



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve a Proposal for a Class E-2 Temporary Liquor License for a Special Event for St. Charles Cruise Nites Being Sponsored by the St. Charles Chamber of Commerce
Presenter:	Chief Keegan

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations (6/20/16)		Government Services
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		Liquor Control Commission

Estimated Cost:		Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

This is an application request for a Class E-2 Temporary License, authorizing for consumption of beer and wine for the St. Charles Cruise Nites being held on Riverside Avenue (Walnut & Second Avenue). This event is being sponsored by the St. Charles Chamber of Commerce and The Finery & Blacksmith Bar will be the local business licensee providing the alcohol. Consumption will be limited to the serving area of the former "Chord on Blues" outdoor patio located at 106 S Riverside Avenue. This temporary license request is for a series of six (6) individual events to be held on the following dates of the summer season: July 19 & 26, and August 2, 9, 16, 23, 2016. The event will be from 5:00 p.m. – 8:00 p.m.

Please see the attached Special Events packet for more detailed information about the event. Also this Class E-2 Temporary License was an add-on requested after the Special Events Permit was submitted.

At the time of the posting to this Government Operations Committee agenda, the Liquor Commission meeting is scheduled at 4:30 p.m. June 20 (same day) to process application and to move it forward before this committee to seek approval of said application so it can go before the July 5 City Council for final approval.

**Attachments:** *(please list)*

- Liquor License Application
- Memo of Explanation
- Site Map
- Special Event Application

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve a proposal for a Class E-2 Temporary Liquor License for a special event for St. Charles Cruise Nites being sponsored by the St. Charles Chamber of Commerce.

*For office use only:*

*Agenda Item Number: 4b*

**For Office Use**  
 Received: 6/13/16  
 Fee Paid: \$600.00  
 Receipt # \_\_\_\_\_

# CITY OF ST. CHARLES

TWO EAST MAIN STREET NON-REFUNDABLE  
 ST. CHARLES, ILLINOIS 60174-1984



## CITY LIQUOR DEALER LICENSE APPLICATION CLASS E2 - SPECIAL EVENTS

Pursuant to the provisions of Chapter 5.08, Alcoholic Beverages, of the City of St. Charles Municipal Code regulating the sale of alcoholic liquors in the City of St. Charles, State of Illinois and all amendments thereto now in force and effect.

The undersigned hereby makes application for a Liquor Dealer License  
**Class E2** *6 individuals one day event*  
 Commencing July 19, 2016 and ending August 23, 2016  
 Time Starting 5 pm and ending 9 pm  
 Location of Event 106 S Riverside St Charles Avenue

Name of Business Haute Concepts LLC DBA The Finery & Blacksmith Bar  
 Address of Business 305 W Main St St Charles IL 60174 Business Phone 630 815 1887  
 Has Applicant had a Class E2 License in the previous 365 days? No. If YES, on what date: \_\_\_\_\_  
 5.08.050A1 Circle Choice to Show: Individual Partnership Corporation Other: LLC

### Requirements of a Class E2 - Special Civic Event License

- The Class E2 license fee is \$100.00 per day.
- A minimum of three (3) liquor supervisors shall monitor liquor service during all times of operation. **Please provide a list of all supervisors with this application.**
- Beer and/or Wine are the only alcoholic beverages to be sold.
- Hours are restricted to 12 noon to 12:00 midnight.
- Licensee must rope/fence off the licensed premises.
- Each patron **must wear a wristband** after having identification checked for legal alcohol consumption age.
- Are children/minors permitted in the licensed premises? Y/N
- A sign limited beer and/or wine consumption to the roped off area must be conspicuously displayed at all times.
- Each server of alcohol must be BASSET certified - need copy of BASSET certification.**
- A copy of site plan diagram to include roped area shall accompany this application.
- All security/police resources needed shall be attached to this application with approval of the Chief of Police before final issuance by Liquor Commissioner.

- Name of class B, Class C or Class I Liquor License: The Finery & Blacksmith Bar
- Has the applicant had a Class E2 License in the previous 365 days? No If Yes, on what date? \_\_\_\_\_
- Is license to be used in conjunction with a special event approved by the City Council? yes  
 If yes, provide name of event: Cruise Nights
- Is license to be used in conjunction with a picnic, bazaar, fair or similar assembly with food dispensing and/or sale the predominate purpose of the event? yes
- Location/address of event. Important: Attached drawing of location to this application. 106 S. Riverside St. Charles IL
- Important: If location is out of doors, attach proof of liability insurance (photocopy) from an approved insurance agency. IL

### Affidavit

State of Illinois )  
 County of Kane )

I/We, being duly sworn, that information contained in this application is true to my/our own knowledge and that the statements set forth are of my/our own free will. I/We solemnly swear that I/we will not violate any of the laws of the United States, the State of Illinois or the City Ordinances of the City of St. Charles.

Signed: [Signature] Signed: \_\_\_\_\_  
 Sworn to before me this 13 day of June, 2016.  
 Notary Public Christine Nilles



### ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: [Signature] Date: 6-15-16 Chief of Police: [Signature]  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Liquor Commissioner: \_\_\_\_\_



# Memo

Date: 6/10/2016  
To: The Honorable Ray Rogina, Mayor-Liquor Commissioner  
From: James Keegan, Chief of Police  
Re: Cruise Nites Being Sponsored by the St. Charles Chamber of Commerce

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The purpose of this memorandum is to document and forward to your attention an application request for a Class E-2 Temporary License, authorizing the consumption of beer and wine for the St. Charles Cruise Nites, currently being held on Riverside Avenue (Walnut & Second Avenue).

This event is being sponsored by the St. Charles Chamber of Commerce and The Finery & Blacksmith Bar will be the local business licensee providing & serving the alcohol. Consumption will be limited to the serving area of the former "Chord on Blues" outdoor patio located at 106 S. Riverside Avenue. Employees from The Finery will be responsible for carding, credentialing and serving patrons (beer & wine) in plastic containers only. Alcohol will not be allowed outside of the patio area.

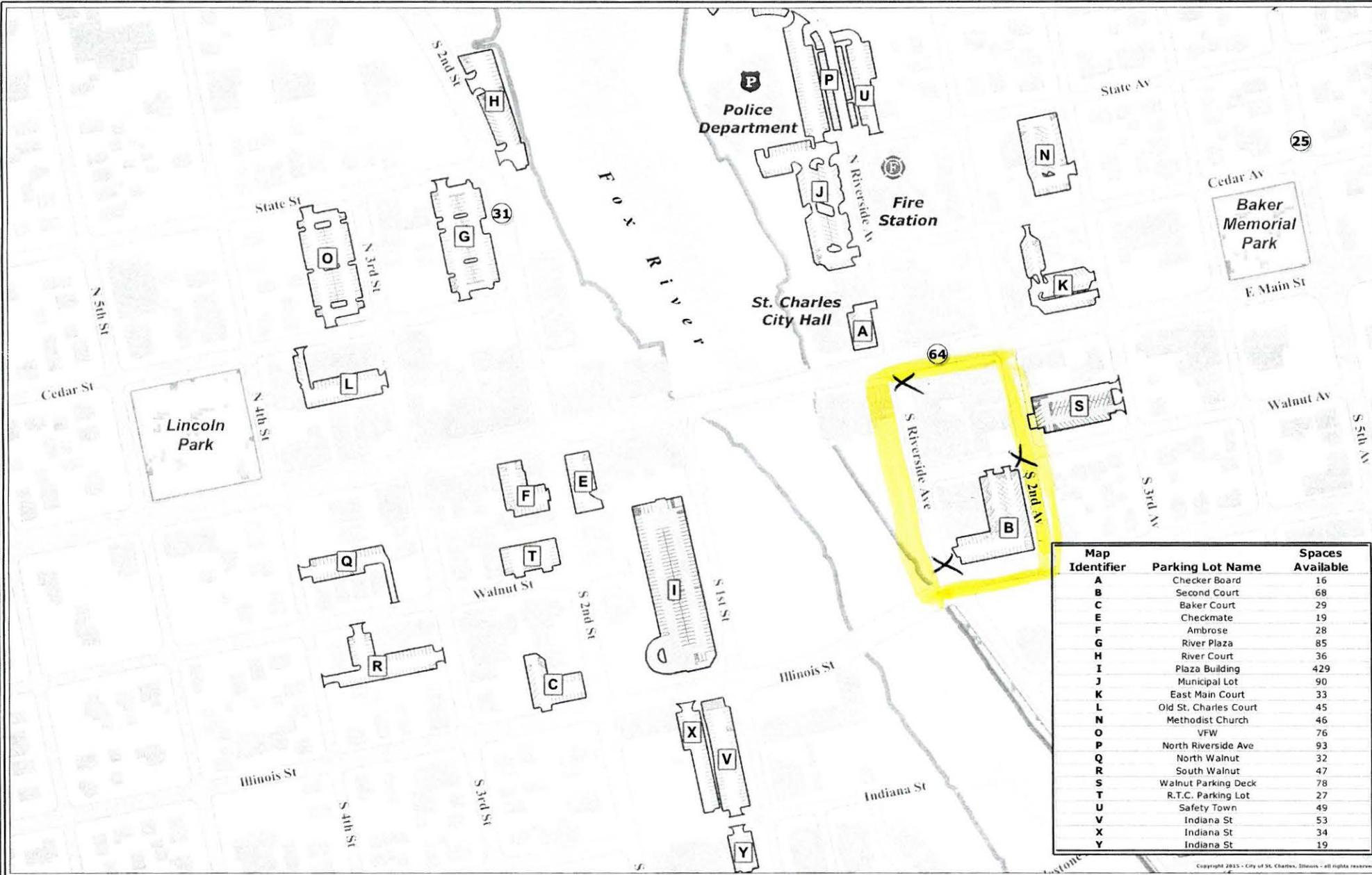
This temporary license request is for a series of six (6) events to be held on the following dates of the summer season: July 19 & 26, and August 2, 9, 16 & 23, 2016. The event will be from 5:00 p.m. – 8:00 p.m.

The site location and event plan for alcohol service was vetted through Commander Mahan and his staff after the initial application material was reviewed by the Special Events Committee. Staff feels comfortable with this event and will not be requiring extra-duty police services. Cruise Nites draws a mature and respectful crowd and both the Chamber of Commerce and The Finery have assured us the proper oversight.

Thank you in advance for your consideration in this matter.



# Downtown Parking



Map Identifier	Parking Lot Name	Spaces Available
A	Checker Board	16
B	Second Court	68
C	Baker Court	29
E	Checkmate	19
F	Ambrose	28
G	River Plaza	85
H	River Court	36
I	Plaza Building	429
J	Municipal Lot	90
K	East Main Court	33
L	Old St. Charles Court	45
N	Methodist Church	46
O	VFW	76
P	North Riverside Ave	93
Q	North Walnut	32
R	South Walnut	47
S	Walnut Parking Deck	78
T	R.T.C. Parking Lot	27
U	Safety Town	49
V	Indiana St	53
X	Indiana St	34
Y	Indiana St	19



Map Date: September 4, 2019  
City of St. Charles, Illinois  
Raymond Rogina, Mayor  
Mark Koenen, City Administrator



Public Parking Lot

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RECEIVED  
FEB 19 2016

Building & Code Enforcement  
St. Charles

CITY OF ST CHARLES

SPECIAL EVENT APPLICATION

THIS FORM MUST BE COMPLETED IN

FULL & SUBMITTED 90 or 30 DAYS PRIOR TO THE EVENT



Permit No. 1622646

Date of Meeting: 3/10/2016

Revised date 01/28/2015

Name of the Event: St Charles Cruise Nights

Date(s) of Event: 7/9-26/12  
8/9-8/16 & 8/23/2016

**Special Event Application – 90 Days**  
 The Special Event Application is due to the City of St. Charles a minimum of ninety (90) days prior to the event if it requires closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

**Special Event Application – 30 Days**  
 The Special Event Application is due to the City of St. Charles, at a minimum, thirty (30) days prior to the event if it does not require closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted.

A copy of the Application and Funding of Special Events is attached for your information.

**Special Event Submittal Check List**

- Special Event Application**
- Section 1 – Task List and Due Dates –90 day or 30 day submittal
  - Section 2 – General Information
  - Section 3 – Permits
  - Section 4 – Site Plan and/or Route Map
  - Section 5– Emergency Phone Tree and Contact
  - Section 6 – Emergency Crisis Management Procedures
  - Section 7 – Retail Merchants
  - Section 8– Hold Harmless Agreement
  - Any outstanding funds owed to the City of St. Charles
- Application(s) for other permit(s) (See answers in Section 3)**
- Outdoor Sales/Event Permit Application and Submittal Fee
    - \$65
  - Loudspeaker/Amplifier License Application and Submittal Fee \$750
    - \$5 per day
  - Class E Liquor License Application and Submittal Fee
    - \$50 per day – E-1 (Not-for-Profit)
    - \$100 per day – E-2 (Special Civic Event)
  - Carnival License Application and Submittal Fee
    - \$30 each – Rides
    - \$20 each – Amusement Stands, Food Stands, Entertainment Shows, Other

Received: 2/19/2016 Fee Paid: \$ 30

Receipt # 883997 Check # 009020

Copies of application distributed to:  
 Police: 2/26/2016 Fire: 2/26/2016 PW: 2/26/2016  
 Electric: 2/26/2016

## SECTION 1 - TASK LIST AND 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.

Task to be completed for Events that require <u>90 days</u> (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	7/19, 7/20, 8/2 8/19, 8/19, 8/23
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	
Submit Special Event Application	90 days	4/20/14
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation <b>A copy of 501(C)3 document is to be submitted with application.</b>	At time of submittal	
Submit Class E Liquor License Application	90-days	4/20/14 N/A
Submit Outdoor Sales Permit Application	90-days	4/20/14
Submit Loudspeaker/Amplifier License Application	90-days	4/20/14
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Carnival License Application	90 days	N/A
Submit Fireworks Permit Application	60 days	N/A
Submit <b>Original</b> Certificate of Insurance	21 days	6/28/14
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	
Emergency /Crisis Management Procedures	At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	7/5/14
Notify residents/businesses of special event	14 days	7/5/14

City Services Requested:			Comments
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	<u>Yes</u>	No	
Water	Yes	No	
Other:	Yes	No	

**SECTION 2 – GENERAL INFORMATION** Permit No. 110-21110

Name of Event: St. Charles Cruise Nites

Type of Event:  Parade  Walk/Run/Bike  Festival  Other Cruise Show

Location of Event: South Riverside Avenue Between 64 & Illinois Street

Date(s) of Event: 7/19, 7/26, 8/2, 8/9, 8/16, 8/23 Hours of Event: 4:30pm to 8pm Estimated Attendance: \_\_\_\_\_

Event Website: www.stcharleschamber.com

Purpose of the event: To bring people downtown to view classic cars & promote chamber members.

Name of sponsoring organization(s): St. Charles Chamber of Commerce

Please list the organization's legal status (i.e. NFP, Partnership, and Corporation): **A copy of the 501(C)3 document is to be submitted with application.**

(Documentation will need to be submitted providing status)

Type of Entity	Check Box that Applies	City Supporting - Existing Event	City Support - New Event
Governmental Entity		100%	100%
Private/For Profit Entity		0%	0%
Non-Governmental/Non-Profit Entity	<input checked="" type="checkbox"/>	50%	0%

Contact person from sponsoring organization: Amanda Lutz

Organizer address: 211 S. Riverside Avenue

City: St. Charles State: IL Zip: 60174

Office Phone: (630) 584-8384 Cell Phone: (847) 354-5171 E-mail: marketing@stcharleschamber.com

Second contact person (emergency): Stacy Ekstrom Phone: (630) 338-5590

Is this an annual event?  YES  NO If yes, please provide event date(s) for next year: 7/18, 7/25, 8/1, 2017  
8/8, 8/15, 8/22

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

No incidents in past years, this has been a successful event!

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

N/A

**SECTION 3 - PERMITS**

Will you be having a fireworks display are your event?  YES  NO

If yes, you have to submit a **Fireworks Permit Application** sixty (60) days prior to the event. Please contact the St. Charles Fire Department to complete the application.

Does your event include the use of a tent?  YES  NO

If yes, you must submit an **Outdoor Sales Permit Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact Building and Code Enforcement to obtain an outdoor sale permit application.

Will you be using speakers and/or sound equipment at your event?  YES  NO

If yes, you must submit a **Loudspeaker/Amplifier License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact the Mayor's Office to obtain a loudspeaker/amplifier license application.

Are you holding a raffle at your event?  YES  NO

If yes, you may have to submit a **Raffle Permit Application**. For the raffle permit application for Kane County, please visit [www.co.kane.il.us/COC](http://www.co.kane.il.us/COC), or contact the Kane County Clerk's Office at 630.232.5950. For the raffle permit application for DuPage County, please visit [http://www.dupageco.org/countyclerk/generic.cfm?doc\\_id=631](http://www.dupageco.org/countyclerk/generic.cfm?doc_id=631) or contact the DuPage County Clerk's Office at 630-407-5500.

Will you serve alcohol at your event?  YES  NO

If yes, you must submit **Class E Liquor License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov), or contact the Mayor's Office to obtain a Class E liquor license application.

Will there be amusement rides at the event?  YES  NO

If yes, you must submit **Carnival License Application** ninety (90) days prior to the event. Please visit [www.stcharlesil.gov](http://www.stcharlesil.gov) or contact the Mayor's Office to obtain a carnival license application.

Will you serve food at your event?  YES  NO

If yes, please indicate the number of vendors \_\_\_\_\_

Note: A list of food vendors must be submitted prior to the inspection of your event.

Are you requesting the use of any other city-owned property, i.e. parking lots, etc.?  YES  NO

If yes, please indicate the property that you are requesting to use.

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
Walnut Ave	2nd Ave	Riverside Ave	7/9, 7/26, 8/2	4:30-8pm
Riverside Ave	Wynn St.	Illinois Ave	8/9, 8/16, 8/23	

Does your event require the use of city sidewalks?  YES  NO

Does your event require temporary electric service?  YES  NO  
 - If yes, please indicate location(s) electric is needed on next sheet.

Does your event require temporary water/hydrant meter?  YES  NO  
 - If yes, please indicate locations(s) for hydrant meter(s) on next sheet.

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## SECTION 4 - SITE PLAN AND/OR ROUTE MAP

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Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

*See attached -*

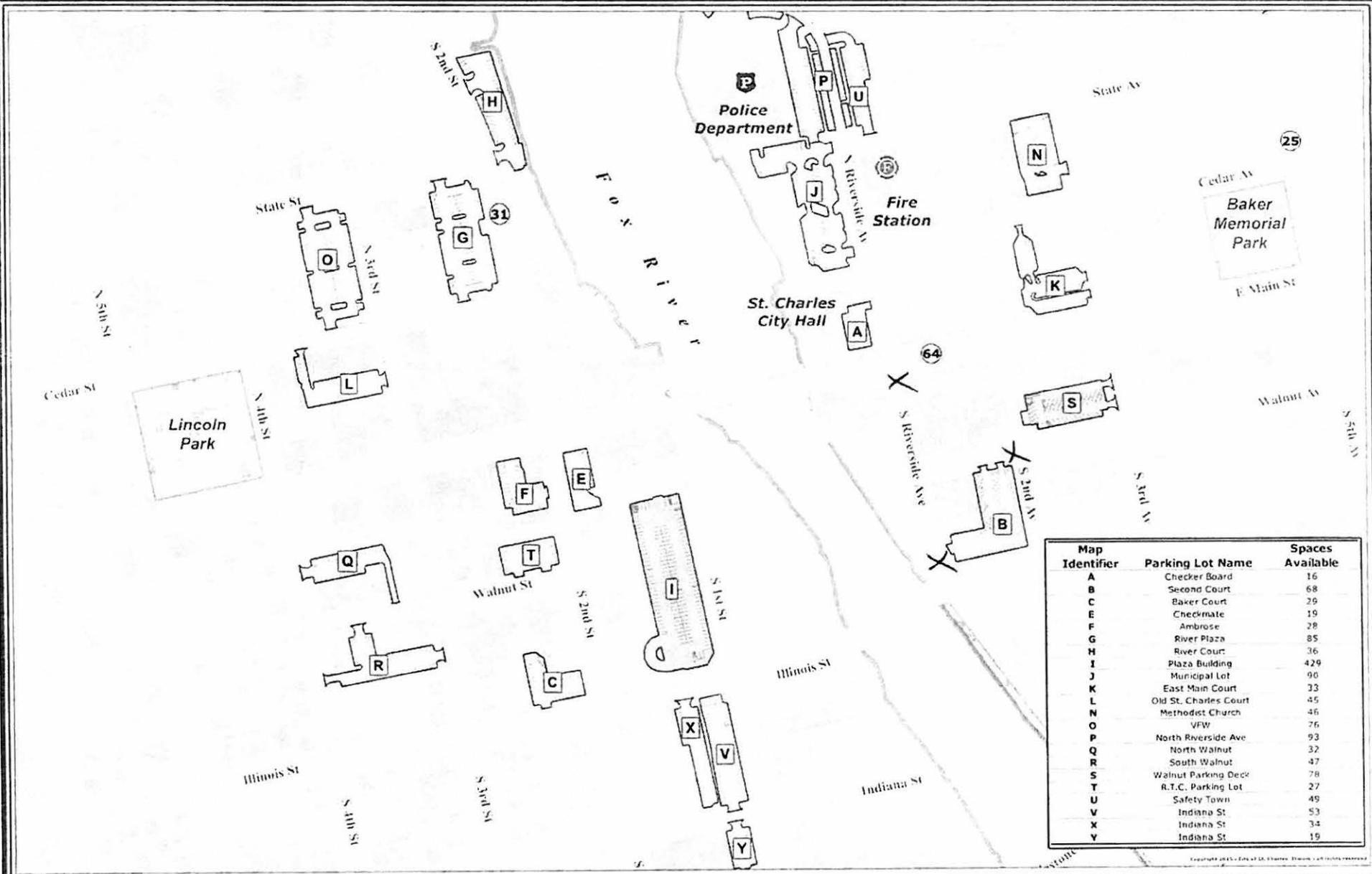
If applicable, the following must be included:

Location of food vendors (FV)  
Location of beverage vendors (BV)  
Location of garbage receptacles (G)  
Location of toilets (T)  
Location of hand washing sinks (HWS)  
Location of retail merchants (RM)  
Location of First Aid (FA)

Location and number of barricades (B)  
Location of fire lane (FL)  
Location of fire extinguishers (FE)  
Public entrances and exits (PE)  
Location of sound stages and amplified sound (S)  
Location of residential streets surrounding events  
Electric (E)  
(Hydrant Meter (H20)



# Downtown Parking



Map Identifier	Parking Lot Name	Spaces Available
A	Checker Board	16
B	Second Court	68
C	Baker Court	29
E	Checkmate	19
F	Ambrose	28
G	River Plaza	85
H	River Court	36
I	Plaza Building	429
J	Municipal Lot	90
K	East Main Court	33
L	Old St. Charles Court	45
N	Methodist Church	46
O	VEW	76
P	North Riverside Ave	93
Q	North Walnut	32
R	South Walnut	47
S	Walnut Parking Deck	78
T	R.T.C. Parking Lot	27
U	Safety Town	49
V	Indiana St	53
X	Indiana St	34
Y	Indiana St	19



City of St. Charles  
Planning & Zoning  
200 West Main Street  
St. Charles, Illinois 60104  
Phone: 618-377-4600  
Fax: 618-377-3110  
www.stcharles.org



Public Parking Lot

This map was prepared by the City of St. Charles, Illinois, Planning & Zoning Department. It is intended for informational purposes only and does not constitute a contract or warranty of any kind. The City of St. Charles, Illinois, Planning & Zoning Department is not responsible for any errors or omissions in this map. The City of St. Charles, Illinois, Planning & Zoning Department reserves the right to modify this map at any time without notice.

**Section 5 – Emergency Phone Tree**

Please use the space below to illustrate the Emergency Phone Tree for your event or submit a separate form detailing your Emergency Phone Tree. If you need additional space, please attach a separate sheet.

Event Title St. Charles Cruise Nights Date(s) of Event 7/19, 7/26, 8/2, 8/9, 8/16, 8/23

**Emergency Contact Information**

Primary Contact: Amanda Lutz Secondary Contact: Stacy Ekstrom

Title: Special Events & Marketing Coordinator Title: President CEO

Phone No: 847-354-5171 Phone no.: 630-338-5590

Tertiary Contact: \_\_\_\_\_ Operations Manager: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Phone No: \_\_\_\_\_ Phone no.: \_\_\_\_\_

**Site Managers and miscellaneous contacts**

Location: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

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

Phone # \_\_\_\_\_ Phone #: \_\_\_\_\_

Location: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

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

Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

Location: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Phone # \_\_\_\_\_

## Section 6— Emergency or Crisis Management Procedures

Please submit your Emergency or Crisis Management Procedures for your event or use the provided example. If you need additional space, please attach a separate sheet.

### Emergency/Crisis Management Procedures

1. In the case of any incident, accident or anything deemed “out of the ordinary” (including inclement weather and its potential affects on patrons, property and/or equipment).  
St. Lukes Church of Commerce has designated Stacy Ekstrom with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of CM St. Lukes, coordinate with local authorities for an action plan and to make any statements to the press (if applicable).
2. In the case of any incident, accident or anything deemed “out of the ordinary” (including inclement weather and its potential affects on patrons, property and/or equipment) *ALL* CM St. Lukes staff will be instructed to:
  - a. Act as quickly and professionally as possible;
  - b. To contact their immediate supervisor and/or the on-site CM management representative;
  - c. Have as much factual information available as possible – not to speculate as to the cause of the incident, accident, etc., unless requested by the CM;
  - d. Follow the directions of the immediate supervisor and/or the on-site CM management representative explicitly;
  - e. Recommend that people leave the area first, or at the very least go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks. (West Side, Walnut Street & 1<sup>st</sup> Street), (East Side, Walnut Avenue & 3<sup>rd</sup> Avenue). In the event of Tornado Warnings on Saturday and Sunday, Park District staff will open the Pottawatomie Park Community Center so people can seek shelter there, if desired;  
If at a location with food, vendors and/or ride operators: turn off all power, gas and grills so unattended energy sources do not catch on fire.
3. These steps should be taken immediately following any incident/accident:
  - a. Get medical help to the parties involved (if applicable);
  - b. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patron’s attention;
  - c. Resume scheduled activity as soon as possible (subject to #5 below);
  - d. Call the police or other authorities and report any accident;
  - e. Identify witnesses to the incident to obtain statements if necessary;
  - f. Contact a Site Manager for an Incident Report.
4. The CM will communicate to all staff, volunteers, and other personnel that all communication with the press, police, or any other authority will be handled solely by the CM. Police may request information from event personnel and everyone associated with

Chris Nicks will cooperate with the police department. We will not interfere with police investigations and/or action plans and we will provide the police with materials available upon their request. Any and all materials requested should not be given out until copies of all information can be reproduced for \_\_\_\_\_.

5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with Police to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by City of St. Louis management. No personnel or staff should offer any information to any media other than the provided statement. No media questions should be answered unless otherwise instructed.
7. Always remember to follow these guidelines:
  - a. Keep as cool and calm as possible;
  - b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including \_\_\_\_\_ personnel;
  - c. Direct any and all media questions to CM, and only read official statements prepared by St. Louis Convention & Commerce Management;
  - d. Use common sense. Think before you act, and always be professional;
  - e. Fill out a Festival Incident Report as accurately as possible;
  - f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable).

Additional Notes:

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**SECTION 7 – RETAIL MERCHANTS**

It is the responsibility of the event organizer to ensure that all participating retail merchants are properly collecting, reporting and filing City sales taxes from sales generated at the event, in accordance with State Statutes. The City's current sales tax rate is 8%. Sales tax collections and forms are to be submitted to the State and not the City. For further information on how and where tax payments are to be submitted, please contact the Illinois Department of Revenue Registration Office at 1-800-732-8866.

Please answer the following question regarding the use of retail merchants in conjunction with your event:

**Will your event include:**

- Merchants selling retail merchandise? YES: \_\_\_\_\_ NO: X
- Food and/or beverages for immediate consumption? YES: \_\_\_\_\_ NO: X

If no, no further action is necessary.

If yes to either, you must provide a list of all participating vendors, including business name, address and State IBT number to the City's Finance Department within 14 days of the event. A sample form in Excel format will be emailed to the event organizer's email address. In addition, you must read and sign the following certification:

*I understand that it is my responsibility to ensure that all retail merchants and/or food and beverage vendors participating in this event are aware of the rules and requirements for properly collecting and remitting any City sales taxes generated from sales at this event. I will provide the City with a complete listing of all merchants, including their name, address and State IBT number, within 14 days of the event.*

Signature: Amanda Lute

Date: 2/19/14

Name: Amanda Lute

Title: Special Events & Marketing Coordinator

**SECTION 8 – INDEMNIFICATION/HOLD HARMLESS**

In consideration of the City of St. Charles permitting the St. Charles Chamber of Commerce  
(“Organization”) to conduct St. Charles Cruise MRS (“Event”), the Organization  
*(name of organization)*  
*(name of event)*  
recognizes, acknowledges and assumes any and all risks arising from or in any way  
related to the Event.

To the fullest extent permitted by law, the Organization hereby agrees to defend,  
indemnify and hold harmless the City of St. Charles, its officers, officials, employees and  
agents from and against all injuries, deaths, losses, damages, claims, suits, liabilities,  
judgments, cost, and expenses (including all attorney’s fees and costs), arising from, or  
resulting from or in any way related, directly and/or indirectly to the Event, except that  
arising out of the sole legal cause of the City of St. Charles, its officers, officials,  
employees and agents.

The Organization shall, at its own expense, appear, defend and pay all charges of  
attorneys and all costs and other expenses arising there from or incurred in connection  
therewith, and, if any judgment shall be rendered against the City of St. Charles, its  
officers, officials, employees and/or agents, in any such action, the Organization at its  
own expense shall satisfy and discharge same.

The invalidity of any provision(s) of this INDEMNIFICATION/HOLD  
HARMLESS or unenforceability of any of its provisions shall not affect the validity or  
enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS.

The Organization and the authorized signatory below warrant and represent that  
the authorized signatory below has full authority to execute and submit this application,  
including, but not by way of limitation, the INDEMNIFICATION/HOLD HARMLESS

provisions contained herein.

The Organization and the authorized signatory below agree to inform the City of St. Charles of any changes in the application at least thirty (30) days prior to the event.

St. Charles Chamber of Commerce  
(Name of Organization)

2/19/16  
(Date)

by Amanda Lust  
Authorized Signatory

Signed and sworn to before me this 19<sup>th</sup> day of February, 2016.

Deborah L. Graffagna  
Notary Public



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

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 and scheduling of other events.**

The City of St. Charles 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 St. Charles  
Attn: Building & Code Enforcement  
2 E. Main Street  
St. Charles, IL 60174



To all to whom these Presents Shall Come, Greeting:

Whereas, a CERTIFICATE, duly signed and acknowledged, has been filed in the Office of the Secretary of State, on the 18th day of May A.D. 1929 for the organization of the  
THE ST. CHARLES CHAMBER OF COMMERCE

under and in accordance with the provisions of "AN ACT CONCERNING CORPORATIONS" approved April 18, 1872, and in force July 1, 1872, and all acts amendatory thereof, a copy of which certificate is hereto attached:

Now Therefore, I, WILLIAM J. STRATTON, Secretary of State of the State of Illinois, by virtue of the powers and duties vested in me by law, do hereby certify that the said  
THE ST. CHARLES CHAMBER OF COMMERCE

is a legally organized Corporation under the laws of this State.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois,  
 Done at the City of Springfield, this 18th  
 day of May A.D. 1929 and  
 of the Independence of the United States  
 the one hundred and 53rd.



William J. Stratton  
 SECRETARY OF STATE.

CITY OF ST. CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984



DEPARTMENT: BUILDING & CODE ENFORCEMENT

PHONE: 630.377.4406

FAX: 630.443.4638

**LOUDSPEAKER/AMPLIFIER LICENSE APPLICATION**

**Important: this application must be fully and accurately complete.**

1. License term: FROM 7/19/11 TO 8/23/11 Number of Days 6
2. Applicant is:  Corporation  Partnership  Individual
3. Applicant's Name St. Charles Chamber of Commerce Telephone # 630-584-8384  
D/B/A Amanda Wolf  
Address 211 S. Riverside Ave City/State/Zip St. Charles, IL 60174
4. Device Owner's Name \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_
5. Device(s) to be used, specific to power amplification (wattage) and output:  
Speaker from radio stations: 103.9 The Fox, 105.5 The Star, 95.9 The River,  
97.1 The Drive
6. Area where device(s) is/are to be used:  
within car show area 7<sup>th</sup> Ave, 2<sup>nd</sup> Ave. & Walnut Ave  
electricity needed at the corner of Walnut Ave & 2<sup>nd</sup> Ave.
7. Amplification system will be used for:  
 Music  
 Public Speaking  
 Other (describe) \_\_\_\_\_
8. If used for music, what type (include name of artist/band if applicable):  
Oldies, Classic Car Show music, hits, music played on: 103.9 The Fox,  
105.5 The Star, 95.9 The River & 97.1 The Drive

9. Time of day device(s) is/are to be used: 5pm - 8pm

By signing this application, the applicant agrees to all the provisions of Chapter 9.24 of the City of St. Charles Municipal Code.

Applicant *Amanda Lutz*  
Signature

The fee for such a license will be \$5.00 per day, payable when the application is submitted for review. The city's police chief will reserve the right to review the application, and in conjunction with the Public Health and Safety Committee, either approve or deny the license request.

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

by: \_\_\_\_\_  
Chief of Police

**For Office Use**

Date Received \_\_\_\_\_ Fee Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_ Permit No. \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/25/2015

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).

<b>PRODUCER</b> Wine Sergi Insurance 1000 E. Warrenville Road Suite 101 Naperville IL 60563		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 630-513-6600 E-MAIL ADDRESS: jarar@winesergi.com FAX (A/C, No): 630-513-6399	
<b>INSURED</b> STCHAR1 St Charles Chamber of Commerce 216 Riverside Ave St. Charles IL 60174		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Cincinnati Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		<b>NAIC #</b> 10677	

**COVERAGES**

CERTIFICATE NUMBER: 1962776191

REVISION NUMBER:

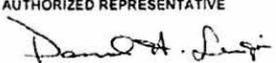
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		EPP0155672	9/1/2015	9/1/2016	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COM/PROP AGG	\$2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			EBA0155672	9/1/2015	9/1/2016	COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$1,000,000
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 0			EPP0155672	9/1/2015	9/1/2016	EACH OCCURRENCE	\$1,000,000
							AGGREGATE	\$
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EWC0266296	9/1/2015	9/1/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$500,000
							E.L. DISEASE - EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000

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

The City of St. Charles is an additional insured as respects general liability coverage as required by written contract for the operations of the above insured.

**CERTIFICATE HOLDER****CANCELLATION**

City of St Charles 2 E Main Street St Charles IL 60174	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 
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