



**For Office Use**  
 Received:  
 Fee Paid: \$  
 Receipt #

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



**CITY LIQUOR DEALER LICENSE APPLICATION**  
**CLASS E1 – NOT-FOR-PROFIT LICENSE**  
**CLASS E3 – KANE COUNTY FAIR**

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 E1 – Not-For-Profit License or E3 – Kane County Fair  
 Commencing 9/21/2018 and ending 9/21/2018  
 Time Starting 5pm and ending 7:30pm  
 Location of Event Mount Saint Mary Park

Name of Business St. Charles Park District  
 Address of Business 8 North Avenue Business Phone 630-513-6200  
 Is the Applicant a Not-For-Profit Organization: government-local  
 Authorized Agent Jennifer Bruggeman Title Asst. Supt of Rec  
 Has Applicant had a Class E1 License in the previous 365 days? Y If YES, on what date:  
 Does Applicant have Dram Shop Insurance? Y If YES, attach evidence of insurance.

**Requirements of a Class E1 / E3 – Not-For-Profit License**

1. The Class E1 license fee is \$50.00 per day.
2. 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.**
3. Liquor supervisors shall be members of the organization holding the license.
4. Beer and/or Wine are the only alcoholic beverages to be sold.
5. Hours are restricted to 12 noon to 11:00 p.m.
6. Licensee must rope/fence off the licensed premises.
7. Are children/minors permitted in the licensed premises? Y
8. Each patron **must wear a wristband** after having identification checked for legal alcohol consumption age.
9. A sign limited beer and/or wine consumption to the roped off area must be conspicuously displayed at all times.
10. **Each server of alcohol must be BASSET certified – need copy of BASSET certification.**
11. A copy of site plan diagram to include roped area shall accompany this application.
12. All security/police resources needed shall be attached to this application with approval of the Chief of Police before final issuance by Liquor Commissioner.

**Affidavit**

State of Illinois )  
 County of Kane )

I/We, the undersigned, being first duly sworn, say that I/we have read the foregoing application and that the statements therein are true, complete, and correct and are upon my/our personal knowledge and information and are made for the purpose of inducing the City of St. Charles to issue the Liquor Dealer License, Class E1 to me/us for the location hereinbefore indicated; 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: Jennifer Bruggeman Signed: \_\_\_\_\_  
 Sworn to before me this 20th day of April, 2018.  
 Notary Public Deborah L. Graffagna



**ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Chief of Police: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Liquor Commissioner: \_\_\_\_\_



# CERTIFICATE OF COVERAGE

**Name and Address of Agency**

Park District Risk Management Agency  
 2033 Burlington Avenue  
 Lisle, Illinois 60532-1646  
 630-769-0332

**Name and Address of Member**

St. Charles Park District  
 101 S. Second Street  
 Saint Charles, IL 60174  
 630-513-4310

**SCOPE OF COVERAGE**

The Park District Risk Management Agency (PDRMA) is an intergovernmental self-insurance and risk management pool established under the constitution and the statutes of the State of Illinois to provide coverage for its members against certain claims and losses. Each member of PDRMA is entitled to the scope and amounts of coverage set forth below. In addition, PDRMA may extend the same scope of coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, and amendments that are applicable to the members.

The above named entity is a member in good standing of the Park District Risk Management Agency. The scope of coverage provided by the agency may, however, be revised at any time by the actions of PDRMA's governing body. As of the date this certificate is issued, the information set out below accurately reflects the scope of coverage established for the current coverage year. **This document may not be used to extend Additional Insured status to the certificate holder or any other individual/organization/entity.**

| Scope of Coverage   | Coverage Document | Coverage Dates      | Limits Each Occurrence                     | In millions (000,000) |
|---|-------------------|---------------------|--|-----------------------|
| General Liability<br>* Commercial general liability<br>* Occurrence<br>* Liquor liability | L010118           | 1/1/2018-12/31/2018 | Bodily Injury and Property Damage combined | 3                     |
|   |                   |                     | Personal Injury                            | 3                     |
| Automobile Liability<br>* any auto  | L010118           | 1/1/2018-12/31/2018 | Bodily Injury and Property Damage combined | 3                     |
| Workers' Compensation   | WC010118          | 1/1/2018-12/31/2018 |  | Statutory             |
| Employer's Liability  | WC010118          | 1/1/2018-12/31/2018 |  | 3                     |

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**

Sunset Cider Stroll 9/21/2018; Downtown St. Charles and Mount Saint Mary Park

**Certificate Holder**

City of Saint Charles  
  
 2 E. Main Street  
 Saint Charles, IL, 60174  
 630-377-4400



Authorized Representative

Date Issued: 4/4/2018



# Receipt

## City of St Charles

City of St. Charles  
Two East Main St  
St. Charles, IL 60174  
Phone: (630)  
377-4406  
Fax: (630) 443-4638

**Receipt Date:** 04/23/2018

### Building Permit Application

**PERMIT NUMBER:** 18-27569  
**STATUS:** Under Review  
**PERMIT TYPE:** Special Events  
**DATE APPLIED FOR:** 04/20/2018

### JOB LOCATION

**ADDRESS:** 700 S SECOND ST  
**SUBDIVISION:**  
**BUSINESS NAME** SUNSET CIDER STROLL

### APPLICANT

**NAME:** ST CHARLES PARK DISTRICT  
**WORK PHONE:** (630) 703-9002  
**HOME PHONE:** ( ) -

### FEES

| FEE TYPE                | FEE AMOUNT | ACCOUNT CODE | DATE ENTERED | ENTERED BY | INVOICE# |
|-------------------------|------------|--------------|--------------|------------|----------|
| Liquor - Special Events | \$50.00    | 100999 42104 | 04/20/2018   | BZ Counter |          |

### PAYMENTS

| PAYMENT DATE | AMOUNT PAID | PAYMENT TYPE | RECEIVED BY | CHECK NUMBER | PAID BY |
|--------------|-------------|--------------|-------------|--------------|---------|
|--------------|-------------|--------------|-------------|--------------|---------|

| Totals            |         |
|-------------------|---------|
| Total Fee         | \$50.00 |
| Total Payment     | \$0.00  |
| Balance Remaining | \$50.00 |

RECEIVED  
APR 20 2018

Building & Code Enforcement  
St. Charles, IL

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. 18-27569 Date of Meeting: Tues 9:00 4/24/18 Revised date 06/07/2017

Name of the Event: Sunset Cider Stroll Date(s) of Event: 9/21/2018

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
  - \$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

If your event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.

Would you like to be contacted by the Convention and Visitor's Bureau to help with your event? (Finding event space, restaurants, caterers, suppliers, etc.)

Please mark Yes  No

If you marked yes please let the Convention and Visitor's Bureau know the best way to contact you:

Phone:

Email:

Received: 4/20/2018 Fee Paid: \$

Receipt # \_\_\_\_\_ Check # \_\_\_\_\_

## 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<br><u>90 days</u><br>(All items due to City unless noted)   | Days Due Before Event | Due Date |
|--|-----------------------|----------|
| Date of the Special Event  | - N/A -               | ✓        |
| 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               | ✓        |
| Payment of any outstanding funds due to the City of St. Charles  | At time of submittal  | n/a      |
| 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               |          |
| Submit Outdoor Sales Permit Application  | 90-days               |          |
| Submit Loudspeaker/Amplifier License Application   | 90-days               | n/a      |
| Submit Raffle Permit Application (Kane & DuPage County)  | At time of submittal  | n/a      |
| 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               |          |
| 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               |          |
| Notify residents/businesses of special event   | 14 days               |          |

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

**SECTION 2 – GENERAL INFORMATION** Permit No. \_\_\_\_\_

Name of Event: Sunset Cider Stroll

Type of Event:  Parade  Walk/Run/Bike  Festival  Other 700 S. Second St.

Location of Event: Downtown STC through Mount Saint Mary Park

Date(s) of Event: 9/21/18 Hours of Event: 5p to 7p Estimated Attendance: 100

Event Website: steparks.org

Purpose of the event: adult walk and hard cider/food sampling

Name of sponsoring organization(s): St. Charles Park District

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                | <input checked="" type="checkbox"/> | 100%                             | 100%                     |
| Private/For Profit Entity          | <input type="checkbox"/>            | 0%                               | 0%                       |
| Non-Governmental/Non-Profit Entity | <input type="checkbox"/>            | 50%                              | 0%                       |

Contact person from sponsoring organization: Jennifer Bruggeman

Organizer address: 8 North Avenue

City: St. Charles State: IL Zip: 60174

Home Phone: 630-513-4337 Cell Phone: [REDACTED] E-mail: jbruggeman@steparks.org

Second contact person (emergency): Katie Miller Ph: [REDACTED]

Is this an annual event?  YES  NO If yes, please provide event date(s) for next year: \_\_\_\_\_

unknown  
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.

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

**SECTION 3 - PERMITS**

Will you be having a fireworks display at 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 from 4-10

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.

public parking in C10 - a few spaces for event start

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 |
|--------|-------|-------|-------|-------|
| _____  | _____ | _____ | _____ | _____ |
| _____  | _____ | _____ | _____ | _____ |
| _____  | _____ | _____ | _____ | _____ |

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 location(s) for hydrant meter(s) on next sheet.

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

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

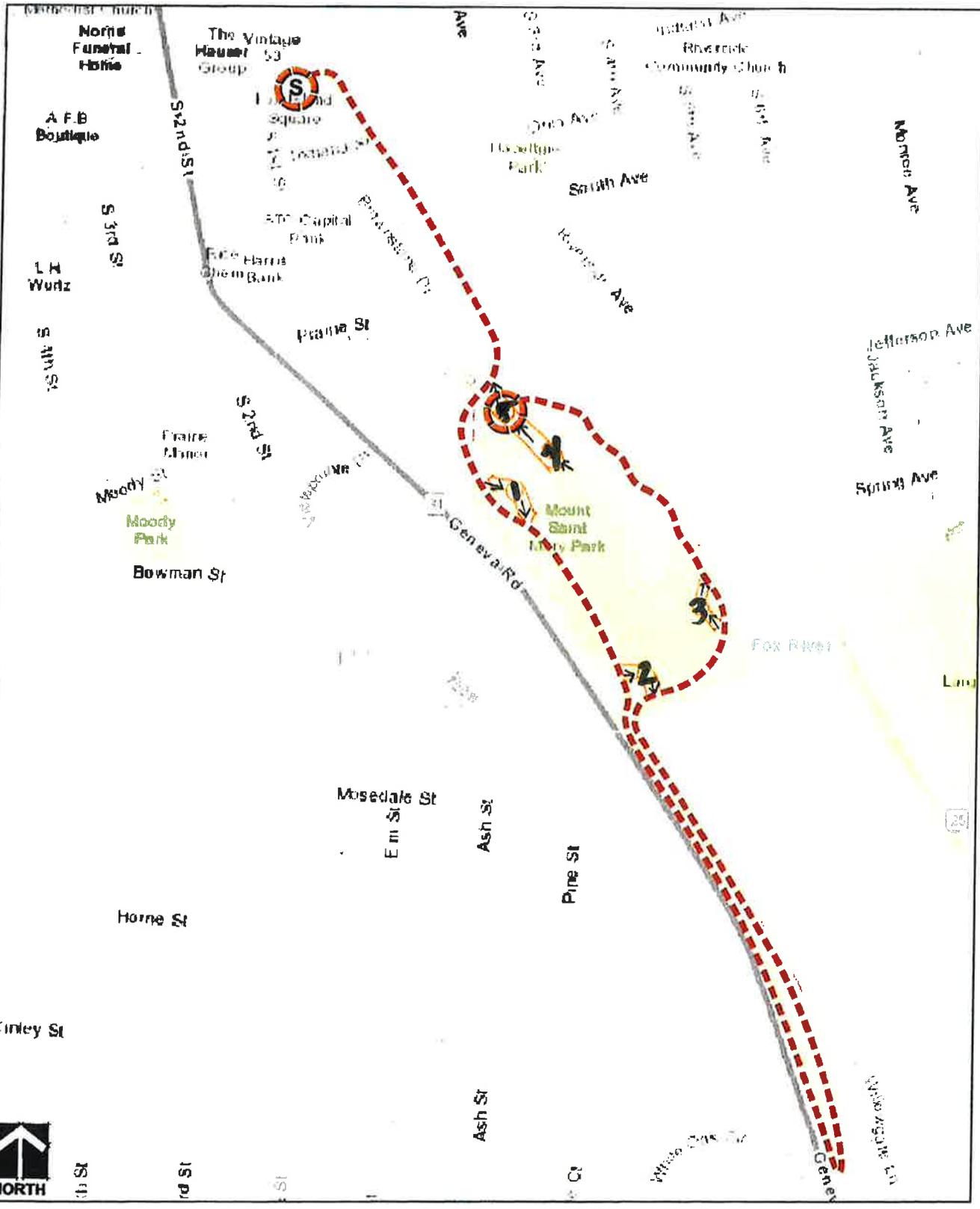
If applicable, the following must be included:

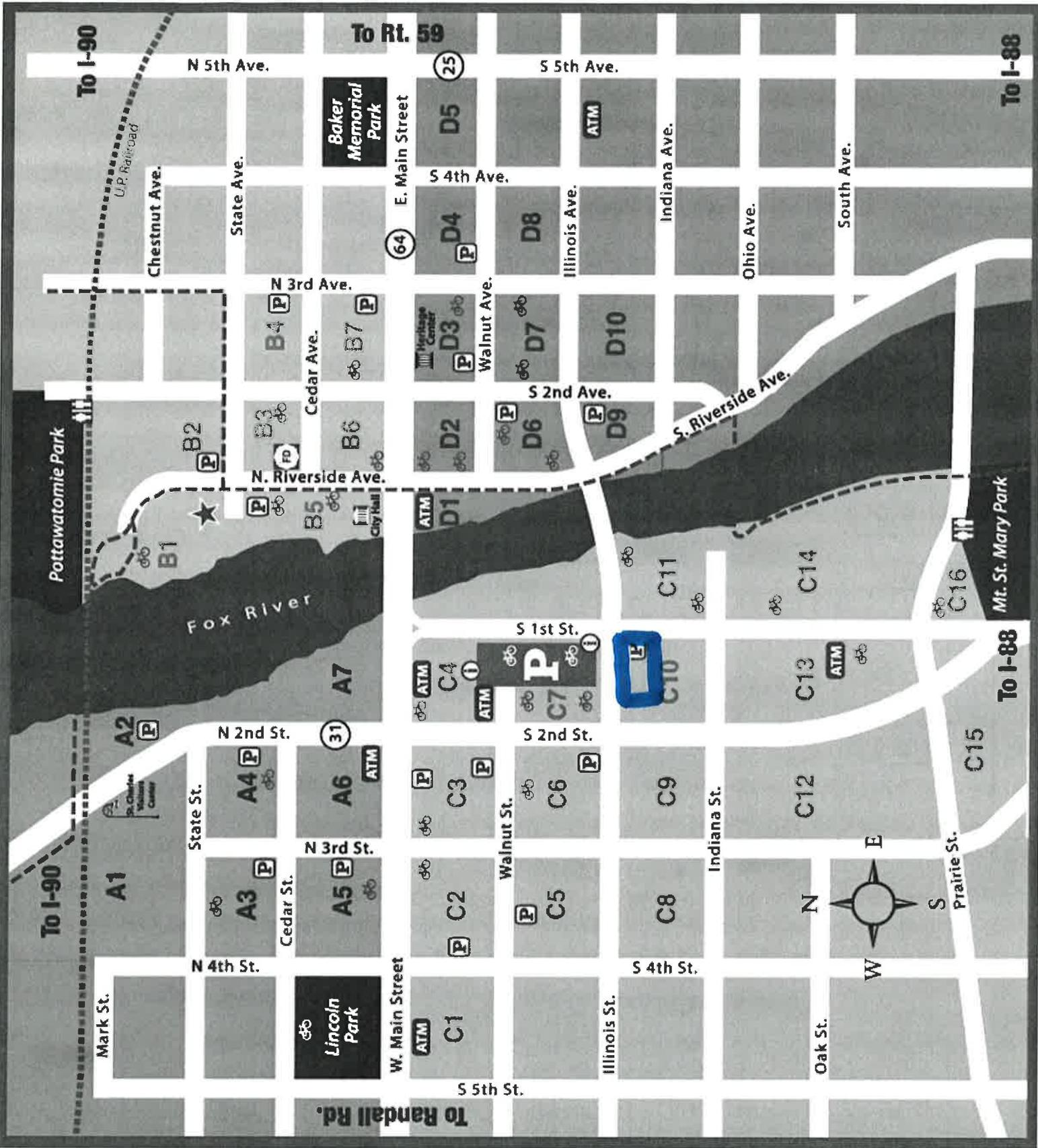
Location of food vendors (FV)  
Location of beverage vendors (BV)  
Location of garbage receptacles (G)  
Location of toilets (T)  
Location of hand washing sinks (HWS)  
Location of retail merchants (RM)  
Location of First Aid (FA)

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)



**EVENT ROUTE**  
**MT. ST. MARY PARK & SURROUNDING AREA**  
 ST. CHARLES, ILLINOIS





To I-90

To I-88

To I-90

To I-88

N 5th Ave.

S 5th Ave.

Chestnut Ave.

State Ave.

E. Main Street

S 4th Ave.

Indiana Ave.

South Ave.

N 3rd Ave.

B4 P

B7 P

Meritage Center

D3 P

D7

D10

B3

Cedar Ave.

B6

D2

D6

D9

S 2nd Ave.

S. Riverside Ave.

N. Riverside Ave.

B1

B2 P

B5

B6

B7

D1

D6

D9

Pottawatomie Park

Fox River

City Hall

ATM

D1

C11

C14

C16

Mt. St. Mary Park

S 1st St.

C10

C13

ATM

To I-88

N 2nd St.

St. Charles Village Center

A1

A2 P

State St.

A4 P

A6

ATM

C4

C7

S 1st St.

P

C7

S 2nd St.

ATM

C3

C6

C9

C13

ATM

C12

Prairie St.

N 3rd St.

A3 P

A5 P

C2

C5

C8

C12

Prairie St.

N 4th St.

Mark St.

A1

A2 P

N 4th St.

A3 P

A5 P

C2

C5

C8

C12

Lincoln Park

W. Main Street

ATM

C1

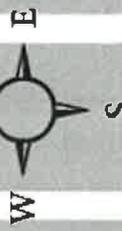
S 5th St.

Illinois St.

S 4th St.

Oak St.

To Randall Rd.



**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 Sunset Cider Stroll Date(s) of Event 9/21/18

**Emergency Contact Information**

Primary Contact: Ken Bruggeman Secondary Contact: Katie Miller

Title: Asst Supt of Rec Title: Asst Supt of Rec

Phone No: 630-703-9002 Phone no.: 847-909-7462

Tertiary Contact: Andy Masoncup Operations Manager: \_\_\_\_\_

Title: Asst Supt of Rec Title: \_\_\_\_\_

Phone No: 630-669-7751 Phone no.: \_\_\_\_\_

**Site Managers and miscellaneous contacts**

Location: 1 Location: 2

Date(s): 9/21/18 Date(s): 9/21/18

Name Rosie Fasching Name: Melissa Caine

Phone [REDACTED] Phone #: [REDACTED]

Location: 3 Location: 4

Date(s): 9/21/18 Date(s): 9/21/18

Name: Steve Gard Name: Cayla Greenfield

Ph [REDACTED] Phone [REDACTED]

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).  
Director Cabel has designated Jennifer Bruggeman with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of Park District 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 Park District staff will be instructed to:
  - a. Act as quickly and professionally as possible;
  - b. To contact their immediate supervisor and/or the on-site Park District 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 Park District 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

Park District 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 Park District.

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 Director Cabel to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by Park District 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 Park District personnel;
  - c. Direct any and all media questions to CM, and only read official statements prepared by Park District 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: X NO: \_\_\_\_\_
- Food and/or beverages for immediate consumption? YES: X NO: \_\_\_\_\_

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: Jennifer Bruggeman

Date: 3/22/18

Name: Jennifer Bruggeman

Title: Asst. Supt of Rec

**SECTION 8 – INDEMNIFICATION/HOLD HARMLESS**

In consideration of the City of St. Charles permitting the St. Charles Park District  
*(name of organization)*  
 (“Organization”) to conduct Sunset Cider Stroll (“Event”), the 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 Park District  
(Name of Organization)

3/22/2018  
(Date)

by Bob Caine  
Authorized Signatory

Signed and sworn to before me this 27 day of March, 2018.

Connie J Kurr  
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

# CERTIFICATE OF COVERAGE

## Name and Address of Agency

Park District Risk Management Agency  
 2033 Burlington Avenue  
 Lisle, Illinois 60532-1646  
 630-769-0332

## Name and Address of Member

St. Charles Park District  
 101 S. Second Street  
 Saint Charles, IL 60174  
 630-513-4310

### SCOPE OF COVERAGE

The Park District Risk Management Agency (PDRMA) is an intergovernmental self-insurance and risk management pool established under the constitution and the statutes of the State of Illinois to provide coverage for its members against certain claims and losses. Each member of PDRMA is entitled to the scope and amounts of coverage set forth below. In addition, PDRMA may extend the same scope of coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, and amendments that are applicable to the members.

The above named entity is a member in good standing of the Park District Risk Management Agency. The scope of coverage provided by the agency may, however, be revised at any time by the actions of PDRMA's governing body. As of the date this certificate is issued, the information set out below accurately reflects the scope of coverage established for the current coverage year. **This document may not be used to extend Additional Insured status to the certificate holder or any other individual/organization/entity.**

| Scope of Coverage   | Coverage Document | Coverage Dates      | Limits Each Occurrence                     | In millions (000,000) |
|---|-------------------|---------------------|--|-----------------------|
| General Liability<br>* Commercial general liability<br>* Occurrence<br>* Liquor liability | L010118           | 1/1/2018-12/31/2018 | Bodily Injury and Property Damage combined | 3                     |
|   |                   |                     | Personal Injury                            | 3                     |
| Automobile Liability<br>* any auto  | L010118           | 1/1/2018-12/31/2018 | Bodily Injury and Property Damage combined | 3                     |
| Workers' Compensation   | WC010118          | 1/1/2018-12/31/2018 |  | Statutory             |
| Employer's Liability  | WC010118          | 1/1/2018-12/31/2018 |  | 3                     |

### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Sunset Cider Stroll 9/21/2018; Downtown St. Charles and Mount Saint Mary Park

## Certificate Holder

City of Saint Charles  
  
 2 E. Main Street  
 Saint Charles, IL, 60174  
 630-377-4400



Authorized Representative

Date Issued: 4/4/2018

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### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Sunset Cider Stroll 9/21/2018; Mount Saint Mary Park

**Certificate Holder**

St. Charles Park District  
  
 101 S. Second Street  
 Saint Charles, IL, 60174  
 630-513-4310



Authorized Representative

Date Issued: 4/4/2018



## Illinois Department of Revenue

Office of Local Government Services  
Sales Tax Exemption Section, 3-520  
101 W. Jefferson Street  
Springfield, IL 62702  
217 782-8881

January 2, 2015

ST CHARLES PARK DISTRICT  
TREAS OF ST CHARLES PK DIST  
101 S SECOND ST  
ST CHARLES IL 60174

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9996-0427-07  
to  
ST CHARLES PARK DISTRICT  
of  
ST CHARLES, IL

The terms and conditions governing use of your exemption number remain unchanged.

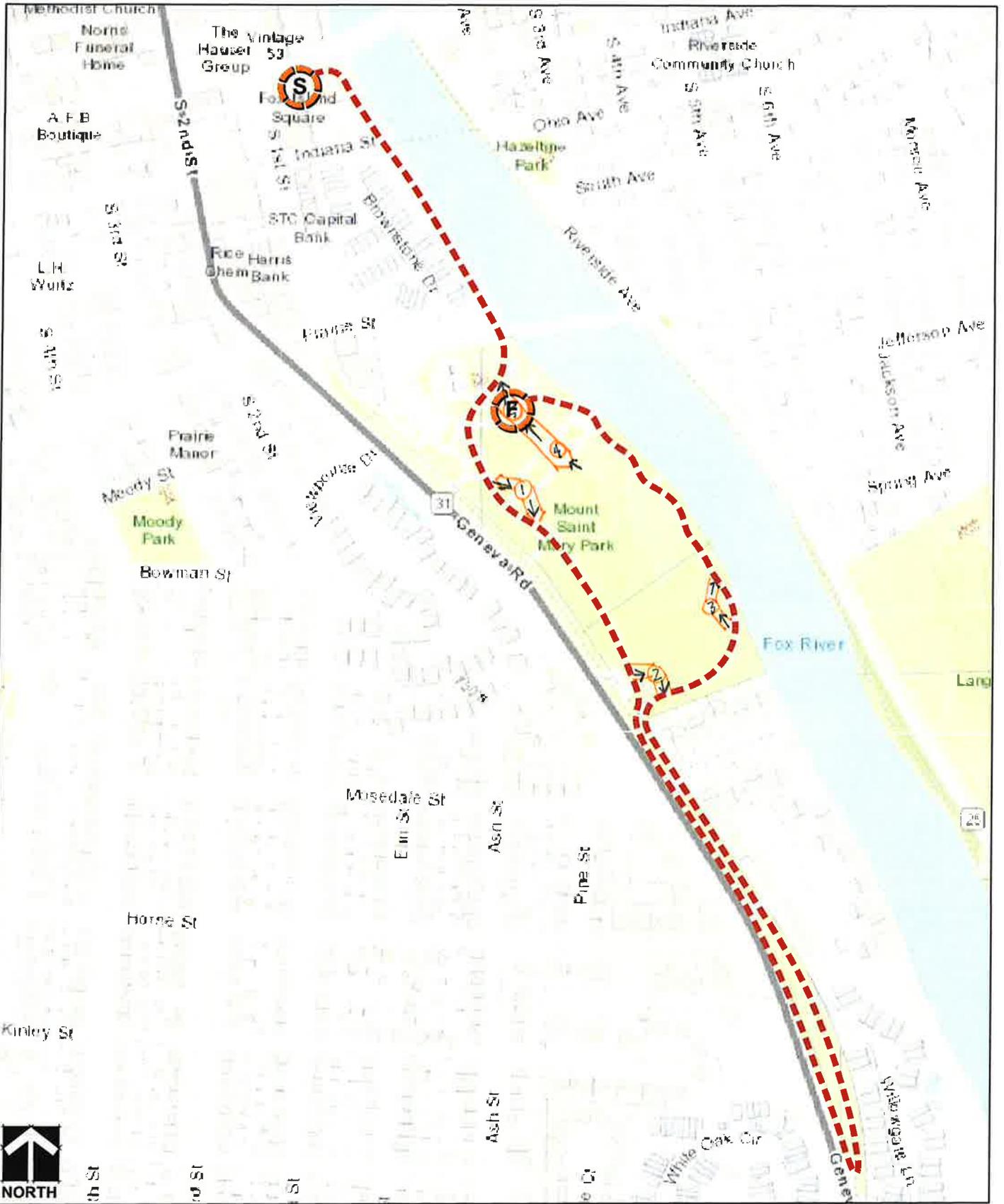
Office of Local Government Services  
Illinois Department of Revenue



# EVENT ROUTE

## MT. ST. MARY PARK & SURROUNDING AREA

ST. CHARLES, ILLINOIS



## **Downtown St. Charles Event Review Proposal**

Submitted by: Jennifer Bruggeman, Assistant Superintendent of Recreation, St. Charles Park District  
jbruggeman@stcparks.org (630) 513-4337

**1. Please describe the purpose of your event including the proposed date(s)/time(s).**

Friday, September 21, 5-7pm

This adults only (ages 21+) event will encourage enjoyment of outdoor walking within downtown St. Charles while providing participants seasonal food and hard cider samples. Following the event, participants will be encouraged to dine downtown to continue the evening of fun.

**2. Explain how your event will comply with the evaluation criteria, as described in the Downtown Events evaluation summary.**

**a. Benefit to Downtown Business**

Promotional materials and participation will direct adults to downtown St. Charles for food and beverage consumption.

**b. Ease and Ability of Production**

Park District staff has many years of event planning experience combined with good working relationships with City, Police and local businesses.

**c. Broad Popularity**

The target market of adults, ages 21+ is broad and will draw athletes and non-athletes with the 2.25 mile, untimed stroll.

**d. Coordination and Collaboration**

Conversations and permit applications are already underway with the Park District, City of St. Charles and liquor commission. Collaboration with the downtown businesses has also begun. Finalization of partnerships will occur once the event has been approved by all necessary authorities.

**e. Expansion and Diversity of the Downtown Event Calendar**

This event provides the excitement and draw of a beer sampling 5k race without the need to compete 3+ miles in a timed race.

**3. What distances will people travel to participate in the event? Please justify. (i.e. local participators who live within a 5-10 mile radius or regional event attracting people from 3-4 states with a 5-10 hour driving distance.)**

This event will be marketed in the Park District activity guide, website and through social media. We anticipate local and semi-local (within 30 minute drive) attendees.

**4. What is the estimated number of event a) Participants b) Attendees? Please justify.**

We are hoping for 100 participants. There will be no "attendees" that are not participants or volunteers/staff.

- 5. Safety and the impact on downtown businesses, residents and the City are major priorities. Please describe what street closures, detours, and parking you would request and how you would address concerns from these stakeholders?**

No street closures are requested. Starting in the Fox Island Square parking lot allows participants pedestrian only access to Mount Saint Mary Park, following the path beneath Prairie Street. Employees or volunteers will be stationed near the neighborhood access points from Route 31 through the walking path.

The event ends in Mount Saint Mary Park and participants will be encouraged to exit the park and re-enter downtown St. Charles through the same walking path on which they entered.

- 6. Please describe what makes this event unique to Downtown St. Charles.**

This event is unique in location-walkways along the Fox River and through downtown St. Charles and Mount Saint Mary Park. It is also unique in that it promotes walking outdoors to people who may or may not be avid exercisers. Unlike a 5k events, participation pace will not be timed. The length of the route is mapped at 2.25 miles which we feel will seem achievable to most non-athletes.

- 7. How will you measure success?**

Should we reach a minimum participation level (60 participants), post-event surveys will be emailed to participants and partners/vendors. Staff will also discuss successes and challenges following the event. Mostly positive reports with minimal incidents or concerns will be deemed as success. Ending the event in a positive financial position will also be necessary to consider the event a success.

- 8. If success, as you have defined it, is reached, please describe future plans for this event.**

Park District staff will evaluate the financial position, participant and partner comments prior to determining if the event will be held again.

- 9. Attach the business and marketing plans with expected revenue, expenses and sponsors secured.**

Attached.

- 10. How will your organization secure funding necessary to pay for any requested or required City resources?**

The Park District will engage its special event budget and participation fees to cover expenses related to this event.

**ILLINOIS LIQUOR CONTROL COMMISSION**  
100 W. Randolph Street, Suite 7-801 – Chicago, IL 60601  
**BEVERAGE ALCOHOL SELLERS AND SERVERS**  
**EDUCATION AND TRAINING [ BASSET ] CARD**

Trainer: 5A-0062851 4/28/2014 Date Issued: 5/13/2014  
Card Holder: Piner, Lara  
8 North Ave  
St. Charles, IL 60174



\*\*\*This card is not transferrable\*\*\*  
\$15 Replacement Fee if Lost

ILLINOIS LIQUOR CONTROL COMMISSION



This Certificate of Completion is to Certify that

**Taylor Krawczyk**

has met all training requirements and successfully completed the following course and/or exam.  
**Illinois BASSET Responsible Beverage Server Training**

Date of Completion: June 16, 2017

Expiration Date: June 15, 2020

*unless otherwise mandated by your local jurisdiction*

State Student ID: 300288

Course/Exam Provider Number: 5A-0079696

BASSETpermit.com is approved by the Illinois Liquor Control Commission. Your training information has been submitted to the Illinois Liquor Control Commission. This is a temporary certificate and your official BASSET certification card will be mailed to you directly from them.

Authorized Signature

Diversys Learning, Inc.  
1101 Arrow Point Drive, Suite 302  
Cedar Park, TX 78613

**11. Provide a list of downtown businesses you have identified as likely to be affected by your event/promotion and a brief summary of your communication with them to date.**

The following downtown businesses have been approached through email and in-person to partner on this event. Opportunities are available to provide food or drink samples, inclusion in promotional materials and sales at the event. We are still waiting confirmations from these businesses:

- Blue Goose Market
- Arcedium
- The Wine Exchange
- Eden on the River
- Painted Vine Cellar
- Kimmers Ice Cream

| <b>Sunset Cider Stroll Budget</b> |                                     |
|-----------------------------------|-------------------------------------|
| <b>Revenue</b>                    |                                     |
| Participation Fee-Early           | \$20 x 100 participants = \$2,000   |
| Participation Fee-Late            | \$25 x 20 participants = \$500      |
| Sponsors                          | \$125 x 4 = \$500                   |
| <b>Total Revenue</b>              | <b>\$3,000</b>                      |
| <b>Expenses</b>                   |                                     |
| Special Event Application         |                                     |
| Outdoor Sales Permit              | \$65                                |
| Class E-1 Liquor License          | \$50                                |
| Marketing                         | \$100                               |
| Participant Take-Home Gift        | \$7.50 x 140=\$1,050                |
| SCPD Parks Staff                  | \$20/hr x 3 hrs x 4 staff = \$240   |
| SCPD Recreation Staff             | \$25/hr x 6 hrs x 8 staff = \$1,200 |
| Supplies                          | \$200                               |
| <b>Total Expenses</b>             | <b>(\$2,905)</b>                    |
| <b>Net Profit</b>                 | <b>\$95</b>                         |

## Marketing Plan

- Inclusion in St. Charles Park District fall Activity Guide
- Paid social media posts targeting:
  - Date night
  - Girls night
  - Seasonal stroll along the Fox River
- Posters in Park District, partners and other local businesses
- Mobile marketing message to Park District database in mid-August
- Inclusion in e-blasts to Norris Recreation Center and Park District pool season pass holders