,000, with the City's matched contribution not to exceed \$8,000. The City's maximum total contribution to the MCC shall not exceed \$20,000.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District and Park District. The Special Event Permit Application is attached.

ACTIONS PROPOSED:

Staff recommends approval of the Funding Agreement and Festival as proposed.

COMMITTEE RECOMMENDATION:

Exhibit A
Funding Agreement for Mexican Independence
Day Festival

This funding agreement (hereinafter referred to as "Agreement") is made and entered into on the ____ day of ____ 2021 by and between the Mexican Cultural Center (hereinafter referred to as "MCC") and the City of West Chicago, (hereinafter referred to as "City").

1. In consideration of the covenants and agreements hereinafter contained, as well as other good and valuable considerations, the MCC and the City hereby agree that the MCC is an independent entity with respect to the City and agrees to perform all services to create, plan, develop and execute the Mexican Independence Day Festival on September 18-19, 2021, (hereinafter referred to as "Festival") and that the City will provide a designated amount of financial support for such Festival. The MCC has no authority or power to incur debts, obligations or commitments of any kind whatsoever for or on behalf of the City or to bind the City to any contract, agreement or employment agreement.
2. The MCC will be responsible for producing the Festival within the Downtown Tax Increment Financing (TIF) District. This will include, but is not limited to, accomplishing the following tasks and purveyance of services:
 - A. The MCC will serve as the lead event planner and execute the following duties:
 1. Plan, organize and supervise the Festival, making arrangements for the Festival site, negotiate contracts with responsible independent contractors or vendors, apply for all permits and licenses, comply with all insurance requirements as defined in the Special Event Permit Application, and coordinate with City officials.
 2. Comply with the City's Municipal Code, ordinances, and Special Events Policy in effect at the time this Agreement becomes fully executed, including the posting of signs in conformance with the City's regulations regarding concealed carry at special events¹.
 3. Solicit volunteers and vendors as needed.
 4. Undertake additional fundraising efforts.
 5. Ensure at least one supervisor attends and supervises the entire Festival.
 6. Pay all contractual obligations associated with the Festival and obtain all required licenses and deposits.

¹ Should a higher level of government mandate any new laws that the City is required to enforce and should the City Council approve a new law that does not specifically deal with festivals but rather improves and addresses the health, safety and welfare of West Chicago residents and its visitors, then the MCC shall be obligated to comply.

7. Ensure that the Festival does not open to the public until: all applicable permits are obtained; all approvals are granted; all insurance requirements are satisfied; and all posting of signs is fulfilled.
 8. Ensure that the Festival area is maintained in a clean and sanitary condition during the Festival, and that proper cleanup is completed after the Festival in order to return City property to its original condition. This shall include, but is not limited to, prompt removal of animal waste from festival grounds or the parade route by MCC staff or hired contractor.
- B. The MCC shall promote the Festival through at least three external media channels. Promotional efforts for each media source shall be detailed in the post-event report to include the name of each media source, copy of the advertisement, length of promotion, and a summary of reach, if available. The MCC shall also promote the Festival through its organizational website and social media platforms.
 - C. The MCC shall recognize the City in any and all marketing, promotional and social media materials as a primary contributor and sponsor of the Festival.
 - D. There shall be no entrance fee for the Festival. There will neither be a carnival nor fireworks at the Festival. Alcohol shall neither be served nor permitted at the Festival.
 - E. The MCC shall offer to all businesses in the Downtown TIF District an opportunity to be vendors of or participants in the Festival. Such businesses shall be given priority over businesses not within the Downtown TIF District. At the MCC's request, the City will provide the MCC with a current list of businesses registered within the Downtown TIF District. Not less than 14 days prior to the Festival, the MCC will provide the Special Events Coordinator with a copy of the written communication(s) used to invite downtown businesses to participate in the Festival, along with a list of those confirmed. This list shall include a brief description of each business's manner of participation. This list will be included as an addendum to the Special Event Permit Application and with the MCC's final written report.
 - F. The MCC shall provide adequate safety and security throughout the Festival duration. As such, the MCC shall ensure that all horses at the Festival, whether they are part of the parade or other activities, shall be separated from the general public by means of barricades or a distance of at least 10 feet. Additionally, MCC will contract to have onsite overnight security between the days of September 18 and September 19, 2021. The MCC shall submit a copy of the security contract to the City's Special Events Coordinator not less than 14 days prior to the Festival. The contract shall outline the expectations of the hired security personnel in order to address how problematic situations such as theft, physical altercations, and/or trespassing will be handled. Name and contact information of security

personnel shall also be provided.

3. The City's responsibilities are limited to the following:
 - A. The City will provide financial support of \$12,000 to be paid in installments, in order to help cover the cost of Festival activities and the MCC's role in producing the Festival for community-wide benefit. Funds will be released so long as the submittal requirements have been met.
 1. The City agrees to pay the MCC (or its designee, as specified in writing) \$8,000 for contractual obligations directly related to the Festival by the end of the week following the July 19, 2021 City Council meeting.
 2. The City agrees to pay the MCC (or its designee, as specified in writing) \$3,500 for contractual obligations directly related to the Festival by the end of the week following the August 2, 2021 City Council meeting.
 3. The City agrees to pay the MCC (or its designee, as specified in writing) the final \$500 in consideration of all contractual requirements being met.
 - B. The City will equally match the amount of cash donations the MCC raises in excess of \$2,000, with the City's matched contribution to not exceed \$8,000. The City's maximum total contribution to the MCC shall not exceed \$20,000.
 1. The MCC shall submit a copy of acknowledgment of cash donations received to support the Festival.
 2. The MCC shall be paid the equivalent of the submitted receipt totals, once the \$2,000 minimum has been received by the MCC and then verified by the City.
 3. The MCC will be paid no later than 30 days of the City receiving a complete and satisfactory submittal.
 - C. The MCC shall provide the City copies of all invoices, receipts and checks to vendors for the expense receipts of not less than \$12,000 in addition to the total amount of cash contributions provided by the City match. These items shall be submitted with the MCC's final written report which shall include a summary financial report as outlined in Section 4.E.
 1. The MCC shall seek pre-approval from the City Special Event Coordinator when making purchases outside of essential festival expenditures. The Special Event Coordinator shall have sole authority in determining whether a purchase meets the standard of an essential expenditure. This shall apply only to purchases above \$500.00, but serial purchases of the same item or service less than that shall also be subject to review.
 - D. The MCC shall make its final appearance at the earliest available Public Affairs Committee meeting after the Festival, no later than the December 27, 2021 meeting, to present the final written report.
 - E. Should any submittal deadline not be met and/or should the

information submitted be deemed incomplete, the City will withhold payment until the submittal is satisfactory. The MCC will be paid within 30 days of the City receiving complete and satisfactory submittals.

- F. The City will provide the following in-kind services with approval of the City Administrator:
1. Public Works Department employees will assist with Festival set-up, arrange for a dumpster from Groot Industries at no cost to MCC, ensure water hook-up, and provide Festival banner and 'papel picado' (perforated banner sign) installation along downtown light posts three weeks prior to the event.
 2. Public Works Department employees shall provide barricades at the Festival entrances. The MCC may request additional barricades from the Public Works Department which will be provided if inventory is available and if Public Works can reasonably accommodate the request.
 3. Public Works staff will provide standard special event street cleanup assistance; not included is animal related waste or feed product disposal. The MCC is responsible for completing all other event-related cleanup before leaving the Festival site on September 19, 2021. If a cleanup project requires additional time and/or the hiring of an external contractor, the MCC must notify the Special Events Coordinator. The MCC must provide the Special Events Coordinator with details regarding the nature of the work to be done, the name and contact information of the person(s) scheduled to perform the work, and the expected timeline of completion. If the MCC is unable to complete the work in a manner deemed acceptable by City staff, the City will conduct the work and charge the MCC the applicable municipal rate.
 4. Police Department employees will provide staff and provide security during the hours of operation of the Festival. The City will not provide on-site overnight security.
 5. Community Development Department employees and/or City contractors will inspect the general layout of the site and conduct any other inspections deemed necessary once all Festival components are known. The site inspection shall take place at least one hour prior to the time the Festival is scheduled to open to the public. All event components requiring inspection shall be completely set up at the time of the scheduled inspection. At least one representative of the MCC shall be present during the entire inspection.
 6. Marketing and Communications Division staff will assist the MCC with the marketing of the Festival via the City's website, community calendar and newsletter; however, paid advertising will be the sole responsibility of the MCC. In order for City staff to provide marketing assistance, the MCC shall submit 2021 event-specific marketing materials to the City at least 60 days

prior to the Festival. These materials may include, but are not limited to photos, graphics, logos, link to the event website, and links to social media event page(s). The MCC shall submit any new or additional marketing materials to the City no later than 30 days prior to the Festival. These materials may include, but are not limited to the entertainment schedule, tentative list of parade participants, tentative list of vendors, and programming updates. MCC will update the City as new parade participants and vendors are added on a weekly basis following the tentative list submission.

4. The MCC shall communicate progress and compliance with the terms of this Agreement at the request of the City. The MCC shall comply with the following coordination and submittal deadlines and all other submittal dates as indicated on the Special Event Permit Application.
 - A. May 24, 2021 – Submit Special Event Permit Application and required supporting documentation.
 - B. June – Attend an Application review meeting to be scheduled by the City after the Special Event Permit Application has been submitted.
 - C. July, August, & September 2021 - The MCC is required to attend at least three coordination meetings to be held with City officials in preparation of the Festival. The meetings shall be scheduled by the City after the Special Event Permit Application has been submitted. The City reserves the right to cancel the Festival by the third coordination meeting if the Agreement terms have not been satisfied or have not been adequately addressed. All monies provided by the City to MCC prior to any cancellation shall be repaid in accordance with Section 12 of this Agreement.
 - D. September 2, 2021 – Not less than 14 days prior to the Festival, the MCC shall provide written notice, via hand-delivery and/or U.S. Mail, to all residents, business tenants, and property owners in the Turner Junction Historic District where the Festival will take place and along the parade route. At the MCC's request, the City will provide the MCC with a current list of addresses located within these defined areas. The MCC shall provide a written affidavit to the City confirming delivery of these notices no later than seven days prior to the Festival.
 - E. November 1, 2021 – Submit final draft of the post-Festival report. The report shall include a recap of the Festival and detail the logistical successes and challenges of the event. It shall also include the accounting of expenses related to the Festival, totaling not less than \$12,000 plus the total amount of the City's matched contributions as described in Section 3.B. All associated expenses shall be accompanied by copies of invoices, receipts, and verification of payments made to vendors.
5. If either party elects to enforce the provisions of this contract in a court of law, the venue shall be in the Circuit Court of DuPage County. The

- successful party in any action to enforce the terms of this Agreement is entitled to reimbursement for its reasonable costs and attorney's fees.
6. The MCC agrees to maintain general liability insurance in amounts not less than \$2,000,000 aggregate and shall name the City of West Chicago and its respective officials, agents, employees and volunteers all as additional insureds under the policy. The MCC's insurance coverage shall be primary as respects the City and its respective officials, agents, employees and volunteers. Any insurance or self- insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of the MCC's insurance and shall not contribute with it. The MCC shall ensure that the City receives original certificates of insurance and endorsements evidencing the existence of such coverage with its completed Special Event Permit Application, which shall be continued during any periods in which this Agreement is in force.
 7. The MCC hereby agrees to indemnify and hold harmless the City and its directors, officers, agents and employees from and against any and all claims, demands, actions, causes of action and other liabilities and expenses, including but not limited to attorney's fees, arising out of or in connection with the Festival, including but not limited to any such claims that may be asserted by any employees and/or volunteers of the MCC, any contractor, vendor or other service provider for the Festival. This indemnification provision shall survive the term of this Agreement or any cancellation or abandonment of the terms and conditions contemplated herein.
 8. The MCC is responsible for obtaining, verifying and retaining all vendor and participant Certificates of Insurance and waivers when applicable.
 9. The MCC hereby agrees that any and all work conducted at the Festival site shall be performed in accordance with all applicable laws of the City to provide a safe working environment for the Festival workers, volunteers and general public. Any insurance or self-insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of any vendor's insurance and shall not contribute with it. The MCC is responsible for ensuring that all insurance requirements are met, and all required documentation is provided to the City.
 10. If necessary, the MCC hereby grants the City permission to communicate directly with its insurance company to ensure that the Certificate of Insurance and the endorsements comply with the terms of this Agreement, the Special Events Policy, and the City's Municipal Code.
 11. Neither this Agreement nor any interest herein, or claim hereunder, shall be assigned or transferred by either the City or the MCC.
 12. Should the MCC fail to comply with the terms of this Agreement, all monies provided and not accounted for in expenditures towards the planning of the Festival by the City shall be returned to it within 60 days of the written notice of the termination of this Agreement. The Festival may be cancelled by mutual written agreement of both Parties as a result of extreme weather on any day of the Festival; in this instance, no

- repayment to the City is required.
13. If the Festival is canceled arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action or arising out of acts of God, fire, flood, war, acts of terrorism, pandemic, epidemic, sabotage, accidents, or any other similar circumstance, the City will notify the MCC and immediately discontinue payments to the MCC and the accounting procedure in Paragraph 12 shall apply.

CITY OF WEST CHICAGO

By: _____
Name: Ruben Pineda
Title: Mayor

Date: _____

Attest:

By: _____
Name: Nancy Smith
Title: City Clerk

MEXICAN CULTURAL CENTER

By: _____
Name: Fernando Ramirez
Title: President

Date: _____

Attest:

By: _____
Name:
Title:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application –
\$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

***** FOR OFFICE USE ONLY *****

Received: _____ Fee Paid: \$ _____

Receipt # _____ Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

- | | |
|---|------------|
| ☐ Background checks completed by Police Dept. | Date _____ |
| ☐ DuPage Co. Health Department notified | Date _____ |
| ☐ Certificate of Insurance received and approved | Date _____ |

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language **must appear**:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name "The City of West Chicago, its officials, agents, employees, and volunteers" as primary and non -contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to specialevents@westchicago.org or fax (630-293-1257) to be considered an original document.

I, Fernando Ramirez, representing Mexican Cultural Center
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.



(signature)

May 20, 2021

(date)

Mexican Independence day Celebration

(name of event)

Sept. ~~11 and 12~~ 18th and 19th

(date of event)



Re: Viva Mexico Independence Day Festival

Mexican Cultural Center ¹⁸⁻¹⁹ DuPage is planning for another exciting Mexican Independence Day Festival this year on September ~~11~~ & 12 in Downtown West Chicago. Although the celebrations will be different to protect everyone's health during the COVID-19 pandemic, a large-scale street art project and vendor booths will be open to the public within the states occupancy guidelines. Safety protocols will also allow everyone to view the art and special performances virtually from the comfort of their homes through a first ever streaming component.

The two-day event is celebrating Mexican Independence Day and Mexican Culture Awareness for the month of September in West Chicago. It consists of a weekend of traditional and regional Mexican food, cultural music, dancing and a crowd gathering 13-foot burro piñata filled with candy and toys.

We will also be introducing the 2021 Miss Mexican Heritage Program winner.

Regards,

A handwritten signature in black ink, appearing to read "Fernando Ramirez".

Fernando Ramirez
President, Mexican Cultural Center DuPage

Saturday, Sept 18th

11:00:00 AM
 11:30:00 AM
 12:00:00 PM
 12:15:00 PM
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 6:45:00 PM
 7:00:00 PM
 7:30:00 PM

Video	Welcome MID 12:12-15 (15)
Video	Sponsor/ tapete- 12:15-12:30 (15) Estaramurza Jefelet 12:30-3 (30)
Set	Dancing Horses (Tamborazo) 1-4:30 (30)
Set	Sponsor/ tapete- 1:30-2 (30) Music
Video	Frida 2021 3-3:30 (30)
Video	Sponsor/ tapete- 3:30-3:45 (15) Jailsets 3:45-4:15
Set	elgin symphony orchestra 4-5pm
Video	Jailsets 5-6
Set	Sponsor/ tapete- 6-6:15 Music Group 6:15-8 (min)

Sunday, Sept 19th

11:00:00 AM
 11:30:00 AM
 12:00:00 PM
 12:15:00 PM
 12:30:00 PM
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 6:45:00 PM
 9:45:00 PM
 7:30:00 PM

Video	Max WC History Video 12-1 (30)
Remote	Sponsor/ tapete Parade 1pm-2pm (2) Sponsor/ tapete- 3-3:15 (15) Criter Ceremony 3:15-3:45 (15) Butterfly Ceremony 3:45-4:15 (15) Music 4:15-4:45 (30) Sponsor/ tapete- 4:45-5 (15) Chinelos / Oaxaca Pliata Ceremony

PARADE ROUTE



- Staging at Lemman Middle School ▼
- ① Joliet St. to Conde St.
 - ② Conde St. to Wilson Ave.
 - ③ Wilson Ave, to Main St.
 - ④ Main St. to Center St.



SECTION 1 - GENERAL INFORMATION

Name of Event: Mexican Independence day Celebration

Type of Event:

☒ Parade

☐ Walk/Run/Bike

☐ Carnivals

☐ Fireworks

☒ Festival

Other _____

Location of Event: Downtown West Chicago

Date(s) of Event: Sept. 11 and 12 Hours of Event: 10 to 10 Est. Attendance: 2000

Event Website: MCCdupage.org

Purpose of event: Celebrate mexican Heritage

Name of Sponsoring Organization(s): Mexican Cultural Center

Organization's Legal Status (i.e. NFP, Partnership, Corporation): _____

Contact person from sponsoring organization: Fernando Ramirez

Organizer address: 103 W Washignton St.

City/State/Zip: West Chicago IL 60185 Phone: 6630.666.2507

Cell Phone: 6630.666.2507 E-mail: doxgor1984@gmail.com

Emergency contact information (*provide mobile numbers for on-site coordinators during event*):

1st Contact: Fernando Ramirez Phone: 630.666.2507

2nd Contact: Sara Phalen Phone: 815.751.0551

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: 9/10 9/11 TBD

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 - NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? Yes ☐ No ☒

If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event.
Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? Yes ☐ No ☒

If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event.
Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.

Will your event include a fireworks display? Yes ☐ No ☒

If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event.
Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Are you holding a raffle at your event? Yes ☐ No ☒

If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be applying for a Temporary Liquor License? Yes ☐ No ☒

If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be serving food at your event? Yes ☒ No ☐

If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.

Are you requesting services from these departments?

☒ Police

☐ Fire District / Paramedics

☒ Public Works

Specify services: _____

Will you be utilizing any of the following services?

Water ☐ Electric/Generator ☐ Other _____

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)	Location and number of barricades (B)
Location of toilets (T)	Location of fire lane (FL)
Location of hand washing sinks (HWS)	Location of fire extinguishers (FE)
Location of retail vendors (RV)	Public entrances and exits (PE)
Location of food vendors (FV)	Location of "No Firearms" signage (NF)
Location of first aid (FA)	Location of sound stages and amplified sound (S)
	Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

Yes No If yes, please indicate the property that you are requesting to use.

see attachment

Would you like to request the closing of City streets? Yes No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times

see attachment

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	
Submit Carnival Permit Application	90 days	
Submit Fireworks Permit Application	30 days	
Submit Temporary Liquor License Application	30 days	
Submit Building (Temporary Tent) Permit Application	30 days	
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	
Submit <u>Original</u> Certificate of Insurance*	21 days*	
Submit Raffle Registration Application	14 days	
Notify residents/businesses of special event	14 days	
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

*If this requirement is not met, the proposed event may be cancelled.

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

MID- Mexican Independence day Celebration

In consideration of the Mexican Cultural Center (name of organization) and its Members, employees, volunteers or guests, being allow to participate in MID, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Mexican Cultural Center (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Mexican Cultural Center (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of Mexican Cultural Center (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The Mexican Cultural Center (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the Mexican Cultural Center (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the Mexican Cultural Center (name of organization).

Agreed this 20 day of May, 2021

Mexican Cultural Center

Name of Organization

Fernando Ramirez

Print Name of Authorized Person

[Signature]
Signature of Authorized Person

Director

Title

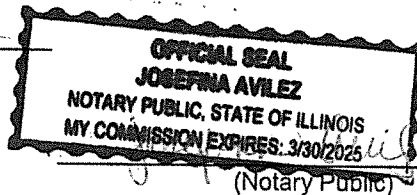
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

Mexican Cultural Center Fernando Ramirez 5/26/21
(Name of Organization) (Print Name of Signatory) (Date)

By [Signature]
(Authorized Signatory)



Signed and sworn to before me this 26th day of May, 2021.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied
Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Homecoming Parade
West Chicago Community High School
District 94

AGENDA ITEM NUMBER: 4.E.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: June 28, 2021

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

West Chicago Community High School District 94 is seeking approval for their annual Homecoming Parade scheduled for Friday, October 1, 2021 from 12:45 p.m. – 2:00 p.m. with an estimate of 2,000 attendees.

The event organizer has requested the use of City streets for the parade, and the support of the Police & Fire Department to accommodate and accompany floats, vehicles, and parade walkers.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the current proposed parade route.

ACTIONS PROPOSED:

Recommend event for approval. Approval is also contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

City of West Chicago

SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application –
\$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

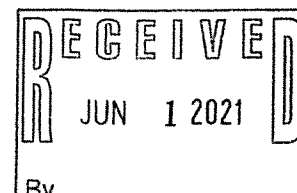
Received: _____ Fee Paid: \$ _____

Receipt # _____ Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

- ☐ Background checks completed by Police Dept. Date _____
- ☐ DuPage Co. Health Department notified Date _____
- ☐ Certificate of Insurance received and approved Date _____



***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Marc Wolfe, representing WCCHS/District 94
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

Marc Wolfe
(signature)

6/1/21
(date)

West Chicago H.S. Homecoming Parade
(name of event)

10/1/21
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: West Chicago Community H.S. Homecoming Parade
Type of Event:

☒ Parade ☐ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☐ Other _____

Location of Event: Start WCCHS → Around Leman MS → Back to WCCHS

Date(s) of Event: 10/1/21 Hours of Event: 12:45 pm to 2:00 pm Est. Attendance: 2,000

Event Website: www.d94.org

Purpose of event: Homecoming Celebration

Name of Sponsoring Organization(s): Community High School District 94

Organization's Legal Status (i.e. NFP, Partnership, Corporation): School District

Contact person from sponsoring organization: Marc Wolfe

Organizer address: 326 Joliet Street

City/State/Zip: West Chicago, IL 60185 Phone: 630-876-6340

Cell Phone: 708-699-1627 E-mail: mwolfe@d94.org

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Marc Wolfe Phone: 708-699-1627

2nd Contact: Peter Martino Phone: 630-876-6331

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: TBD

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

NONE

What, if anything, are you doing to rectify the problem(s)?

N/A

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

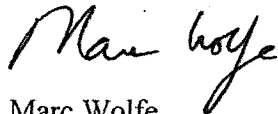
**Narrative for Special Event Permit
City of West Chicago
June 2, 2021**

Community High School – District 94 respectfully requests the permission of the City of West Chicago to hold its annual Homecoming Parade on Friday, October 1, 2021. The Homecoming Parade is the culmination of a number of competitions and activities hosted during the Homecoming week by various teams, clubs, and classes. All activities, teams, and student council “classes” are encouraged to build floats and participant in this Homecoming tradition.

The parade begins at the H entrance of the high school (South East corner: Joliet St. and Ann St.) and proceeds through the streets of West Chicago (see attached map) making a loop around Leman Middle School, passing two elementary schools, and finally arriving back at the High School. In this way, the teams and clubs can share their “Wildcat Spirit” with the children who will one day be part of the High School student body.

In years past, the police and fire departments have led this parade with their vehicles. We are requesting that they do the same this year.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Marc Wolfe", written in a cursive style.

Marc Wolfe
Director of Student Activities

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.

Will your event include a fireworks display? ☐ Yes ☒ No

If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Are you holding a raffle at your event? ☐ Yes ☒ No

If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be applying for a Temporary Liquor License? ☐ Yes ☒ No

If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be serving food at your event? ☐ Yes ☒ No

If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.

Are you requesting services from these departments?

☒ Police ☒ Fire District / Paramedics ☐ Public Works

Specify services: We are requesting WCPD + WCFD send personnel and vehicles to accomodate and accompany floats, vehicles, and parade walkers.

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other N/A

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)	Location and number of barricades (B)
Location of toilets (T)	Location of fire lane (FL)
Location of hand washing sinks (HWS)	Location of fire extinguishers (FE)
Location of retail vendors (RV)	Public entrances and exits (PE)
Location of food vendors (FV)	Location of "No Firearms" signage (NF)
Location of first aid (FA)	Location of sound stages and amplified sound (S)
	Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☐ Yes ☐ No If yes, please indicate the property that you are requesting to use.

See attached map

Would you like to request the closing of City streets?

☒ Yes ☐ No

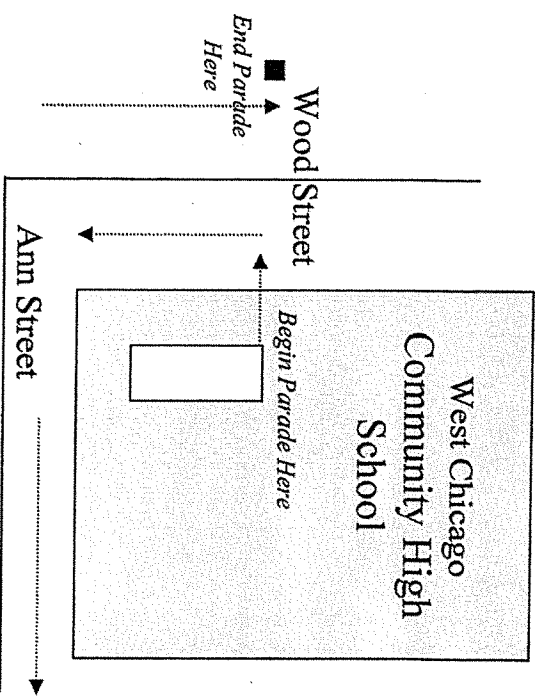
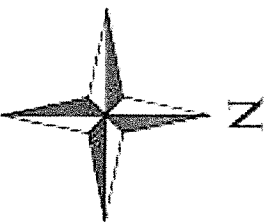
Map attached

If yes, please fill in the following information or submit a route map along with this application:

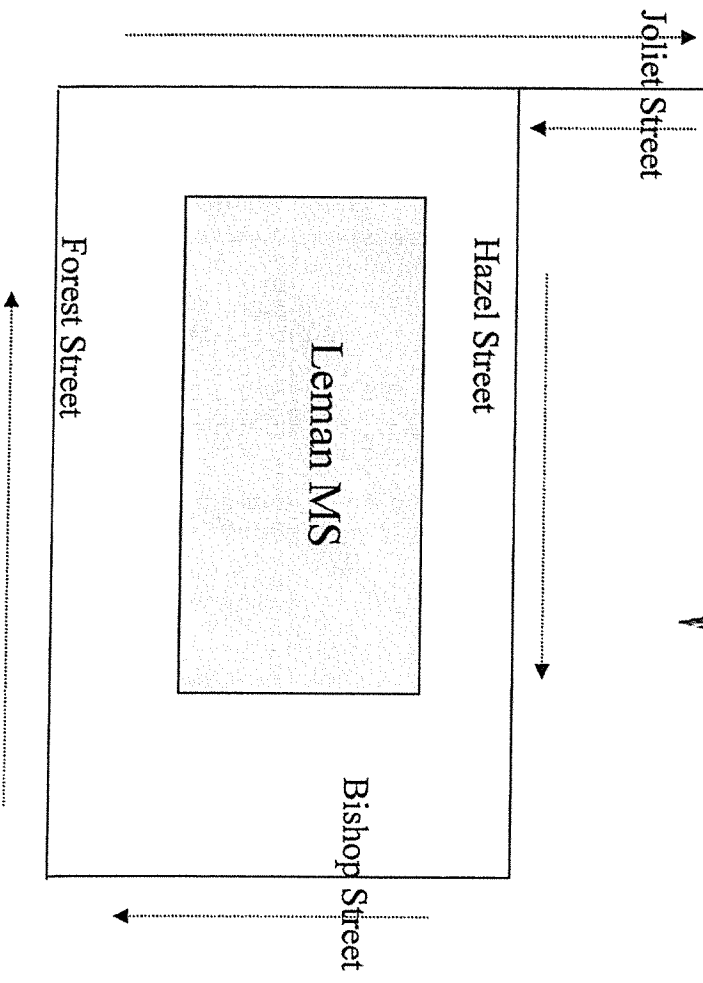
Street	From	To	Dates	Times
			<i>10/1/21</i>	<i>12:45 pm - 2 pm</i>

Community High School District 94 *Parade Route*

October 1, 2021 12:45 pm – 2:00 pm



- ### Parade Route
1. Leave WCCCHS South Parking Lot to Ann Street
 2. Ann Street east to Joliet Street
 3. Joliet south to Hazel
 4. Hazel east to Bishop (parade past Lemman MS)
 5. Bishop south to Forest
 6. Forest west to Joliet
 7. Joliet north to Ann
 8. Ann west to Wood
 9. Wood north to parking lot



SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: 10/1/21

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	7/1/21
Submit Carnival Permit Application	90 days	N/A
Submit Fireworks Permit Application	30 days	N/A
Submit Temporary Liquor License Application	30 days	N/A
Submit Building (Temporary Tent) Permit Application	30 days	N/A
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	N/A
Submit Original Certificate of Insurance*	21 days*	9/10/21
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	9/17/21
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the WCCHS/District 94 (name of organization) and its Members, employees, volunteers or guests, being allow to participate in the 2021 HC Parade, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to WCCHS/District 94 (name of organization) participation in the Activity.

To the fullest extent permitted by law, the WCCHS/District 94 (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of WCCHS/District 94 (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The WCCHS/District 94 (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the WCCHS/District 94 (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the WCCHS/District 94 (name of organization).

Agreed this 1st day of June, 2021

WCCHS/District 94
Name of Organization

Daniel E Obeng
Print Name of Authorized Person

[Signature]
Signature of Authorized Person

Director of Business Services
Title

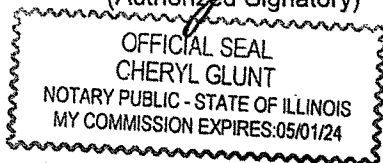
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

WCCHS/District 94 Marc Wolfe 6/1/21
(Name of Organization) (Print Name of Signatory) (Date)

By Marc Wolfe
(Authorized Signatory)



Cheryl Glunt
(Notary Public)

Signed and sworn to before me this 1 day of JUNE, 2021.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title Date

☐ Denied
Remarks:

