



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 5a

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|-------------------|---|
| Title: | Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License for the St. Charles Park District Sip ‘N Stroll Special Event to be held in Mt. St. Mary’s Park on September 12, 2020, from 1:00 p.m. – 6:45 p.m. |
| Presenter: | Police Chief Keegan |

Meeting: Government Operations Committee **Date:** August 17, 2020

Proposed Cost: \$ Budgeted Amount: \$ Not Budgeted:

Executive Summary *(if not budgeted please explain):*

This is an application request for a Class E-1 Temporary License, authorizing for consumption of hard cider, wine, and craft beer for the annual Sip ‘N Stroll at Mt. St. Mary’s Park. This temporary license request is for Saturday, September 12, 2020.

This is the third year for this event and St. Charles Park District approval has been granted.

Ticket sales will be limited per individual and per time slot (40 individuals per time slot). This is a 21 and older only event. Participants must pre-register for this event; same day sales will not be available. All participants will be required to check in five minutes prior to their event time slot, where they will receive their event wrist bands. All hard cider and craft brew samples will be provided in roped off areas along the path. Fencing will be installed between the two pavilion areas.

The Park District event organizers are working with local businesses, The Wine Exchange, Riverlands, Pollyanna, and the Home Brew Shop to pair food with the wine, cider, and craft beer samples. The event begins at 1:00pm is expected to end at 6:45 p.m. 160 participants are anticipated for this event, 40 participants per slot with four available time slots.

Pursuant to this item being presented at the Government Operations Committee Meeting on August 17, 2020 to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 pm, the same day, to process and move it forward to this Committee. This item will then continue on to the City Council Meeting scheduled on September 8, 2020 for final approval.

PLEASE NOTE: this special event is being recommended for approval with the caveat that all approvals are contingent upon any governmental sanctions regarding public gatherings, social distancing, etc., pertaining to COVID-19.

Attachments *(please list):*
E1 Temporary Liquor License Application, Hold Harmless Form, Bassett Information, Insurance, Map

Recommendation/Suggested Action *(briefly explain):*
Recommendation to approve a proposal for a new Class E-1 temporary liquor license for a special event – Sip ‘N Stroll - to be held in Mt. St. Mary’s Park.

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 9/12/2020 and ending 9/12/2020
 Time Starting 1pm and ending 6:45pm
 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 Mike Kies Title Supt. Of Recreation
 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^N
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: Holly Cabell Signed: _____
 Sworn to before me this 6th day of August, 2020.
 Notary Public Jennifer Santos

ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: _____ Date: _____ Chief of Police: _____
 Approved: _____ Date: _____ Liquor Commissioner: _____



Executive Summary – Sip & Stroll

This is an application request for a Class E-1 Temporary License, authorizing for consumption of hard cider, wine and craft beer at Mt. St. Mary's Park. This temporary license request is for Saturday, September 12, 2020.

This is the third year for this event and St. Charles Park District approval has been granted.

Ticket sales will be limited per individual and per time slot (40 individuals per time slot).

This is a 21 and older only event. Participants must pre-register for this event; same day sales will not be available. All participants will be required to check in 5-minutes prior to their event time slot, where they will receive their event wrist bands. All hard cider and craft brew samples will be provided in roped off areas along the path. Fencing will be installed between the two pavilion areas.

The Park District event organizers are working with local businesses, The Wine Exchange, Riverlands, Pollyanna and the Home Brew Shop to pair food with the wine, cider and craft beer samples. The event is expected to end at 6:45 p.m. 160 participants are anticipated for this event, 40 participants per slot with 4 available time slots.

Sip & Stroll

Liquor Supervisors

- Cayla Greenfield – St. Charles Park District
- Jennifer Bruggeman – St. Charles Park District
- Sabrina Killeen – St. Charles Park District

BASSET Card



May 24, 2018



Letter ID: L1202409520

CAYLA GREENFIELD
8 NORTH AVE.
ST. CHARLES IL 60174

License No.: 5A-0105312
Expiration Date: 5/22/2021
License Type: Basset Card

Your "Student ID number" is: 3714597

Your "Trainer's ID number" is: 5A-0105312

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at ILCC.illinois.gov
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

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| <p>ILLINOIS LIQUOR CONTROL COMMISSION 100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601 BEVERAGE ALCOHOL SELLERS AND SERVERS EDUCATION AND TRAINING [BASSET] CARD</p> <p>Date of Certification: 5/22/2018 Expires: 5/22/2021 Trainer's IL Liquor License Number: 5A-0105312</p> <p>CAYLA GREENFIELD 8 NORTH AVE. ST. CHARLES IL 60174</p> <p>**Card is not transferrable**</p> |
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BASSET Card



May 15, 2018



Letter ID: L1705188048

JENNIFER BRUGGEMAN
8 NORTH AVENUE
SAINT CHARLES IL 60174

License No.: 5A-0110606
Expiration Date: 5/14/2021
License Type: Basset Card

Your "Student ID number" is: 12284785

Your "Trainer's ID number" is: 5A-0110606

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at ILCC.illinois.gov
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

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| <p>ILLINOIS LIQUOR CONTROL COMMISSION 100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601 BEVERAGE ALCOHOL SELLERS AND SERVERS EDUCATION AND TRAINING [BASSET] CARD</p> <p>Date of Certification: 5/14/2018 Expires: 5/14/2021 Trainer's IL Liquor License Number: 5A-0110606</p> <p>JENNIFER BRUGGEMAN 8 NORTH AVENUE SAINT CHARLES IL 60174</p> <p>**Card is not transferrable - OFF-PREMISE ONLY**</p> |
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Certificate of Completion

**American
Safety Council**

SABRINA KILLEEN

Has diligently and with merit completed the
On-Premise BASSET Alcohol Certification on 9/12/2019

from the American Safety Council.



Jeff Pairan

SECTION 9 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the St. Charles Park District
(name of organization)
 (“Organization”) to conduct Sip & Stroll
(name of event) (“Event”), the Organization 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)

8/6/2020
(Date)

by Holly Cabel
Authorized Signatory

Signed and sworn to before me this 6th day of August, 2020.

Jennifer Santos
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: The St. Charles Police Department
1515 W. Main Street
St. Charles, IL 60174

Mt. St. Mary Park Trail Map



- ➡ Indicates Route
- ✕ Indicates Stops



Letter ID: L0975315440



STATE OF ILLINOIS
LIQUOR CONTROL COMMISSION
Governor **JB Pritzker**

1A-0104079

License Number

IN ACCORDANCE WITH THE LIQUOR CONTROL
ACT OF 1934, THIS CERTIFIES THAT:

ST CHARLES PARK DIST
POTAWATOMIE GOLF COURSE
845 N 2ND AVE
SAINT CHARLES IL 60174-1213

Kane

HAS PAID ALL FEES
AND IS ISSUED A
LICENSE IN THE
FOLLOWING CLASS:

RETAILER
ON-PREMISES

ISSUE DATE:

02/25/20

Effective:

04/01/20

THIS LICENSE
EXPIRES ON:

03/31/21

THIS LICENSE MUST BE FRAMED AND HUNG IN PLAIN VIEW
IN A CONSPICUOUS PLACE ON THE LICENSED PREMISES.

Sales Tax Acct # **02847558**

THIS LICENSE NOT TRANSFERABLE
AS TO PRINCIPAL

Warehouse: N/A

P-000055

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
 St. Charles, IL 60174

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.

| Scope of Coverage | Coverage Document | Coverage Dates | Limits Each Occurrence | In millions (000,000) |
|---|-------------------|-------------------------|--|-----------------------|
| General Liability * Commercial general liability * Occurrence * Liquor liability | L010120 | 01/01/2020 - 12/31/2020 | Bodily Injury and Property Damage combined | \$2,000,000 |
| | | | Personal Injury | \$2,000,000 |
| Automobile Liability * any auto | L010120 | 01/01/2020 - 12/31/2020 | Bodily Injury and Property Damage combined | \$2,000,000 |
| Workers' Compensation | WC010120 | 01/01/2020 - 12/31/2020 | | Statutory |
| Employer's Liability | WC010120 | 01/01/2020 - 12/31/2020 | | \$3,000,000 |
| Property | P0700120 | 01/01/2020 - 12/31/2020 | | |
| Other | | 01/01/2020 - 12/31/2020 | | |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

City St. Charles is/are additionally insured for use of property.

Coverage is for general liability with respect to the operations of the St. Charles Park District. Additional insured coverage shall not apply to any liability resulting from the certificate holder's own negligence or the negligence of its servants agents or employees.

Certificate Holder

City of St. Charles
 2 East Main St.
 St. Charles, IL 60174

Date Issued: 12/1/2019



 Authorized Representative