	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5b
	Title:	Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License and a Loudspeaker Application for a Special Event, <i>Long Table</i> , to be held on the First Street Plaza	
	Presenter:	Police Chief Keegan	
Meeting: Government Operations Committee Date: February 18, 2020			
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
Executive Summary (<i>if not budgeted please explain</i>): <p>This is an application request for a Class E-1 Temporary License, authorizing consumption of beer, wine or alcoholic liquors on City property, specifically, the First Street Plaza. This temporary license request is for a new event entitled <i>Long Table</i> to raise funds for Project Mobility.</p> <p><i>Long Table</i> is proposed to be held on Sunday, July 12, 2020 from 3:00 p.m. – 7:00 p.m.</p> <p>Although this is the first <i>Long Table</i> event, the City has worked with Project Mobility on <i>Hops for Hope</i> over the past few years and no problems have ever been reported.</p> <p><i>Pursuant to this item being presented at the Government Operations Committee Meeting on February 18, 2020 to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 3:00 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 March 2, 2020 for final approval.</i></p>			
Attachments (<i>please list</i>): Site Plan, Hold Harmless Form, Special Events Application, E Liquor License Application			
Recommendation/Suggested Action (<i>briefly explain</i>): Recommendation to approve at proposal for a new Class E-1 temporary liquor license for a special event, <i>Long Table</i> , to be held on the First Street Plaza.			

NON-REFUNDABLE

CITY OF ST. CHARLES

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



For Office Use

Received:
Fee Paid: \$
Receipt #

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

7/12/2020

7/12/2020

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 7/11/20 and ending 7/11/20
Time Starting 5pm and ending 9pm
Location of Event First Street Plaza

Name of Business Project Mobility

Address of Business _____

Is the Applicant a Not-For-Profit Organization: Yes ⁶⁰¹⁷³

Authorized Agent Katherine Reda

Title Event Director

Has Applicant had a Class E1 License in the previous 365 days? Yes. If YES, on what date: 5/18/19

Does Applicant have Dram Shop Insurance? Yes. If YES, attach evidence of insurance. * Doesn't renew until 1

Feb.

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: [Signature]

Signed: _____

Sworn to before me this 2 day of January, 2020.

Notary Public Sharon J. Bringelson



ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: [Signature] Date: 2.3.20 Chief of Police: [Signature]

Approved: _____ Date: _____ Liquor Commissioner: _____

Map

**More detailed map on page 2*



Live Band

Long Tables - Approx. 8 Tables
Around 80 People (8 people per table)

Entrance where guests check in



Entrance where guests check in



Supervisors

- **Katherine Reda**

Event Director of Project Mobility

- **Tamara Simmons**

Director of Development of Project Mobility

- **Melissa Burke**

Administrative Assistant of Project Mobility

Restaurants Involved

- **La Mesa Modern Mexican**

Featured Restaurant

- **Gia Mia**

Featured Restaurant

- **McNally's Traditional Irish Pub**

Featured Restaurant

- **Kilwins**

Featured Restaurant

- **Vintage 53**

Wine Pairing

- **Alter Brewing + Kitchen**

Beer Pairing

BASSETT

- **Vintage 53 - Wine Pairing**

Mario Grado

*Getting to me asap

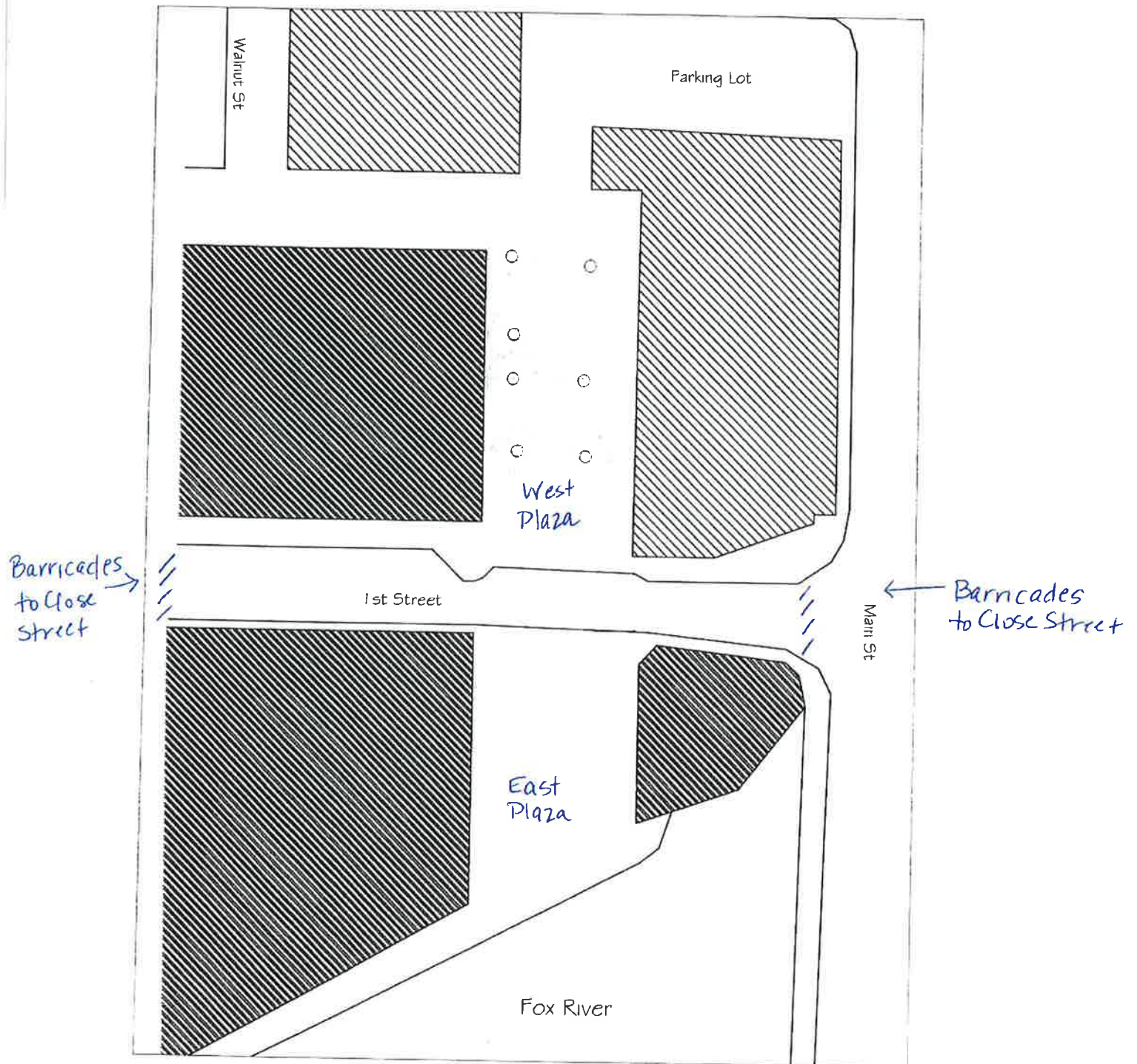
- **Alter Brewing + Kitchen - Beer Pairing**

Adam Hoozko



Paint the Pavement -

We will be utilizing both the West Plaza and East Plaza
for the duration of the Event.



#202000030

Fine Arts Show 5/23-5/24/2020

[REDACTED]

Hi Sharon!

Here you go! Thanks for the reminder. Only thing is we do not have the BASSET certified people narrowed down since they will be employees of the restaurants we are working with. I know before the February meeting we have to have this info finalized. We just need to confirm which restaurants are participating and who from the restaurants will be serving alcohol. What is the deadline where you need that information?

Thanks!

[REDACTED]

w: www.projectmobility.org e: Katherine@projectmobility.org

The Mission of Project Mobility is to make a positive difference in the lives of children, adults and wounded soldiers with disabilities. We provide the services, resources, and equipment needed to promote better health, independence, and the freedom of mobility through adaptive cycling.



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. 201901908 Date of Meeting: 1/2/20 @ 9:00 Revised date 06/06/2018

July 12, 2020

Name of the Event: Long Table Dinner

Date(s) of Event: July 11, 2020

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 – St. Charles Police Department – Request for Police Services
- ☐ Section 9 – Hold Harmless Agreement
- ☐ Any outstanding funds owed to the City of St. Charles

Application(s) for other permit(s) (See answers in Section 3)

- ☐ 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: 12/13/19

Fee Paid: \$ 5.00

Receipt # _____

Check # 4185

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 90 days (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	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation A copy of 501(C)3 document is to be submitted with application.	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	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Carnival License Application	90 days	
Submit Fireworks Permit Application	60 days	
Submit Original 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	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	

Task to be completed for Events that require 30 days (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	N/A
Submit Special Event Application	30 days	6/11/20
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 A copy of 501(C)3 document is to be submitted with application	At time of submittal	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Outdoor Sales Permit Application	At time of submittal	
Submit Original Certificate of Insurance	21 days	6/20/20
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	6/27/20
Notify residents/business of special event	14 days	6/27/20

City Services Requested:			Comments
Police	Yes	<input checked="" type="checkbox"/> No	
Fire/EMS	Yes	<input checked="" type="checkbox"/> No	
EMA	Yes	<input checked="" type="checkbox"/> No	
Public Services	Yes	<input checked="" type="checkbox"/> No	
Electric	Yes	<input checked="" type="checkbox"/> No	
Water	Yes	<input checked="" type="checkbox"/> No	
Other:	Yes	<input checked="" type="checkbox"/> No	

SECTION 2 – GENERAL INFORMATIONPermit No. 201901908Name of Event: Long Table Dinner to Benefit Project MobilityType of Event: ☐ Parade ☐ Walk/Run/Bike ☐ Festival ☒ OtherLocation of Event: First Street Plaza 135 First StreetDate(s) of Event: 7/11/20 Hours of Event: 5 pm to 9 pm Estimated Attendance: 80Event Website: www.longtabledinnerbenefit.com or www.projectmobility.orgPurpose of the event: Raise funds and bring awareness for local nonprofit organization Project Mobility.

Concept of the event is to bring the restaurants on/near First Street together for a tasting of each restaurant on the beautiful First Street Plaza.

Name of sponsoring organization(s): Project MobilityPlease 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: Katherine RedaOrganizer address: [REDACTED]City: St. Charles State: IL Zip: 60175Home Phone: N/A Cell Phone: [REDACTED] E-mail: katherine@projectmobility.orgSecond contact person (emergency): Tammy SimmonsPhone: [REDACTED]Is this an annual event? ☒ YES ☐ NO If yes, please provide event date(s) for next year: Not sure, around the same time frame

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.

N/A

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

N/A

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, 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, 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, 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 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, 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 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 6

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does your event require the use of city sidewalks?

☐ YES ☒ NO

Does your event require temporary electric service?

☒ YES ☐ NO

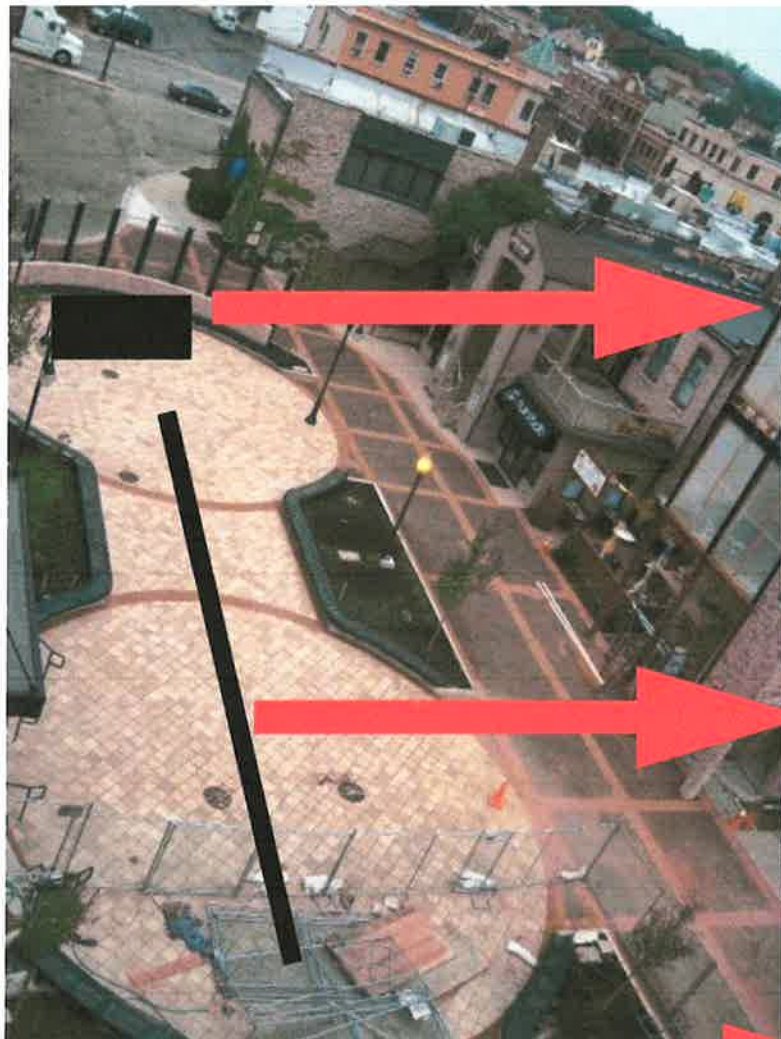
- If yes, please indicate location(s) electric is needed on next sheet.

Does your event require temporary water/hydrant meter? ?

☐ YES ☒ NO

- If yes, please indicate location(s) for hydrant meter(s) on next sheet.

Map



Live Band

**Long Tables - Approx. 8 Tables
Around 80 People (8 people per table)**

Entrance where guests check in



Entrance where guests check in

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.

*See attached documents

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))



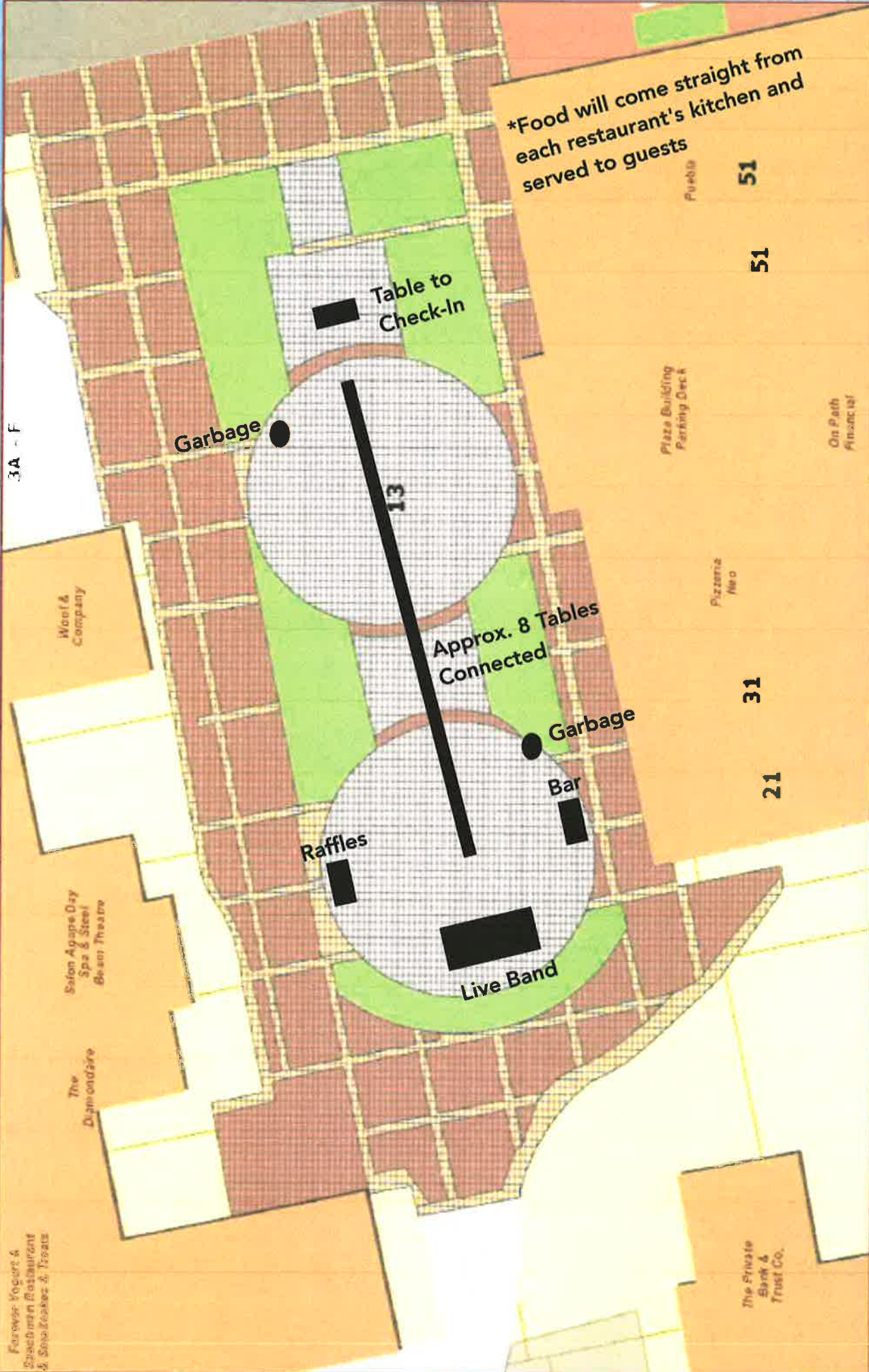
Forever Yogurt &
Szechuan Restaurant
& Soufflées & Treats

The
Diamond

Salon Agape Day
Spa & Steel
Beam Theatre

Wolf &
Company

3A - F



This map was created for planning purposes only and is not intended to be used for legal or financial purposes. The information contained herein is for informational purposes only and is not intended to be used for legal or financial purposes. The information contained herein is for informational purposes only and is not intended to be used for legal or financial purposes. The information contained herein is for informational purposes only and is not intended to be used for legal or financial purposes.

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.

July 12, 2020

Event Title Long Table Dinner Date(s) of Event July 11, 2020

Emergency Contact Information

Primary Contact: Katherine Reda Secondary Contact: Tammy Simmons

Title: Event Director Title: Director of Development

Phone No: [REDACTED] Phone no.: [REDACTED]

Tertiary Contact: Hal Honeyman Operations Manager: Melissa Burke

Title: Founder/Executive Director Title: Administrative Assistant

Phone No: [REDACTED] Phone no. [REDACTED]

Site Managers and miscellaneous contacts

Location: First Street Plaza (Main Area) Location: Each restaurant - Do not have their contact info yet

Date(s): 7/11/20 Date(s): 7/11/20

Name: Katherine Reda Name: TBD

Phone # [REDACTED] Phone #: TBD

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).
Project Mobility has designated Tammy Simmons with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of Project Mobility 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 Project Mobility staff will be instructed to:
 - a. Act as quickly and professionally as possible;
 - b. To contact their immediate supervisor and/or the on-site Project Mobility 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 Project Mobility 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 & 1st Street), (East Side, Walnut Avenue & 3rd 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

Tammy Simmons 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

Project Mobility

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 Project Mobility to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by Project Mobility 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 Project Mobility personnel;
 - c. Direct any and all media questions to CM, and only read official statements prepared by Project Mobility 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:

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: ✓
- Food and/or beverages for immediate consumption? YES: ✓ 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:

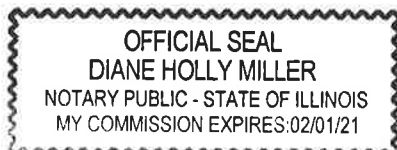
I understand that it is my responsibility to ensure that all retail merchants and/or food and beverage vendors participating in this event are aware of the rules and requirements for properly collecting and remitting any City sales taxes generated from sales at this event. I will provide the City with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

Signature: Katherine Reda

Date: 12/13/19

Name: Katherine Reda

Title: Event Director



SECTION 8 – St. Charles Police Department – Request for Police Services



ST. CHARLES POLICE DEPARTMENT REQUEST FOR POLICE SERVICES

DATE SUBMITTED: _____

Individual Requesting Services _____

Home Telephone _____

Person/Organization to be Billed _____

Business Telephone _____

Address _____

Cell Phone _____

City/State/Zip Code _____

Signature _____

St. Charles PD has the authority to determine the number of officers needed based on the circumstances and conditions of the event. I hereby agree to reimburse the city of St. Charles for all compensation paid to its officers for the services and at the rates described above.

Signature of Person Agreeing to Pay _____

TYPE OF EVENT: _____

LOCATION: _____

DATE(S)	TIME(S)	NUMBER OF OFFICERS REQUESTED
	to	
	to	
	to	
	to	

HOURLY RATE – TIME & 1/2
NUMBER EXPECTED TO ATTEND _____

***** DO NOT WRITE BELOW THIS SPACE *****
APPROVED: _____ DISAPPROVED: _____ DATE: _____

Comments: _____

Approved By: _____

OFFICER SIGNUP SECTION HOURLY RATE – TIME & 1/2

DATE	TIME	OFFICERS REQUESTED	NAME	NAME
	to			
	to			
	to			
	to			
	to			
	to			
	to			

☐ Billing to City of St. Charles

Verified by: _____ Date: _____

STCPD 145
REVISED 06.06.2018

SECTION 9 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the Project Mobility
(name of organization)
("Organization") to conduct The Long Table Dinner ("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.

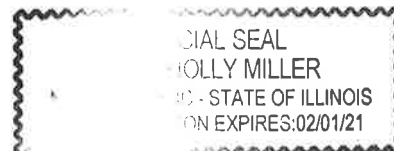
Project Mobility
(Name of Organization)

12/13/19
(Date)

by [Signature]
Authorized Signatory

Signed and sworn to before me this 13th day of December, 2019.

[Signature]
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



Downtown Events Review Process & Evaluation

Summary

The Downtown St. Charles Partnership wishes to support events and promotions that will strengthen the retail, dining, entertainment, and hospitality sectors of downtown, diversify the downtown event calendar, and invite people downtown by offering compelling, free or low-cost events. The desired result is a coordinated offering of downtown events and promotions that:

- Engage and strengthen the downtown business community.
- Increase the frequency and/or length of the visits to the downtown.
- Provide a comprehensive and coordinated offering of quality events.
- Enhance the image of the downtown as a destination.
- Celebrate the vibrancy and unique assets of the downtown.
- Ensure diversity and uniqueness in the events offered.

Requirements

Events approved in Downtown St. Charles will meet the following requirements:

- The events are complimentary or have a minimal admission charge and are appealing to the general public.
- The event will benefit downtown businesses and not create a significant negative impact on them.
- The event organizer will meet with affected downtown businesses to help make the event a positive experience for them.
- The application and review is required for all events within the downtown area (view map at <http://www.downtownstcharles.org/map-and-directions/downtown-map/>)

Evaluation

Proposals submitted will be evaluated based on the quality of the proposal and the following strategies and requirements:

1. **Benefit to the downtown:**
 - o Downtown businesses will realize benefits from the event.
 - o The event will enhance the downtown's reputation as a destination for shopping, dining, hospitality, and entertainment.
 - o The event/promotion creates a positive image of the downtown.
2. **Ease and Ability of Production**
 - o The organization coordinating the event has the capacity to carry out the event/promotion. This will require a business plan detailing the financial and marketing plans.
 - o The event is pedestrian friendly.
 - o All elements (security, promotion, staffing, clean up) are the responsibility of, and financed by, the event organizer.
3. **Broad Popularity**
 - o The event can be enjoyed by a variety of audiences.
 - o The event is complimentary, or has a minimal admission charge, and is appealing to the general public.
4. **Coordination and Collaboration**
 - o The event meets with approval from the City and the DSCP.
 - o The marketing plan for the event/promotion includes communication with the City and the DSCP.
 - o The event organizers collaborate with downtown businesses. Opportunities are created to encourage interaction between businesses and the event attendees. First Priority for event participation, particularly with respect to event food/beverage and retail vending, shall be given to downtown businesses.
 - o For merchant promotions, participation is available to all downtown merchant businesses.
5. **Expansion and Diversity of the Downtown Event Calendar**
 - o The event will assist in creating a diverse menu of downtown programming and give people a new reason to come downtown that does not currently exist.
 - o The event will bring diverse clientele into the downtown and brings people into the downtown at a time that doesn't conflict with other events.

Process

Please complete the Downtown Event Review Proposal questions with the City of St. Charles Special Events Application. Please answer all questions to the best of your knowledge. Proposals submitted will be evaluated based on the quality of the proposal and the evaluation requirements.

1. Please return the Downtown St. Charles Event Review Proposal and any attachments to the City of St. Charles 120 days before your Intended Event Date.
 - a. It is strongly encouraged that the event organizers meet with the businesses that will be impacted in advance of submitting the proposal. Feedback from those meetings should be included with the event application.
2. The DSCP Events Review Committee will review your proposal within 14 days and follow up with any questions they may have.
 - a. If modifications are needed, you will be asked to resubmit any changes within two weeks time.
3. Then if a positive recommendation is given by the Events Review Committee, the City of St. Charles will schedule a Special Events Review Meeting with you and City Staff to discuss logistics and any issues and/or concerns related to traffic, safety, etc.
4. Then, your event will be brought before City Council within the 90 Days for final review accompanied by the DSCP recommendation.

Downtown St. Charles Event Review Proposal

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

Saturday , July 11th 2020 5 pm - 9 pm

5th course chef prepared outdoor dinner to take place at the First Street Plaza.

Project Mobility will reach out to the restaurants on First Street asking them to participate by preparing one course to be featured at the event. This is a great way to get people to the downtown area to "sample" all the different restaurants while supporting a great local cause.

The guests will be asked to wear their "summer whites". Wearing white represents they support Project Mobility.

The event will feature live music, silent auction and Project Mobility's Adaptive Bike Giveaway. Guests will get to see first-hand what Project Mobility is all about and where the money that is being raised is going to.

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

Downtown Events Evaluation summary.

- a. Benefit to Downtown Business** The event will bring attention to the dining downtown along with creating a positive image of the area.
- b. Ease and Ability of Production** Project Mobility can handle the event since we put on Hops for Hope 5K (expecting 1,000 people for 2020). It is pedestrian friendly due to it being held in the First Street Plaza.
- c. Broad Popularity** The event is great for many different types of people. Most everyone love trying and going out to local restaurants. This event is a way to "try" many of them at one time while knowing you money is going to a local charity.
- d. Coordination and Collaboration** We are open to working together !
- e. Expansion and Diversity of the Downtown Event Calendar** Their is no other event in the area (that we know of) that brings many different dining options to guests all in one event. Especially in the popular First Street area.

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

We are not too sure since we have never put on this type of event before. But for Hops for Hope 5K we attract people from all parts of Illinois along with people from Wisconsin, Michigan, Minnesota, Pennsylvania and Missouri.

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

We are anticipating 80 guests. That is due to our first year of the 5K we held was 300 and our Bike Ride was 100. We think since this event is a little more expensive than both events we may have less guests.

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?

We will not need any street closures. We will notify businesses in the area of the event but most of them will be participating and know of the event. We will suggest that guests use the parking garages near and on First Street.

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

What makes this event unique is there are no other events doing what we will be doing. First Street is very popular area with amazing restaurants. We are putting these great restaurants together so people can enjoy many restaurants in one night. Plus some restaurants may create a unique dish they can only get at the event. This is really highlighting the amazing dining options we have in St. Charles along with highlighting a great local charity.

7. How will you measure success?

We will measure success by a post event survey to see if guests truly enjoyed themselves. We will also measure success by how much we raise for Project Mobility.

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

We would love to expand the space and make it larger. Other states that do this event close a street down and have it there due to having hundreds of people.

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

Do not have yet.

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

We will reach out to local businesses for sponsorships to help off set the costs that may occur from the event thus realising more funds for Project Mobility.

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.

We are waiting to get further approved from the city before spreading word too much on the event. But the following will be affected but these businesses are also the ones we are reaching out to partner with the event and serve food.

- La Mesa
- McNally's
- Gia Mia (soon to open)
- ZaZa's
Wok n Fire

and the remaining First St. businesses.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

JAN 31 2008

Date:

Employer Identification Number:
30-0143832

DLN:

17053005704048

Contact Person:

SHAWNDEA KREBS

ID# 31072

Contact Telephone Number:
(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

PROJECT MOBILITY CYCLES FOR LIFE
INC
2930 CAMPTON HILLS RD
ST CHARLES, IL 60175-0000

Dear Applicant:

Our letter dated April 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)



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 7/11/19 TO 7/11/19 Number of Days 1

2. Applicant is: ☒ Corporation ☐ Partnership ☐ Individual

3. Applicant's Name Katherine Reda Telephone # [REDACTED]
D/B/A _____

Address [REDACTED] City/State/Zip St. Charles, IL 60175

4. Device Owner's Name TBD Telephone # _____

Address _____ City/State/Zip _____

5. Device(s) to be used, specific to power amplification (wattage) and output:

6. Area where device(s) is/are to be used:

First Street Plaza

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):

TBD

Project
Mobility

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

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

Applicant [Signature] 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

CK# 4185 \$5.00			
For Office Use			
Date Received	Fee Paid	Receipt No.	Permit No.
12/13/19	12/13/19		