



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5f

Title:	Recommendation to Approve Street and Parking Lot Closures and Use of Amplification Equipment for the 2020 Fox Valley Marathon
Presenter:	Chief Keegan

Meeting: Government Operations Committee

Date: April 6, 2020

Proposed Cost: **\$13,093.17 TOTAL**
 PD: \$6,571.58
 EMA: \$520.13
 PW: \$4,775.76
 FD: \$1,225.70

Budgeted Amount: \$

Not Budgeted:

Executive Summary (if not budgeted please explain):

The eleventh annual Dupage Medical Group Fox Valley Marathon is proposed for Sunday, September 20, 2020. The layout and route will be the same as the 2019 event.

The race begins at 7:00 a.m., proceeding south on 1st Street to Route 31, and out of the city limits into Geneva and eventually to Aurora. The route then returns to St. Charles along Riverside Avenue, and finishes on the Illinois Street Bridge. Event organizers are also requesting that Municipal Lot *Second Court*, (located behind the Flagship/Pollyanna building) be closed on September 19 & 20 for the purposes of setting up “porta-johns” needed for the race participants and spectators.

- Illinois Street (between Rt. 31 and 2nd Ave) will be closed from 5:00 a.m. – 3:00 p.m. on Sunday, September 20th.
- Portions of Prairie Street, Riverside Avenue, and S. 1st Street will be closed as depicted in the attached event schematics.

The Kane County CASA Kid’s Marathon is proposed for Saturday, September 19, 2020, at 3:00 p.m. This race starts and finishes on 1st Street. For this race, a partial street closure will take place on Indiana Street, between 1st Street and the Fox River, between 2:55 p.m. and 3:45 p.m.

The event sponsors are also requesting the use of an amplification system (PA) on Illinois Street at the start and finish lines for the duration of the events on Saturday, September 19 from 3 p.m. – 4 p.m. and Sunday, September 20, 2020 from 6:15 a.m. – 1:30 p.m. Event sponsors were reminded by the Special Events committee to keep in consideration the surrounding neighborhoods when utilizing the amplification in the early Sunday morning hours.

The sponsors will ensure advance notification and promotion is done in the downtown area, with special emphasis on any business directly along the closure route.

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):

Map routes

Recommendation/Suggested Action (briefly explain):

The Police Department recommends approval of the street and parking lot closures and use of amplification equipment for the 2020 Fox Valley Marathon, and subject to any governmental sanctions regarding public gatherings, social distancing, etc., pertaining to COVID-19.

RECEIVED
 JAN 24 2020
 Building & Code Enforcement
 St. Charles, IL

CITY OF ST CHARLES
SPECIAL EVENT APPLICATION
THIS FORM MUST BE COMPLETED IN 2 E Main Street.
FULL & SUBMITTED 90 or 30 DAYS PRIOR TO THE EVENT



Permit No. 202000074 Date of Meeting: 2/16/20 Revised date 01/28/2015
9:30

Name of the Event: Fox Valley Marathon Date(s) of Event: 9/19 & 9/20

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

Received:	Fee Paid: \$
Receipt #	Check #
Copies of application distributed to:	
Police: _____	Fire: _____ PW: _____
Electric: _____	

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 -	
Submit Special Event Application	30 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 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	
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/business 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	

SECTION 2 – GENERAL INFORMATION

Permit No. 20200074

Name of Event: DuPage Medical Group Fox Valley Marathon / CASA Fox Valley Kids Ma

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

Location of Event: Start/Finish is between Indiana/Illinois & 1st St. Site plans are attached

Date(s) of Event: 9/19 & 20 Hours of Event: 7am to 5pm Estimated Attendance: 5000+

Event Website: www.fv26.com

Purpose of the event: To use the sport of marathoning to promote fitness, support local businesses and charities in the Fox Valley area. Specific event details and benefits to the area's businesses and charities are attac

Name of sponsoring organization(s): ShebBix Inc

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

(Documentation will need to be submitted providing status)

Type of Entity	Check Box that Applies	City Supporting - Existing Event	City Support – New Event
Governmental Entity		100%	100%
Private/For Profit Entity	X	0%	0%
Non-Governmental/Non-Profit Entity		50%	0%

Contact person from sponsoring organization: Dave Sheble

Organizer address: [REDACTED]

City: St Charles State: IL Zip: 60560

Home Phone: _____ Cell Phone: [REDACTED] E-mail: [REDACTED]

Second contact person (emergency): Craig Bixler Phone: [REDACTED]

Is this an annual event? YES NO If yes, please provide event date(s) for next year: 9/19/21

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.
None we are aware of

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, 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 _____

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
Plan is attached				

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

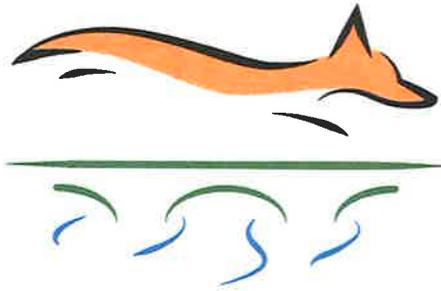
Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

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))

DuPage Medical Group Fox Valley Marathon



Fall Final 20 | Half Marathon

September 20, 2020



September 19, 2020



Event Schematics

- FVM Road Schematics
- FVM Village Schematics
- FVM Kids Marathon Schematics

STREET CLOSING START SCHEMATIC Sunday September 20, 2020

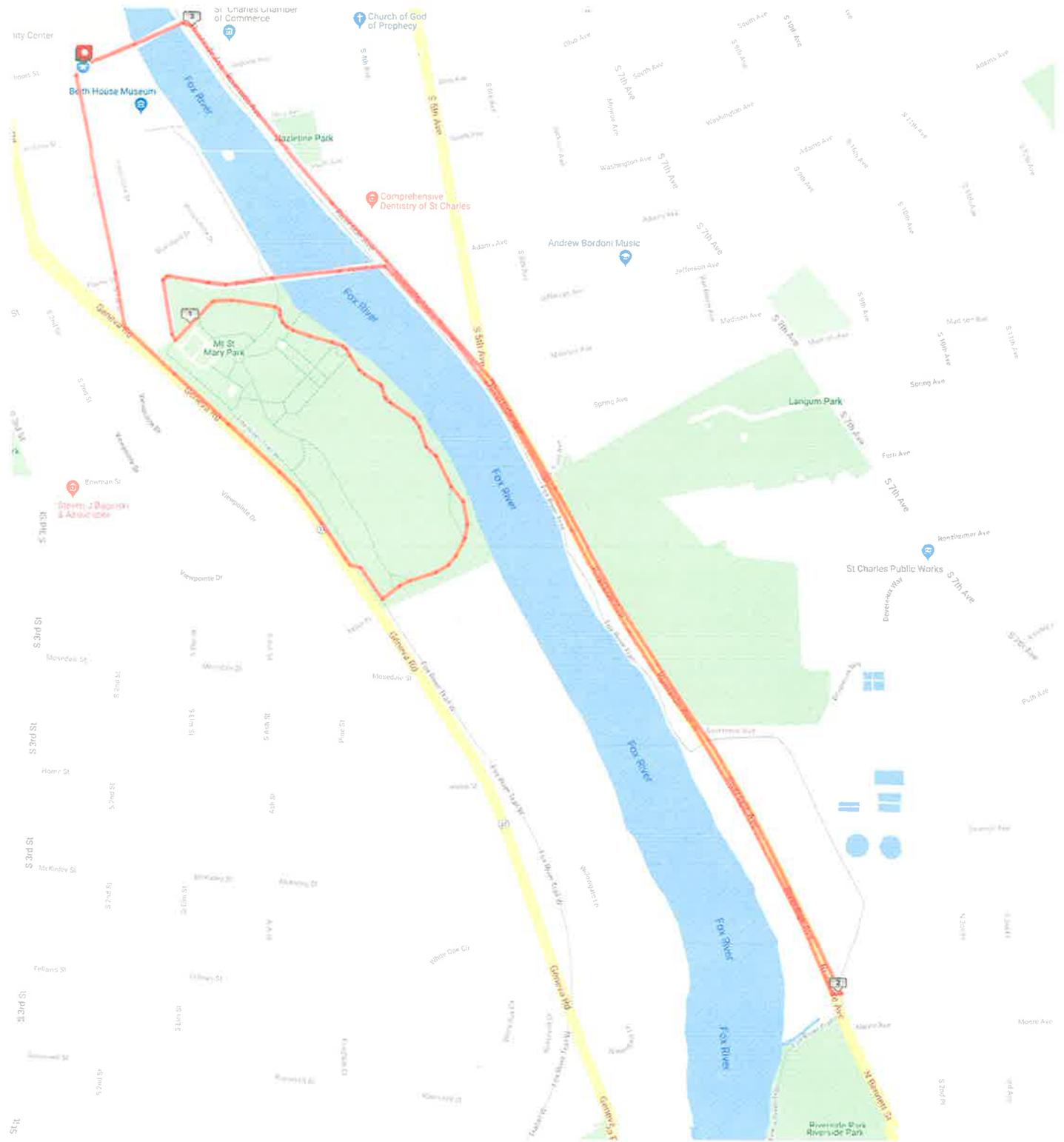
DuPage Medical Group
**Fox Valley
Marathon**



Fall Final 20 | Half Marathon

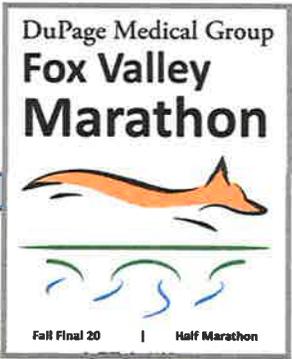


5K COURSE
7:00-8:00am
Sunday September 20, 2020



STREET CLOSING FINISH SCHEMATIC

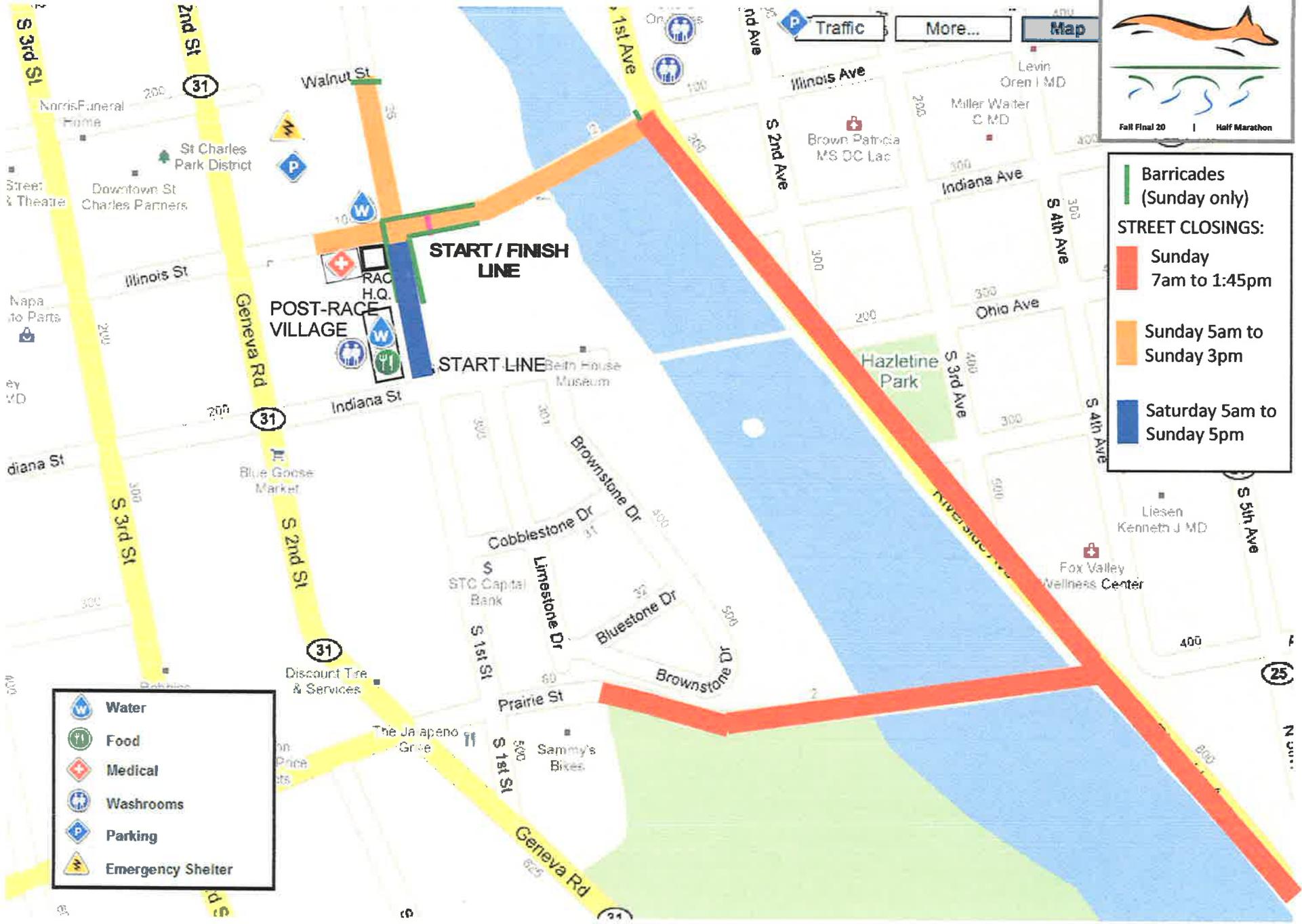
Sunday September 20, 2020



Barricades (Sunday only)

STREET CLOSINGS:

- Sunday 7am to 1:45pm
- Sunday 5am to 3pm
- Saturday 5am to Sunday 5pm



Water

Food

Medical

Washrooms

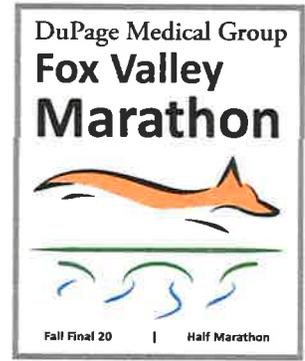
Parking

Emergency Shelter

START / FINISH LINE

POST-RACE VILLAGE

START LINE



September 20, 2020

RTE's 25/31 SCHEMATIC

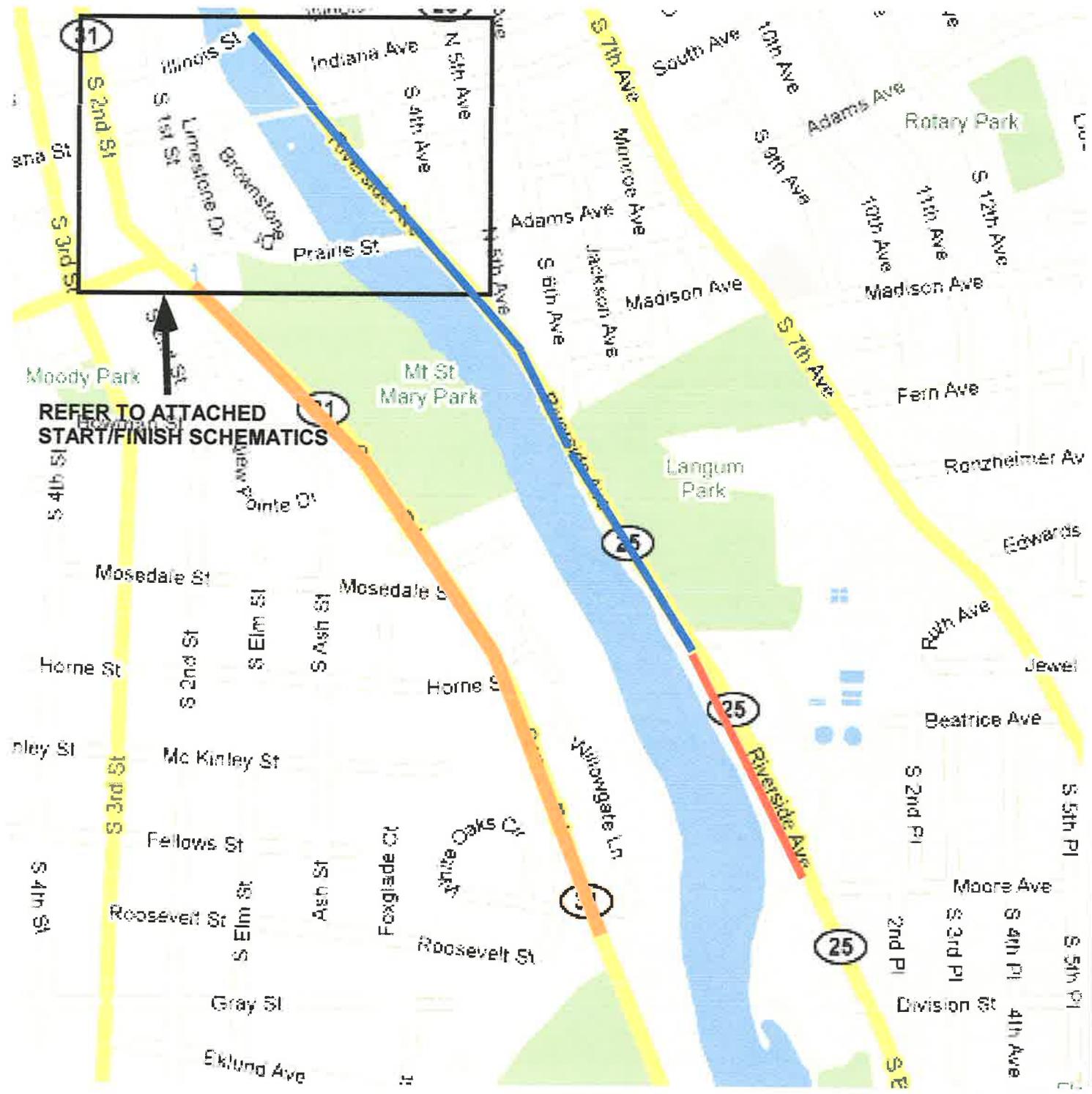
STREET/LANE CLOSINGS:

- Sunday**
7:00am to 8am
BOTH LANES FOR 5K

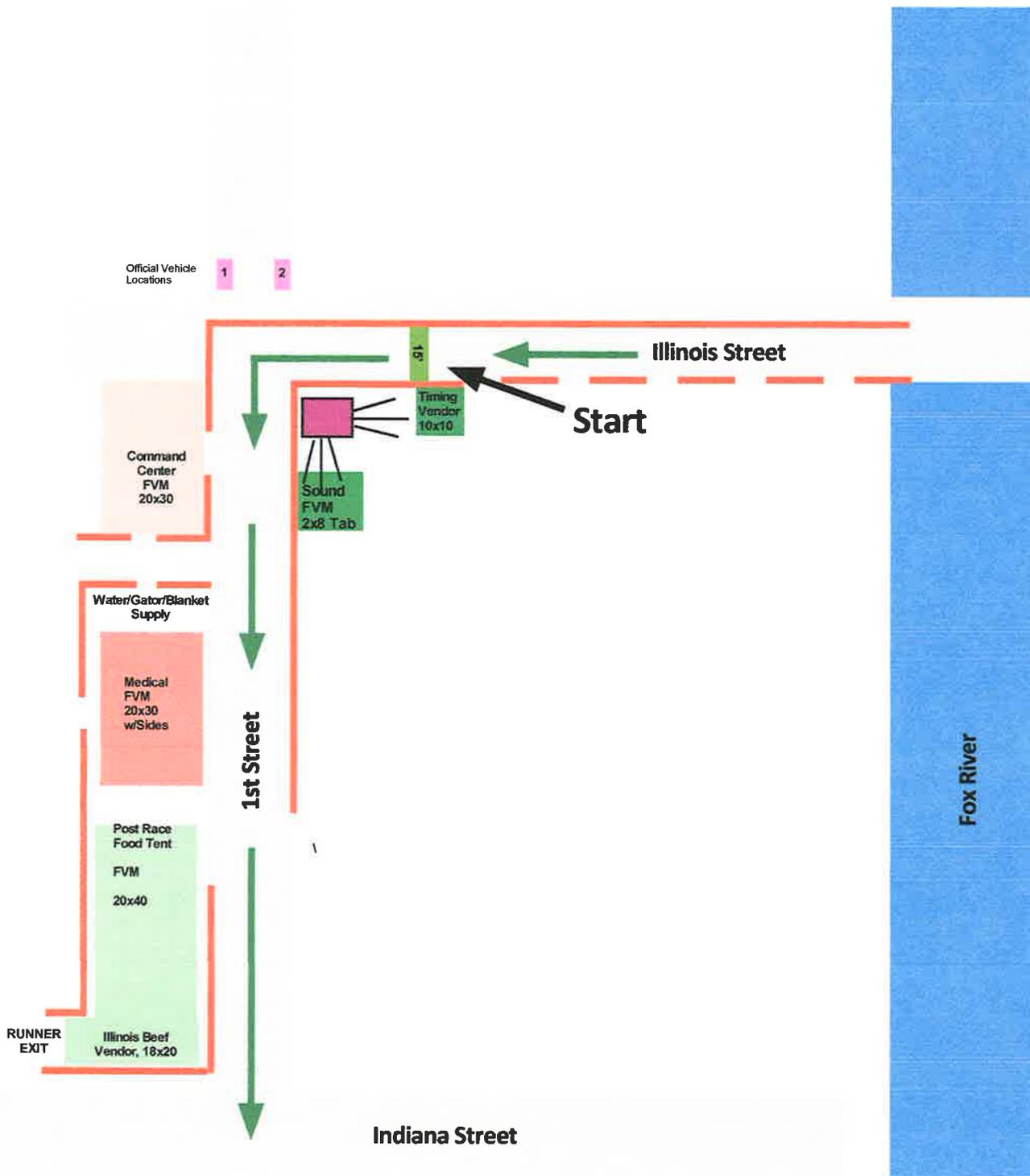
- 8am to 1:30pm**
SINGLE PERSON WIDE, CONED LANE
West side of southbound lane.
STC Police controlled, while still allowing two-way vehicle traffic.

- Sunday 7am to 1:30pm**
Riverside closed, both lanes

- Sunday 7am to 7:30am**
SOUTHBOUND ONLY. STC Police controlled.
Geneva takes over at city limits



REFER TO ATTACHED START/FINISH SCHEMATICS



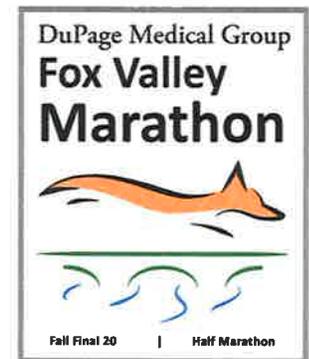
Riverside closed at Walnut

5am - 3pm

Parking Lot
Porta
Johns

Illinois closed at 2nd
5am - 3pm

Riverside Drive



2020 Start Schematic

- Tents**
- 1x 20x35 Food
 - 2x 20x30 Cmd, Medical (sides)
 - 1x 20x20 DPA
 - 3x 10x20 FV/NV, Award, Result

- Tables: 62 + 41**
- 04 IL St
 - 04 DPA
 - 19 Cmd
 - 15 RAEPN
 - 10 Med
 - 16 Food
 - 02 TCAM
 - 02 PRTR
 - 02 Kingdom
 - 02 FVFFH
 - 06 Garden
 - 06 Progressive
 - 41 @ Main St

- Chairs: 153 + 13**
- 03 IL St
 - 00 DPA
 - 05 Cmd
 - 13 RAEPN
 - 06 Med
 - 16 TCAM
 - 16 FRTR
 - 18 Kingdom
 - 18 FVFFH
 - 48 Garden
 - 04 Progressive
 - 13 @ Main St

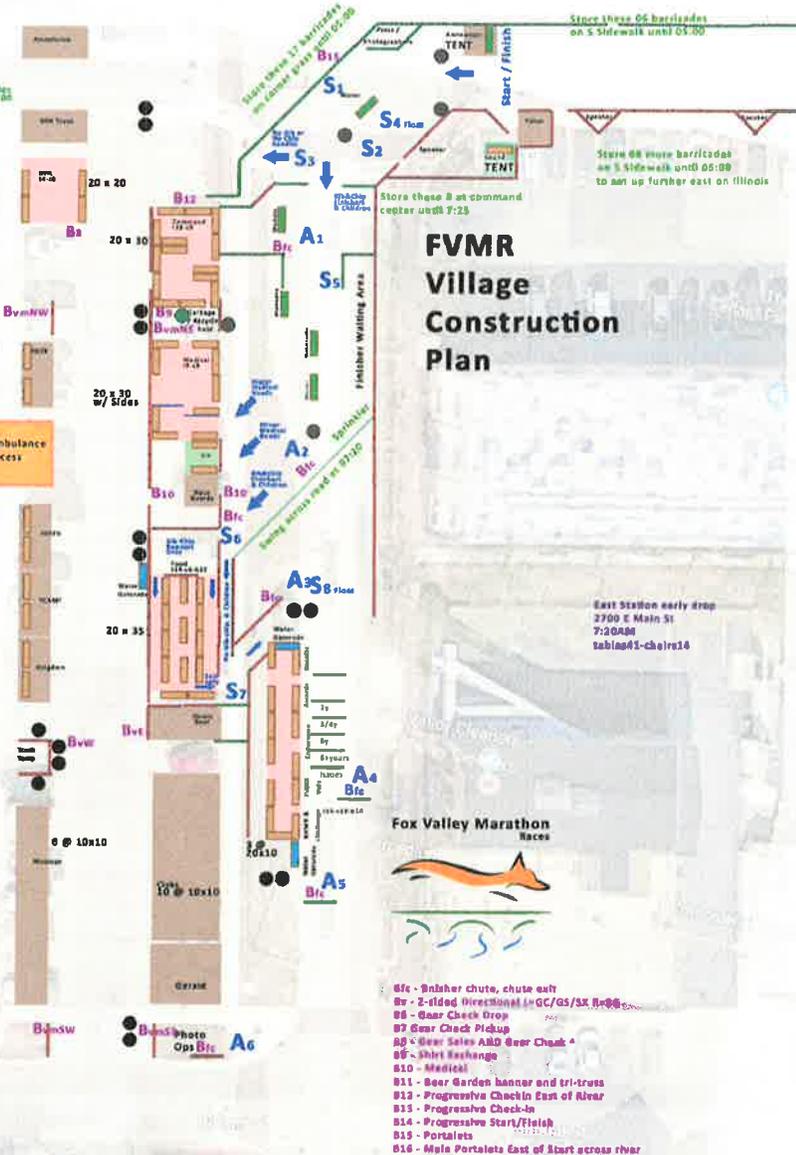
- Barricades: 156 @ 10'**
- 21 Gear Pickup
 - 05 Gear Drop
 - 16 RAEPN
 - 17 Cmd/Medical
 - 27 Food
 - 06 1st St Angle
 - 10 1st St E
 - 13 1st St SE corner
 - 37 1st St NW corner
 - Announcement to Cmd
 - 17 Illinois St Near E
 - 08 Illinois St Par E
 - 00 Progressive

- Trash Cans: 24**
- 6 Command
 - 18 Village

- Cones: 50**
- Yard Stakes

Ujngla St
14-C5

Progressive Packets
E of River
15-C4, 2 fvmr tents





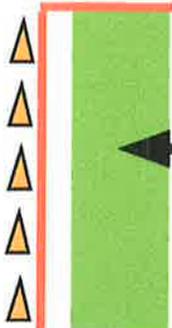
V



Volunteers monitor Ramp down traffic and parking north of gear check

Parking Garage

V



Gear Check Barricaded First 10 Spots on the east side to the wall

1st St

Drop off- Only FVM Volunteers behind Tent Pickup - Runners walk behind barricades to pickup gear in green area

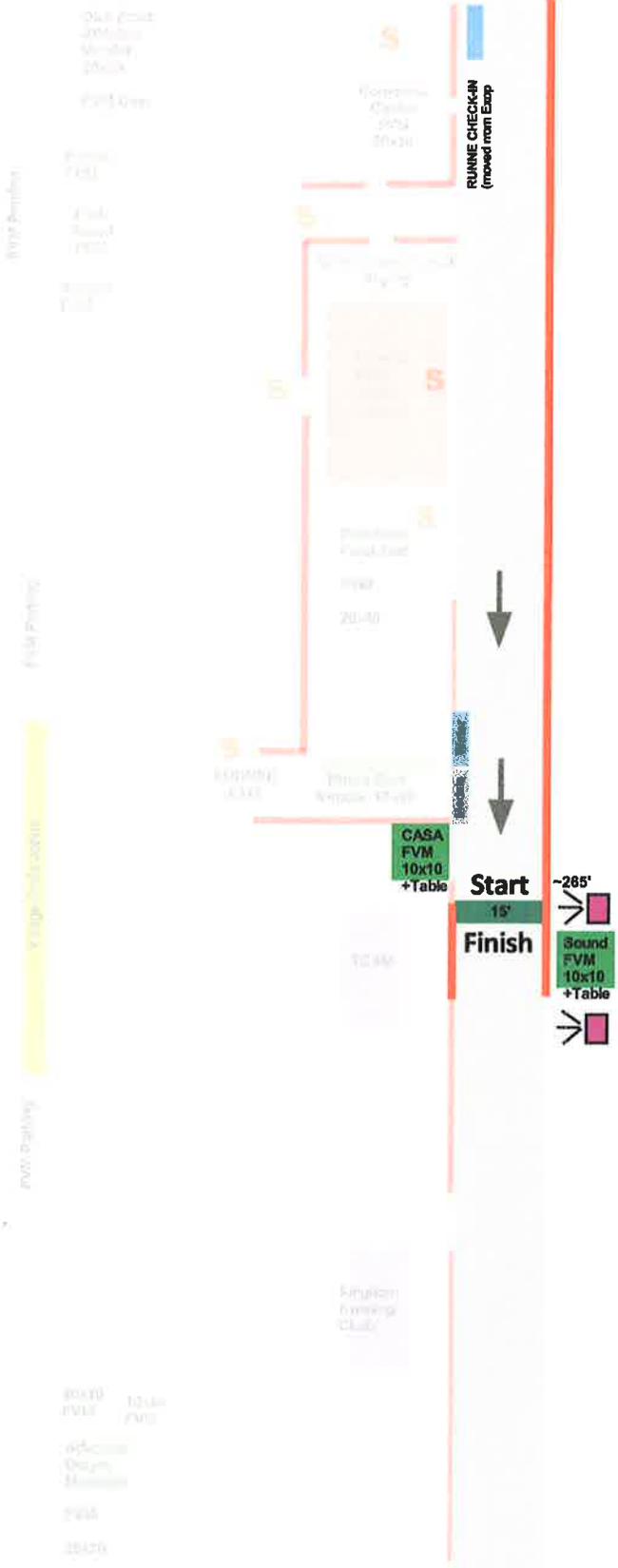
Illinois St

FVM Finish Line

FVM Race Village

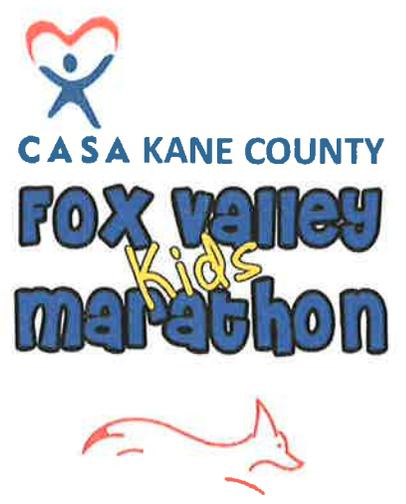


Parking Garage Gear Check Fox Valley Marathon Schematic

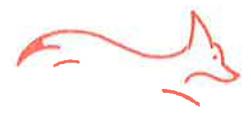
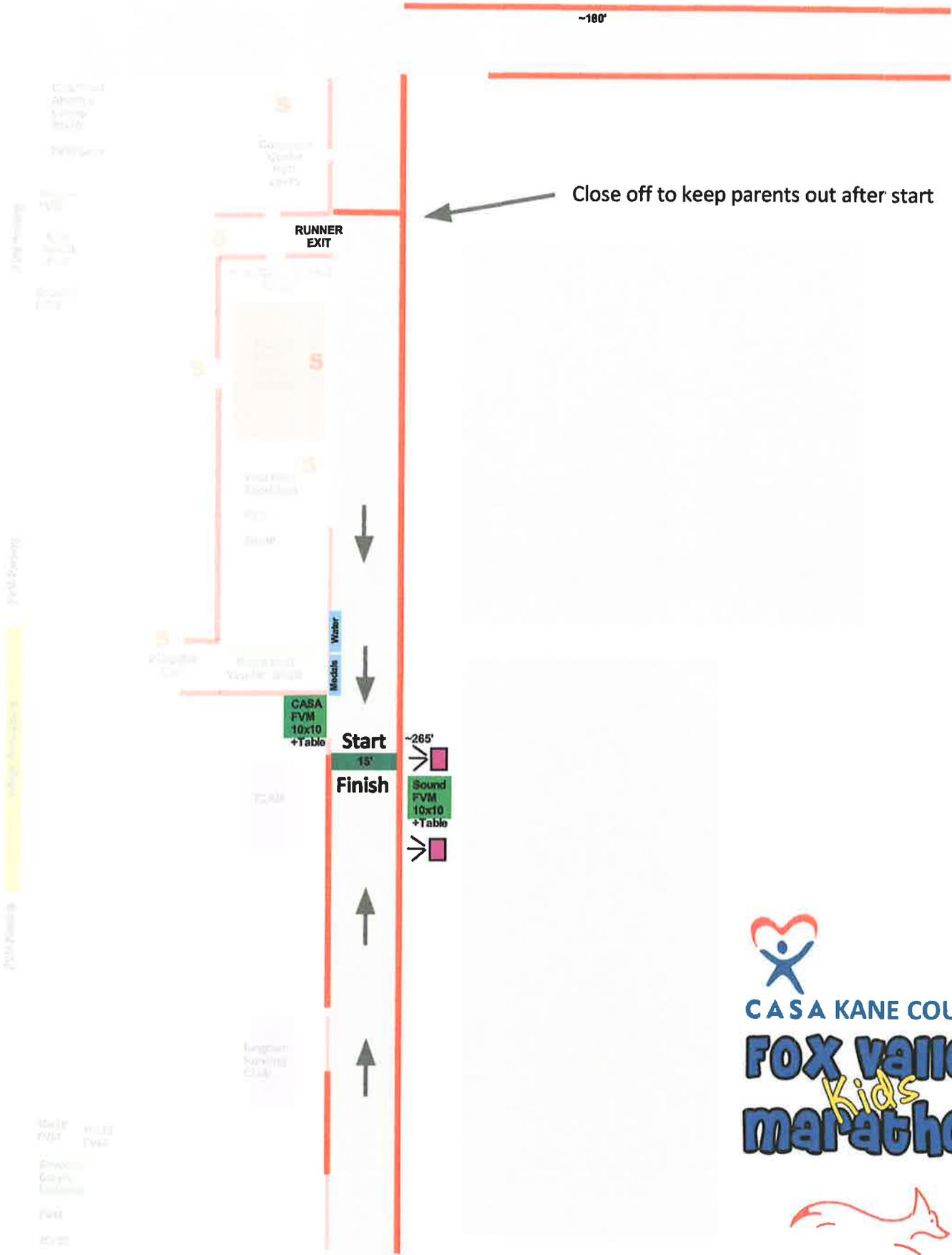


-180'

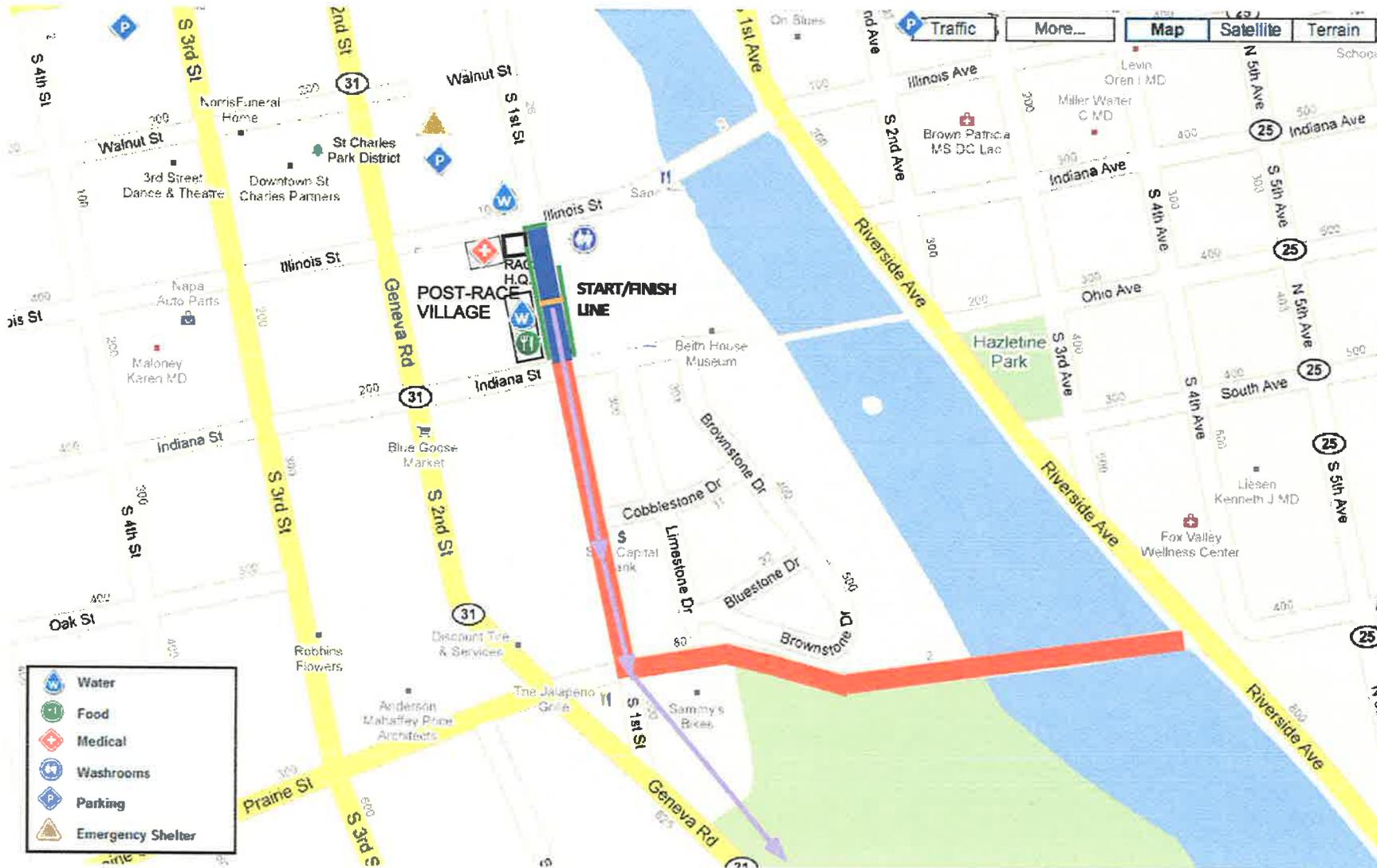
Banner Notes:
 -Use Non-Advocate Start/Finish banners
 -Use CASA Horizontal & Vertical banners on start/finish & barricades only.
 No other sponsors or banners unless approved



Fox Valley Marthon Kids Marathon START Schematic
 September 19, 2020 2:55 - 3:40pm



Fox Valley Marthon Kids Marathon FINISH Schematic
September 19, 2020 2:55 - 3:40pm



September 19, 2020
START SCHEMATIC

Barricades

STREET CLOSINGS:

- Saturday 2:55pm to 3:15pm
- Saturday 5am to Sunday 5pm
- Course Route (Start)

Water

Food

Medical

Washrooms

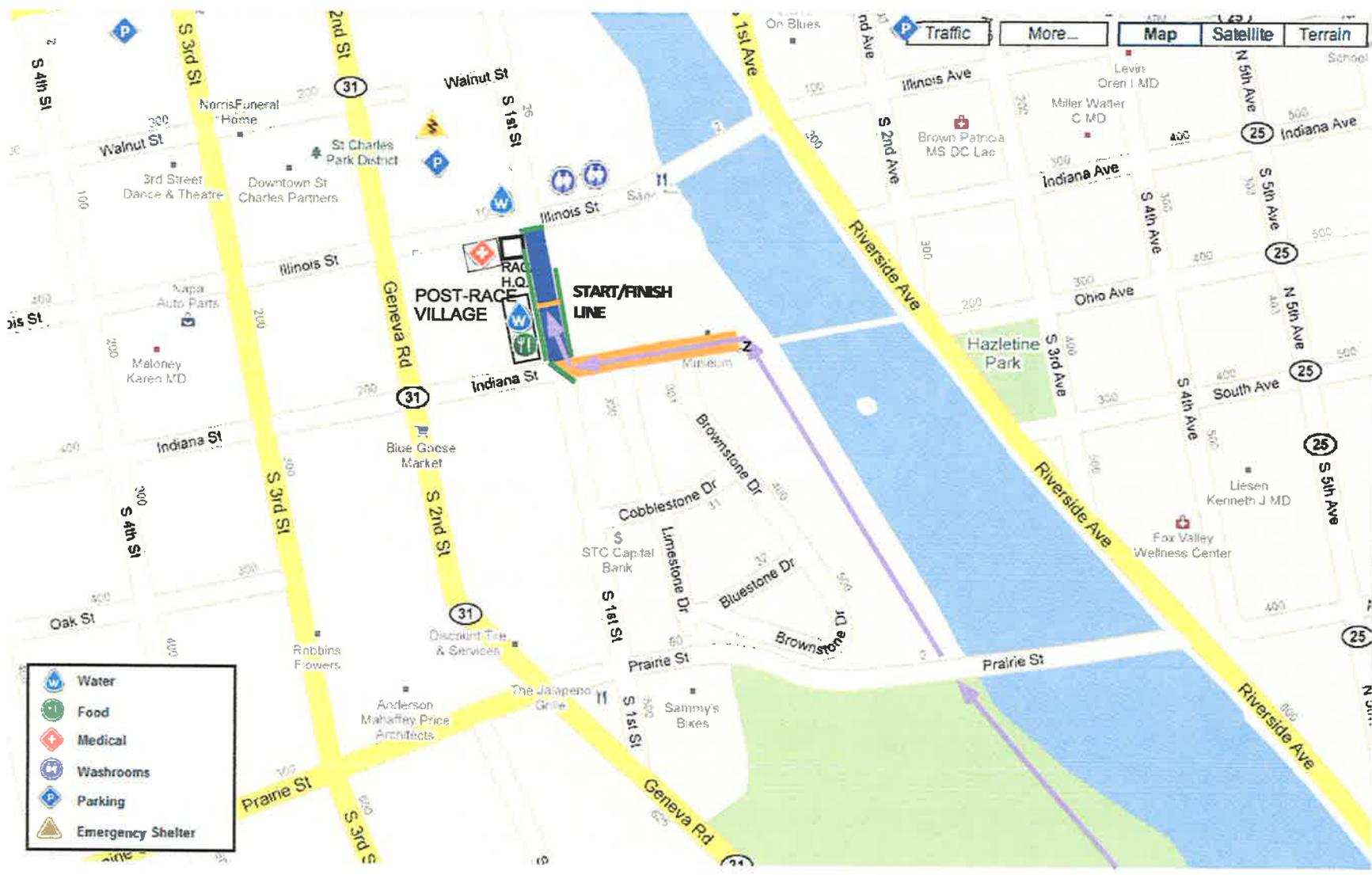
Parking

Emergency Shelter

Traffic More... Map Satellite Terrain



September 19, 2020
FINISH SCHEMATIC



- Water
- Food
- Medical
- Washrooms
- Parking
- Emergency Shelter

Barricades

STREET CLOSINGS:

- Saturday 5am to Sunday 5pm
- Saturday 2:55pm to 3:40pm

Note: Traffic can flow from Indiana to 1st St, south of Indiana (45 degree barricade) from 3:15 on

Course
Note: goes UNDER Prairie St

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 Fox Valley Marathon Date(s) of Event 9/19 & 9/20

Emergency Contact Information

Primary Contact: Dave Sheble Secondary Contact: Craig Bixler

Title: Co-Race Director Title: Co-Race Director

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

Tertiary Contact: _____ Operations Manager: Tom Horvath

Title: _____ Title: Race Manager

Phone No: _____ Phone no.: [REDACTED]

Site Managers and miscellaneous contacts

Location: _____ Location: _____

Date(s): _____ Date(s): _____

Name: _____ Name: _____

Phone # _____ .Phone #: _____

Location: _____ Location: _____

Date(s): _____ Date(s): _____

Name: _____ Name: _____

Phone # _____ Phone # _____

Location: _____ Location: _____

Date(s): _____ Date(s): _____

Name: _____ Name: _____

Phone #: _____ Phone # _____

Section 6– Emergency or Crisis Management Procedures

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

Emergency/Crisis Management Procedures

1. In the case of any incident, accident or anything deemed “out of the ordinary” (including inclement weather and its potential affects on patrons, property and/or equipment).
_____ has designated _____ with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of _____, 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 _____ staff will be instructed to:
 - a. Act as quickly and professionally as possible;
 - b. To contact their immediate supervisor and/or the on-site _____ 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 _____ 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

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

5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with _____ to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by _____ management. No personnel or staff should offer any information to any media other than the provided statement. No media questions should be answered unless otherwise instructed.
7. Always remember to follow these guidelines:
 - a. Keep as cool and calm as possible;
 - b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including _____ personnel;
 - c. Direct any and all media questions to CM, and only read official statements prepared by _____ 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:

EMERGENCY ACTION PLAN

FOX VALLEY MARATHON

INTRODUCTION

Emergency situations may arise at any time during athletic events. In order to facilitate appropriate, effective, and timely care **Harpreet Ghuman MD**, volunteer Medical Director for the **Fox Valley Marathon**, have devised this emergency action plan to follow in case of an emergency.

Organizations in charge of athletic events must be prepared to handle life-threatening situations to provide standard of care treatment. This emergency action plan details specifics of those medical personnel that will be involved, provides for medical equipment that will be prepared and supplied during the event, establishes courses for communication to be used, and allows for organization of care to be given in an emergency situation.

This is the purpose of the emergency action plan established for the Fox Valley Marathon.

COMPONENTS OF THE EMERGENCY ACTION PLAN

- I. Emergency Plan Personnel
- II. Emergency Communication
- III. Emergency Equipment
- IV. Map of Venue
- V. Storm Safety Plan
- VI. Follow up

I. Emergency Plan Personnel

A. Personnel on Site

The volunteer medical personnel at the aid stations and main medical tent will consist of a team of 1-3 health care providers, including a physician and physician assistants, multiple levels of nurses, physical therapists and athletic trainers. Medical personnel will be identified by a red medical T-shirt and identification badge. These medical personnel will be additional to the volunteers provided by the race organizers.

First aid stations will be located approximately every 1 to 2 miles on the course. There will be a total of 15 outlying stations and one main medical tent at the Start/Finish line.ers

B. Roles of the Emergency Team

1. Acute Care of the Athlete

At least one individual trained properly in first aid, CPR, and disease transmission prevention will be located at each first aid station (preferably a physician). First aid and CPR will be initiated according to the specific skills of the trained medical personnel present. The marathon medical team will be the initial responder for all non life-threatening injuries, and EMS personnel will be called if needed. Injuries treated will be documented as per Attachment A.

2. Emergency Medical Equipment

Appropriate emergency medical equipment and supplies will be obtained prior to the event and provided at the individual first aid stations and main medical tent the day of the race. First aid stations will be equipped with basic medical supplies and appropriate medical equipment. Those personnel familiar with the type of equipment necessary in an emergency will be available to operate the equipment

at the aid stations. Emergency equipment and supplies will also be present at the main medical tent, assisted by a stationary ambulance unit at the start/finish line.

3. Activate Emergency Medical System

One member of the on-site emergency medical personnel (medical director) will be responsible for activating EMS for participants requiring transport. This person will be in direct communication with the EMS system covering the event. All other medical personnel working the event will coordinate calls for EMS services through this central person. The functioning of the communication system will be checked prior to the start of the event.

4. Direct EMS to the Scene

Medical personnel on-site will have a course map (see IV below). In the event EMS personnel are needed, the on-site medical personnel will give them directions to the site of the injury/event. One individual from the responding first aid station will be designated to retrieve EMS and direct them to the scene, if necessary. This person will assist with moving of barriers and dispersal of spectators as needed.

C. Activating EMS

1. Contact Medical Director via two-way transmission and voice need for EMS transport. Deliver a brief description of the situation and necessary information in a calm, organized and effective manner. Then release the "talk" button on the radio and listen for instructions.
2. Information provided to EMS transport personnel:
 - a. Name, number, and location of medical personnel
 - b. Number of athletes
 - c. Status of the athlete(s)
 - d. First aid provided prior to EMS arrival
 - e. Directions to rescue scene
 - f. Other information requested by the dispatcher
3. If unable to contact Medical Director, contact on-site EMS personnel (located at the Main Medical tent) or call 911 as a last option

D. Support Medical Personnel

There will be one dedicated ambulance at the event, stationed at the Start/Finish line. In the event a transport needs to occur on the course, the EMS system will be activated through central command and the closest jurisdiction to the runner will dispatch an ambulance to respond. **The dedicated ambulance at the Start/Finish area is stationary so will not leave that area under any circumstances.**

There will be 6 golf carts distributed over the course and 4 sag vans for transportation of non life-threatening injuries back to the main medical tent for evaluation and treatment. These vehicles will be driven by volunteers.

E. Transportation to ER

EMS will provide transportation for those runners with life-threatening conditions to the closest designated facility. In non-life threatening situations, an individual provided by the athlete will be allowed to transport him/her to the appropriate facility, per the determination of the on-site medical personnel.

II. **Emergency Communication**

Effective communication is essential in order to deliver quick and appropriate medical care. All responders on the scene and emergency medical personnel must be competent with the transfer of information. Those health care professionals who are calm and most comfortable with

providing information will be in charge of communication. There will be one person at each aid station designated to do communications with the medical director.

Portable two-way radios will be used for communication with the medical director, race organizers and other medical personnel as necessary. Back-up systems will include personal cellular telephones. Contact information will be provided to the medical personnel before the start of the race.

III. Emergency Equipment and Supplies

Available emergency equipment is a necessity during any athletic contest. It is especially important in regard to endurance events. Equipment should be up-to-date, in working order, and appropriate for the level of care that is to be provided.

First aid equipment will be obtained and stored in a clean, safe environment prior to the day of the race. It will be readily available for use on the day of the race.

The emergency medical equipment and supplies provided at the aid stations will include basic emergency supplies for bleeding and other common problems, emergency medications (Epi-pens, Albuterol inhalers and some OTC medications) and an AED.

IV. Map of Venue

A map of the marathon course will be distributed to all medical personnel prior to the race. Each aid station will establish a route of entry for EMS personnel.

V. Storm Safety Plan

A. Race Cancellation/Delay

1. Start Delay

The start of the Fox Valley Marathon will be delayed up to 1 hour if any of the following weather conditions exist: Tornado Watch, Thunderstorm/Lightening, and "Heavy" Rain

2. Event Cancelled

This event will be canceled if any of the following weather conditions exist: Tornado Warning, Severe Thunderstorm/ Lightening, Continuous Heavy Rain or Temperature over 28° C (84°F) at race start time.

3. Authority to Cancel/Delay Race

The Race Director, in accordance with local law enforcement/safety officers has the authority to cancel/delay this event. Race Director may consult with local fire/safety commander and race medical director to gain consensus on race delay/cancellation.

4. Refunds

If threatening weather conditions force cancellation of the event, no refunds can be provided, since funds were already spent in preparation for Race Day. T-shirts will be distributed.

B. Cancellation/Delay Broadcast

The media broadcasting the event and the event emcees will communicate any delay and/or cancellation of Fox Valley Marathon. Warnings regarding inclement weather will be reported to all medical staff via cell phone or two-way radio transmission.

Ground Zero is located at the main medical tent in the start/finish area and will be utilized to communicate the decision. If necessary, medical personnel will direct

athletes and spectators to safer areas as instructed by the Race Director & law enforcement/safety officers.

C. Race Condition Color Code System

Color coding system will be used on the course at the start line and the aid stations to alert runners to conditions on the course.

Green: Running on Schedule: Course and weather conditions acceptable
Orange: Delayed Start: Waiting for weather or the course to clear
Yellow: Heat Advisory: Runners advised to take appropriate precautions
Red: Extreme Heat Advisory: Runners advised to slow run or walk
Black: Race is Closed: Make your way back to the finish line, however no official times will be given

VI. **Follow up**

A. The Medical staff will:

1. Document major medical incidences, action taken and discharge status of athlete on medical forms provided
2. Determine supplies used and need for any additional supplies or equipment
3. Evaluate effectiveness of action plan and propose future changes if necessary
4. Provide debriefing and feedback to personnel
5. Report all major medical occurrences, both treated on-site and athletes transported off-site, to the Race Directors

B. Post Race Meeting

A post-race meeting will occur between the Medical Director, Race Director and local fire/safety Director to review events and make suggestions for future races.

CONCLUSION

This emergency action plan outlines the personnel, equipment, and responsibilities of **volunteer marathon medical coverage & EMS** for the Fox Valley Marathon. This plan is a guideline and each emergency situation will be handled according to the provider's level of training, and dealt with on an individual basis.

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: _____

Date: 1/24/20

Name: Dave Sheble

Title: Co-Race Director

SECTION 8 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the ShebBix Inc
 (“Organization”) to conduct Fox Valley Marthon (“Event”), the Organization
 (name of organization)
 (name of event)
 recognizes, acknowledges and assumes any and all risks arising from or in any way
 related to the Event.

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

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

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

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

provisions contained herein.

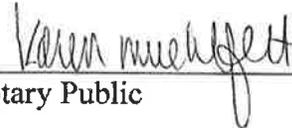
The Organization and the authorized signatory below agree to inform the City of St. Charles of any changes in the application at least thirty (30) days prior to the event.

SHRUBX INC
(Name of Organization)

1-24-2020
(Date)

by 
Authorized Signatory

Signed and sworn to before me this 24th day of January, 2020.


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

Notwithstanding the above, an organization that elects to hold an event may be required to pay 100% of the fees and costs, if the City's fiscal year (May 1-April 30) budget does not include an allocation for the cost of services required.

III. REQUIREMENTS AND CONDITIONS

Alcoholic Beverages

A Class E (Temporary) Liquor License is required for the sale of alcoholic beverages. The City of St. Charles Liquor Commission must approve all Class E Liquor Licenses. Please visit www.stcharlesil.gov or contact Building and Code Enforcement to obtain an application. The City of St. Charles imposes a 2% tax on alcoholic beverages. Federal, state and local government bodies are exempt from this tax. Please contact the Finance Department at 630/377-4429 or visit the City's website for more information on the City's alcohol tax.

Amplification

An amplifier license must be obtained for use of any loudspeaker or amplifier connected with any radio, phonograph, microphone or any such device on any public street or public place. Please visit www.stcharlesil.gov or contact Building and Code Enforcement to obtain an application. The City of St. Charles reserves the right to discontinue the use of any amplified sound if deemed unreasonable by the St. Charles Police Department.

Block Parties

Special event application is not necessary for block parties; however the City of St. Charles requires that a permit be obtained for this type of gathering. For a block party permit application, please visit www.stcharlesil.gov or contact the St. Charles Police Department.

Carnivals

A carnival license must be obtained to give, conduct, produce, operate or present a carnival as defined in the City of St. Charles Code Book (5.48). Please visit www.stcharlesil.gov or contact Building and Code Enforcement to obtain an application.

Certificate of Insurance

A Certificate of Insurance is required for special events, naming the City of St. Charles as an additional insured. See Section V of this policy for insurance requirements.

Compliance with City Ordinances

The applicant shall comply with all applicable City ordinances, codes, conditions and requirements. The organizer should be aware that depending on the type of special event, this may require plan reviews and inspections by the Fire, Police, and/or Public Works Department.

Compensation for City Staffing

Depending on attendance and type of event, the City may require personnel, including Police and/or Fire at the function. City personnel involved during the day(s) of the event shall be charged back to the sponsoring agency, if applicable. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents and reduce the public liability exposure to the sponsoring agency, as well as the City. The bill will be transmitted to the sponsoring agency within sixty (60) days after the completion of the event.

Concealed Carry of Weapons

The Illinois Firearm Concealed Carry Act prohibits individuals from carrying a firearm on or into any public gathering or special event that requires the issuance of a permit from a unit of local government. Signs stating that the carrying of firearms is prohibited must be clearly and conspicuously posted at the entrances of the premises or prohibited area. The signs shall be of a uniform design. The City of St. Charles will maintain a supply of the required signs, and will provide them to event organizers for posting.

Downtown Events

Effective January 1, 2010, the number of special events that require street closures in the downtown area (SSA 1-B) for more than six (6) hours may be limited to one (1) every thirty (30) days. This restriction does not apply to event(s) on private property that require no street or parking lot closures.

Fire and EMS Support

Due to their size and/or location within the community, certain events may require fire and/or medical support on-site to supplement the City of St. Charles Fire Department's on duty capabilities. In these instances, the event organizer will be notified in writing of the required support personnel and equipment for which they will be responsible.

Fireworks

City of St. Charles Code Book (8.20) requires a permit for public exhibition of fireworks or pyrotechnics. Applicants should work with the St. Charles Fire Department to obtain the required permit. Permits for fireworks displays can take an extended amount of time to be processed, as additional requirements are present. In order to comply with these requirements, permit application should be submitted **sixty (60) days** prior to the intended date of the display.

Food and Beverage Health Inspections

Food and beverages shall not be sold at an event, unless approved and licensed, if necessary, by the Kane County Health Department. Event organizers are responsible for arranging health inspections for their events. Please call 630-444-3040 or 847-608-2850 for more information.

Hold Harmless Agreement

The event organizer must sign a Hold Harmless Agreement, agreeing to indemnify the City of St. Charles against any and all actions arising from, during, or as a result of the event.

Raffles

A permit is required for a raffle if the total aggregate value of the prize(s) is over five hundred dollars (\$500). 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.

Reservation of Annual Event Dates

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's

event, which must have its own timely application submitted for City approval. In general, the City will not approve special event dates more than one year in advance.

Resident and/or Business Notification

For those events that require street closures, or may cause disruption for City of St. Charles residences or businesses, mailed or hand delivered notification must be provided to the affected parties **fourteen (14) days** prior to the event. The City of St. Charles will determine which parties are to be notified and the City will provide the event organizer with a mailing list for the affected areas.

Temporary Outdoor Entertainment (Tents)

The use of tents for events is defined as Temporary Outdoor Entertainment. Temporary Outdoor Entertainment shall be permitted as part of a community festival or an event hosted by the City, Park District, School District, or other governmental body, or as a temporary accessory use to a private business use. When Temporary Outdoor Entertainment is conducted as part of a community festival or event, no permit is required.

Two or More Applications for the Same Date and General Location

In the event that two or more Special Event Applications are received for the same date and general location, the date and time that each application was received by the City of St. Charles shall determine the order of preference. Once a special event has been granted, it shall be the policy of the City Council to not allow further events for the same date(s) and general location.

Volunteers

Certain events may need to provide a minimum number of on-site volunteers to support the event. In these instances, City staff will work with the event organizer to determine the number of volunteers required.

Waiver of Requirements and Conditions

Special event requirements and conditions shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details. Provisions of the requirements and conditions may be waived by the City Council.

The City of St. Charles is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, codes, and requirements.

IV. SPECIAL EVENT APPLICATION PROCESS

Application

The Special Event Application is due to the City of St. Charles, at a minimum, **thirty (30) days** prior to the event. A minimum of ninety (90) days is required for events that require closure of public streets, use of public parking lots, or the service of alcoholic beverages. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Application Submission

Please return the Special Event Application; all required permit applications, copies of other permits, and any supporting documentation, to:

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

At the discretion of the City Administrator, or his/her designee, a deposit of up to 50% of the cost of services to be provided may be required to be paid at the time of application. Factors to be considered in requiring this deposit include the number of years the event sponsor has existed, the prior payment history of the event sponsor, experience of the event sponsor in working with other municipalities, and total cost of staff time required to evaluate, plan, and execute the event.

Application Review

Every City department affected by the special event (Fire, Police, Public Works, Community Development, etc.) shall review the Special Event Application based on the following criteria:

- Use of resources and cost to the department;
- Proposed benefit of the event to the community;
- Any perceived public health or safety problems; and
- Proposed use of city property.

Using the established criteria, the departments shall evaluate and comment on the application, and note any changes that need to be made to the proposed special event. The department must also estimate the cost of support (in-kind) services, if any, which have been requested by the sponsoring entity or will be required by the department for the special event.

Application Review Meeting

An application review meeting with the affected departments and the sponsoring entity shall be held to discuss the application, comments by department staff, questions from the sponsoring entity and any other relevant information.

City Council Consideration and Approval

The staff evaluation will be presented to a standing committee for their consideration and recommendation, prior to being placed on the City Council Agenda. The City Council will review the evaluation and recommendation regarding the special event. The City Council has final approval regarding all special events described under this policy.

City of St. Charles Permit/License Applications and Fees

All required permit applications must be submitted at the same time as the Special Event Application. The sponsoring entity shall be contacted upon completion of the required permit(s). At that time, the sponsoring entity may pick up the permit(s) from the City of St. Charles Municipal Center or arrange to have them sent via mail.

Permit/license fees are payable upon submittal of your permit/license application(s). A schedule of some of the permit/license fees can be found in Appendix A. For permits/licenses administered by the City, make checks payable to the **City of St. Charles** and note the name of the event on the check. The City shall not collect permit/license fees required by other governmental entities.

Other Permits

When applicable, the sponsoring organization is required to obtain permit(s) from other governmental entities (i.e. Kane County). The sponsoring organization is required to submit copies of such permits to the City, at a minimum, **twenty-one (21) days** prior to the event.

V. INSURANCE REQUIREMENTS

Upon approval of the Special Event Application, the applicant shall furnish the City with an original Certificate of Insurance naming the City of St. Charles as an additional insured. The Certificate of Insurance will be due at least fourteen (14) days prior to event date and shall be issued by a company licensed in the State of Illinois, approved by the City, and covering any and all liability. In addition, the special event must be named on the Certificate of Insurance. The following minimum coverage limits are required for all special events occurring in the City of St Charles:

Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate

The City of St. Charles reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by city staff and/or City Council.

The City of St. Charles reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by city staff and/or City Council.

APPENDIX A
PERMIT/LICENSE FEE SCHEDULE

PERMIT	CITY CODE	APPLICATION	FEE
Amplifier	<u>9.24.050</u>	<u>Application</u>	\$5 per day
Carnival – Rides	<u>5.48.110</u>	<u>Application</u>	\$30 each
Carnival – Amusement Stands, Food Stands, Entertainment Shows, Other Attractions			\$20 each
Class E-1 Liquor License (Not-for-Profit)	<u>5.08.080</u>	<u>Application</u>	\$50 per day
Class E-2 Liquor License (Special Civic Event)		<u>Application</u>	\$100 per day
Outdoor Sales (Tent)		<u>Application</u>	\$55
Raffle – Aggregate prize value \$500 to \$5,000	N/A – County	<u>Kane County Application</u>	
Raffle – Aggregate prize value \$5,001 and over		<u>DuPage County Application</u>	



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:**
 - Downtown businesses will realize benefits from the event.
 - The event will enhance the downtown's reputation as a destination for shopping, dining, hospitality, and entertainment.
 - The event/promotion creates a positive image of the downtown.
2. **Ease and Ability of Production**
 - 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.
 - The event is pedestrian friendly.
 - All elements (security, promotion, staffing, clean up) are the responsibility of, and financed by, the event organizer.
3. **Broad Popularity**
 - The event can be enjoyed by a variety of audiences.
 - The event is complimentary, or has a minimal admission charge, and is appealing to the general public.
4. **Coordination and Collaboration**
 - The event meets with approval from the City and the DSCP.
 - The marketing plan for the event/promotion includes communication with the City and the DSCP.
 - 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.
 - For merchant promotions, participation is available to all downtown merchant businesses.
5. **Expansion and Diversity of the Downtown Event Calendar**
 - 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.
 - 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).**

- 2. Explain how your event will comply with the evaluation criteria, as described in the Downtown Events Evaluation summary.**
 - a. Benefit to Downtown Business**
 - b. Ease and Ability of Production**
 - c. Broad Popularity**
 - d. Coordination and Collaboration**
 - e. Expansion and Diversity of the Downtown Event Calendar**

- 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 – 5 states with a 5 – 10 hour driving distance)**

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

- 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?**

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

- 7. How will you measure success?**

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

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

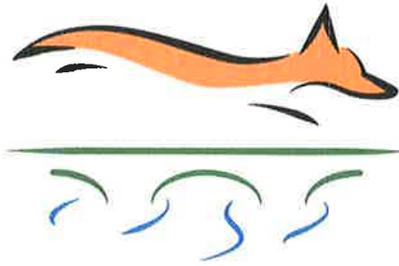
- 10. How will your organization secure funding necessary to pay for any requested or required City resources?**

- 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.**

Event Overview

2020 Fox Valley Marathon Races

DuPage Medical Group Fox Valley Marathon



Fall Final 20 | Half Marathon

[Marathon](#) | [20 Mile](#) | [Half Marathon](#) | [5K](#) | [Kids](#) | [BQ.2](#)





Introduction

Celebrating and preparing for our 11th year the Fox Valley Marathon Races together with the support of sponsors, communities, local business, press, staff, and volunteers have been able to exceed our goals by providing a high quality event for runners. At the same time we showcase our host communities and promote local businesses and support our local charities.



Event Overview

The Fox Valley Marathon Races are 6 races (1 spring, 5 fall)



SATURDAY April 18

- Spring Chance BQ.2 Marathon (Geneva, IL) America's #1 Boston Qualifier



SATURDAY, September 12

- Last Chance BQ.2 Marathon (Geneva, IL) America's #1 Boston Qualifier



FRIDAY, SATURDAY September 18 & 19

- Fox Valley Marathon Races Health & Fitness Expo

SATURDAY September 19

- CASA Kane County Fox Valley Kids Marathon



SUNDAY September 20

- DuPage Medical Group Fox Valley Half Marathon (13.1 miles)
- DuPage Medical Group Fall Final 20™ (20 miles)
- DuPage Medical Group Fox Valley Marathon (26.2 miles)
- Fox Valley 5K Presented By CASA Kane County

In addition, we host a free series of course "test drives" 4 times during the summer bringing 200-400 runners for each to the Fox Valley area leading up to race weekend.





First 10 Years Notable Accomplishments

- The largest single day sports event in the Fox Valley area.
- Nationally recognized and one of the most highly regarded running events in the Chicagoland area.
- Created Last Chance BQ.2 Marathon and Spring Chance BQ.2 which are currently the #1 Boston Marathon Qualifying races in America each of the past 6 years.
- Annual Top 30 Boston Qualifier (FVM)
- Named “Best Marathon, 2012” by Chicago Magazine
- Named “Top 25 Midwest Marathon” by Chicago Athlete Magazine
- Named to “10 Must-Do Midwest Races” by Competitor Magazine
- Created a Charity Partner Program that has brought in nearly \$700,000 our first 9 years to our neighbors in need.
- Developed the CASA Kane County Fox Valley Kids Marathon where thousands of kids have discovered a more healthy lifestyle.
- Created the Fall Final 20™. One of only a handful of Certified 20 Mile races in the US, it is designed to attract runners to the area who will be running the Chicago Marathon three weeks later and give them a complete race prep experience. It has also become a goal race distance for many half marathoners.
- All races have sold out in each of our first ten years.
- Brings over 1.8 million in economic benefit each year to the Fox Valley area.



2010-2019 Demographics

- Brought over 30,000 runners from across the US, Canada, Canada, India, Japan, Romania, Netherlands, Brazil, Germany and Australia to the Fox Valley Area
- Routinely attract runners from an average of 35 states each year. In fact, we have had only four states ever not represented at FVM.
- Although we have a strong national representation most of our runners are from Illinois with an average of 87% annually
- Annually approximately 25% of our runners are first time half or full marathoners





The Economic Impact of the Fox Valley Marathon Races

Following the 2015 races we commissioned a study by the Economics Department at Kent State University. The study was headed up by Dr. Shawn Rohlin, Assistant Professor of Economics at Kent State University .

The results of the study are very impressive and copies of the full report are available from us. Here is a quote from the Executive Summary:

“The Fox Valley Races has been an important part of the community since 2010 and has a positive impact on the local economy. In 2015, the marathon, half marathon and Fall Final 20 attracted over 3,080 race participants, of which roughly 49.8 percent were non-local participants.¹ The largest driver of economic activity was spending by non-local participants with \$323,000 spent in the St. Charles region. Non-local guests who watch and supported the participants spent \$67,000. Local import substitution, which is local runner’s spending that was kept in the region because of the race add \$221,000 in direct spending. Using the regional econometric input-output model, the estimated total impact (both direct and indirect) was calculated to be \$1.8 million dollars of increased economic spending. Additionally, the event generated \$912,000 in increased local residents’ incomes and an employment impact of 34.05 full-time equivalent jobs. The majority of the economic activity was spent in the main sectors of the economy, including hotels, restaurants, bars and entertainment. Although, these numbers are slightly smaller than the impact in 2013 due to a slight decrease in participants, the spending per participant was stronger. This economic impact represents a substantial benefit to the local region and demonstrates that the Fox Valley Races provides economic and fiscal benefits in addition to its social and community improvements.

All in all, each dollar spent in the local economy due to the race generated an additional \$1.92 worth of economic activity distributed throughout the local economy. The table below shows the summary of the economic effects from the Fox Valley Races. Additionally, the race contributed \$60,000 to local charities.”

As you can see from this excerpt the Fox Valley Marathon Races have had and will continue to have significant economic benefit to the local area. We will continue to commission a report each year to track the continued growth and impact of the races have





2020 Goals

As we head into 11th year our overall goals and refinements:

- Maintain the race field to 3,300 total runners in order to provide runners the best possible race experience
- The Last Chance BQ.2 Marathon and Spring Chance Marathons continue to be the #1 and fastest Boston Qualifiers in the US bringing runners to the area from across the world in their attempt to get to Boston.
- Continue to bring hundreds of runners to the area all summer at our 4, free course test drives.
- Provide an intimate, accessible, affordable opportunity for many area runners to complete what has become a lifelong goal
- Provide an extraordinary advertising opportunity by showcasing the Fox Valley area businesses to thousands of participants and spectators all year long
- Introduce runners throughout Chicagoland to the unique running opportunities that the Fox Valley offers
- Involve and supporting area charities through the event with an increasing dollar impact each year
- Promote a healthy lifestyle in children through the CASA Kane County Fox Valley Kids Marathon.





Specific Event Details

Spring Chance BQ.2 Marathon



Spring race weekend begins Saturday April 21nd with our newest innovation the Spring Chance BQ.2 Marathon. Now in it's fourth year the race was created as a natural complement to our Last Chance BQ.2 marathon in the fall. The race takes place on the same lightning fast course as the fall race, is capped at 300 runners and draws runners from coast to coast. It us currently #2 in the US behind our Last Chance BQ.2 Marathon.

Last Chance BQ.2 Marathon



Fall race week begins Saturday the week before Fox Valley Marathon Races with our newest innovation the Last Chance BQ.2 Marathon. The race was created by us in 2014 as a Boston Qualifying only marathon. The race takes place on the final day of predicted Boston registration and draws runners from coast to coast and around the world in their final day to qualify for the most coveted marathon in the sport. Designed to be a small race (300 runners), the event has established itself as the recognized #1 Boston Qualifying Races in the USA each of the past 6 years.

	America's #1 Boston Qualifying Races!!!			
	Run.	Qualify.	Register.	
Saturday April 18, 2020 Geneva, IL	300 Boston-Focused Runners Elite Runner Treatment	Saturday September 12, 2020 Geneva, IL	#1 Qualifiers In the USA	





Fox Valley Marathon Health & Fitness Expo

Continuing race week our Fox Valley Marathon Health & Fitness Expo takes place Friday & Sunday. Thousands of runners and spectators come to the Expo to pick up their race packet and goody bag as well as to visit with the many vendors exhibiting there. It brings the same runners into town before race day where they also get a chance to sample the area business and attractions.

CASA Kane County Fox Valley Kids Marathon



Designed to promote a healthy lifestyle, kids who participate agree to run/walk 1 mile a week leading up to race weekend for a total of 25 miles. On race weekend they complete their marathon by run/walking their final 1.2 miles crossing the same start

and finish lines as the FVM Races the next day. Successful finishers receive a beautiful medal commemorating their achievement as well as other great items from us. This event has become extremely popular with the area kids but

also the parents who often participate with them in a summer long mutual running experience.



DuPage Medical Group Fox Valley Marathon



Fall Final 20 | Half Marathon

DuPage Medical Group Fox Valley Marathon, Half Marathon & Fall Final 20™

The three races offer a variety of distances for any participant interested in endurance running. In fact we are the only event in the US offering all three distances in one event. All races start and finish in downtown St. Charles and take runners through the towns of Geneva, Batavia, North Aurora and Aurora, highlighting their respective park districts, the Fox River Trail, and Kane County Forest Preserves.

The DuPage Medical Group Fox Valley Half Marathon is an event achievable by all runners. It is a logical step up from a fitness program that includes any running, has the appeal of immediate recognition, and is an impressive goal for beginning runners to work toward. A runner can complete many halves within a single year, and its popularity is booming. Pairing the event with a marathon gives the Fox Valley Half a unique appeal among the spring and fall halves throughout the area, particularly as a natural choice for runners with longer term dreams of someday completing a full marathon.





The DuPage Medical Group Fall Final 20™ is an innovative event that was sparked by our proximity to the Chicago Marathon and its 45,000 runners. Our races are timed so the 20 fits directly into Chicago training schedules, and we offer runners the first (and still the only) certified 20 mile ‘marathon dress rehearsal’ in the country, complete with marathon race atmosphere, full aid stations, pace groups, shirts, and finisher medals.

The DuPage Medical Group Fox Valley Marathon is our signature event and the standard among endurance race distances. It is the ultimate challenge for most runners and the one that gets the lion’s share of the press. The sport of marathoning has exploded in the USA and especially in the last 7 years. Each year the goal of completing a marathon has attracted record participant and finisher numbers. The increase in 2011 alone was 2.5 times the increase of 2010 with over 518,000 finishers nationwide. Marathons continue to sell out in record time coast to coast. In 2013 Chicago recently sold out their 45,000 entries in a single day and has since gone to a lottery system for 2014.

The DuPage Medical Group Fox Valley Marathon, Half and Fall Final 20™, with an ideal setting, event date, and geographic location has become the premier running event in Chicago’s western suburbs. While it won’t grow to be the size of the mega-races, it has become large enough to become well known nationwide as a great destination marathon with all the big race amenities, small race hospitality, and a beautiful, fast, friendly course.



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

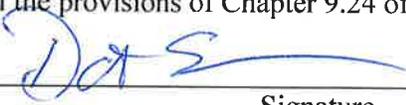
LOUDSPEAKER/AMPLIFIER LICENSE APPLICATION

Important: this application must be fully and accurately complete.

1. License term: FROM 9/19/20 TO 9/20/10 Number of Days 2
2. Applicant is: Corporation Partnership Individual
3. Applicant's Name Dave Sheble/ShebBix Inc Telephone # [REDACTED]
D/B/A Fox Valley Marathon, Kids Marathon
Address PO Box 3955 City/State/Zip St. Charles, IL 60174
4. Device Owner's Name ShebBix Inc Telephone # [REDACTED]
Address PO Box 3955 City/State/Zip St Charles IL 60174
5. Device(s) to be used, specific to power amplification (wattage) and output:
TBD
6. Area where device(s) is/are to be used:
1st/Illinois/Indiana
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):
Music to inspire runners are they finish

9. Time of day device(s) is/are to be used: 9/19, 2:30 - 4pm 9/20, 6:30am - 2pm

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

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

Approved: _____

Denied: _____

by: _____
Chief of Police

For Office Use			
Date Received	<u>1/24/2020</u>	Fee Paid	<u>\$10.00</u>
Receipt No.	<u>CR# 2145</u>	Permit No.	_____

CERTIFICATE OF INSURANCE

PRINT DATE: 1/23/2020

CERTIFICATE NUMBER: 20200123757190

AGENCY:

Edgewood Partners Insurance Center
2727 Paces Ferry Road, Building Two, Suite 1500
Atlanta, GA 30339
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc. ShebBix Inc
130 East Washington Street, Suite 800
Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058
INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058

EVENT INFORMATION:

DuPage Medical Group Fox Valley Marathon Races (9/20/2020 - 9/21/2020)

POLICY/COVERAGE INFORMATION:

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

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHPK2050515	11/1/2019 12:01 AM	11/1/2020 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
B	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHUB697455	11/1/2019 12:01 AM	11/1/2020 12:01 AM	EACH OCCURRENCE \$10,000,000
					AGGREGATE \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an Additional Insured, but only where obligated by contract or agreement and per the following endorsement: Additional Insured - Designated Person or Organization (Form CG 20 26).

The General Liability policy contains a Waiver of Subrogation provision as per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).

Excess policy follows form of underlying General Liability.

CERTIFICATE HOLDER:

City Of St Charles
2 E Main St
St Charles IL 60174

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

