



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 7

Title: Recommendation to Approve Parking Lot Closure, Class E2 Liquor License, and Use of Amplification Equipment for the Heritage Center “Best of St. Charles Foodie Fest and Family Fun Day”

Presenter: Chief Keegan

Meeting: Liquor Control Commission Date: March 20, 2017

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

Executive Summary (if not budgeted please explain):

This application was received on February 15th and the special event committee met with the event organizers on February 28th.

This is the seventh annual event for this organization. The “Best of St. Charles Foodie Fest and Family Fun Day” will once again be facilitated by the St. Charles History Museum/Heritage Center, 215 E. Main Street.

After a successful update to the layout of the event in 2016, event coordinators are requesting the event again be held on the top level of the Walnut Avenue Parking Deck (Municipal Lot “S”). The “Best of St. Charles Foodie Fest” will be held on Saturday, June 24th from 5:00 p.m. to 9:00 p.m. Alcohol service has been requested for that event. The Family Fun Day is proposed for Sunday, June 25th from 11:00 a.m. – 4:00 p.m. No alcohol will be served at that event.

The Office Dining & Spirits has submitted an E2 Liquor License for approval and will be responsible for the liquor (beer and wine) portion of this event. They sponsored this event in the past. All servers will be Basset certified. The entire area will be fenced off with volunteers working the two entrances. Liquor sales will start at 5:00 p.m. and end at 8:30 p.m.

An amplification permit has been requested for music and public speaking. This has been requested for the top level of the Walnut Avenue Parking Deck.

Following is the estimated total cost for the city in which event coordinators are responsible for reimbursing in full: **Public Works: \$1,203.90**. Due to the fact there were no incidents last year and the low volume of attendees (200 – 250), the Police Department does not need to post any extra duty officers for this event.

Attachments (please list):

- Liquor Application
- Map of event layout

Recommendation/Suggested Action (briefly explain):

Recommendation to approve parking lot closure, Class E2 Liquor License, and use of amplification equipment for the Heritage Center Foodie Fest.

For Office Use
 Received: 3/9/2017
 Fee Paid: \$
 Receipt #

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

RECEIVED
 MAR -9 2017
 BY: Bole



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

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

The undersigned hereby makes application for a Liquor Dealer License, Class E1 - Not-For-Profit License or E3 - Kane County Fair
 Commencing June 24 and ending June 24
 Time Starting 5:00pm and ending 9 pm
 Location of Event 215 E. main Street / Parking Deck

Name of Business THE OFFICE DINING & SPIRITS
 Address of Business 201 E MAIN ST Business Phone 630 549 0287
 Is the Applicant a Not-For-Profit Organization: YES
 Authorized Agent SEAN WILLIAMS Title OWNER
 Has Applicant had a Class E1 License in the previous 365 days? YES If YES, on what date: 07/30/16
 Does Applicant have Dram Show Insurance? YES If YES, attach evidence of insurance.

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

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

Affidavit

State of Illinois)
 County of Kane)

I/We, the undersigned, being first duly sworn, say that I/we have read the foregoing application and that the statements therein are true, complete, and correct and are upon my/our personal knowledge and information and are made for the purpose of inducing the City of St. Charles to issue the Liquor Dealer License, Class E1 to me/us for the location hereinbefore indicated; that I/we will not violate any of the laws of the United States, the State of Illinois or the City Ordinances of the City of St. Charles.

Signed: [Signature] Signed: _____

Sworn to before me this _____ day of _____, _____.

Notary Public _____

ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: _____ Date: _____ Chief of Police: _____

Approved: _____ Date: _____ Liquor Commissioner: _____

S 2nd Ave

S 2nd Ave

S 2nd Ave

The Office

Daves
Slow
Food

TENT

BAR

DJ

RESTAURANTS

Hand
Washing
Station

DESSERTS

\$10 Raffle Sale/
Additional Tickets

SILENT
AUCTION

8215 E. Main Street

Entrance/Exit 2

Information/
Membership

Entrance/Exit 1

S 3rd Ave

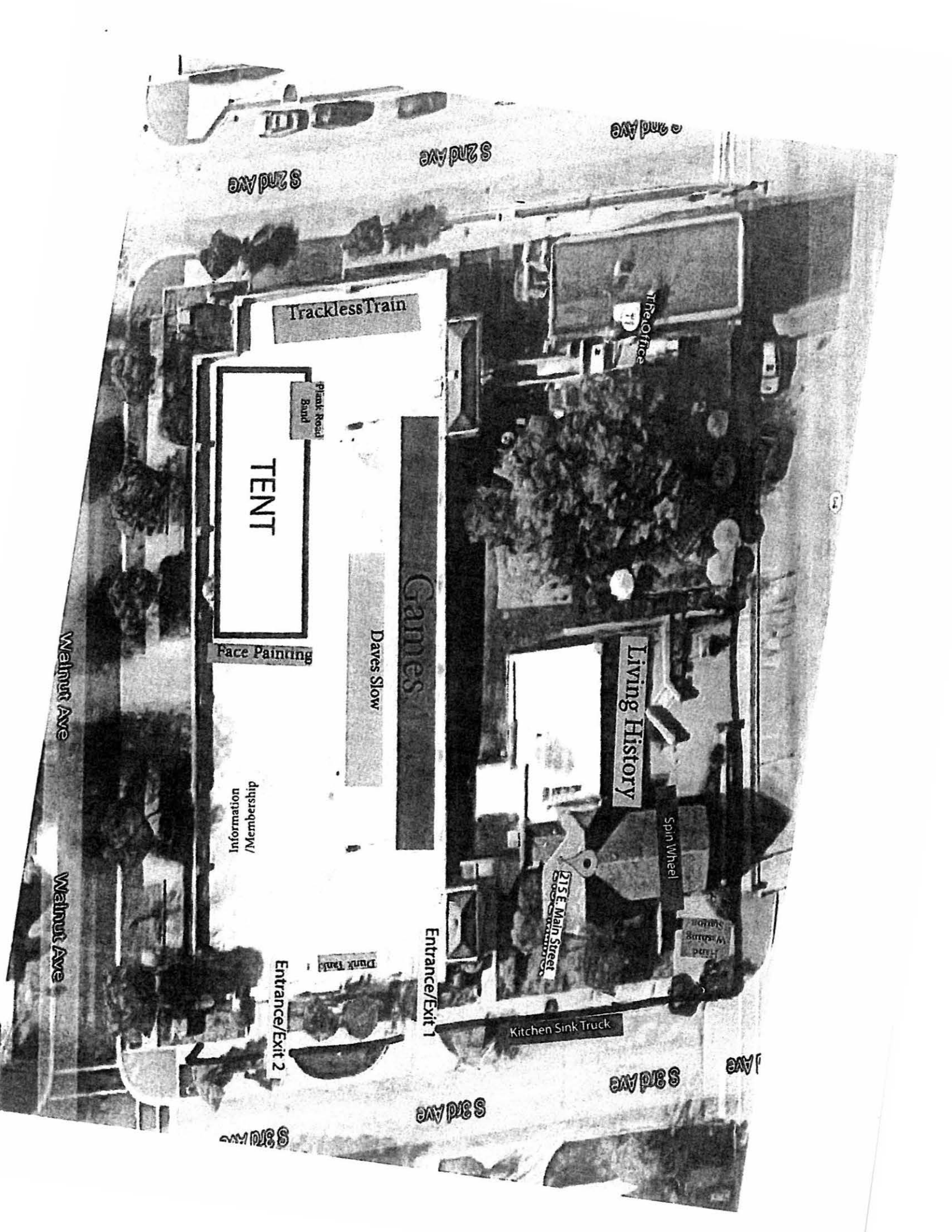
S 3rd Ave

S 3rd Ave

Walnut Ave

Walnut Ave

J Ave



S 2nd Ave

S 2nd Ave

S 2nd Ave

Trackless Train

Pink Rock Band

TENT

Face Painting

Daves Slow

Games

Living History

Spin Wheel

215 E. Main Street

Hand Washing Station

Kitchen Sink Truck

Information/Membership

Entrance/Exit 1

Entrance/Exit 2

Pink Tank

Walnut Ave

Walnut Ave

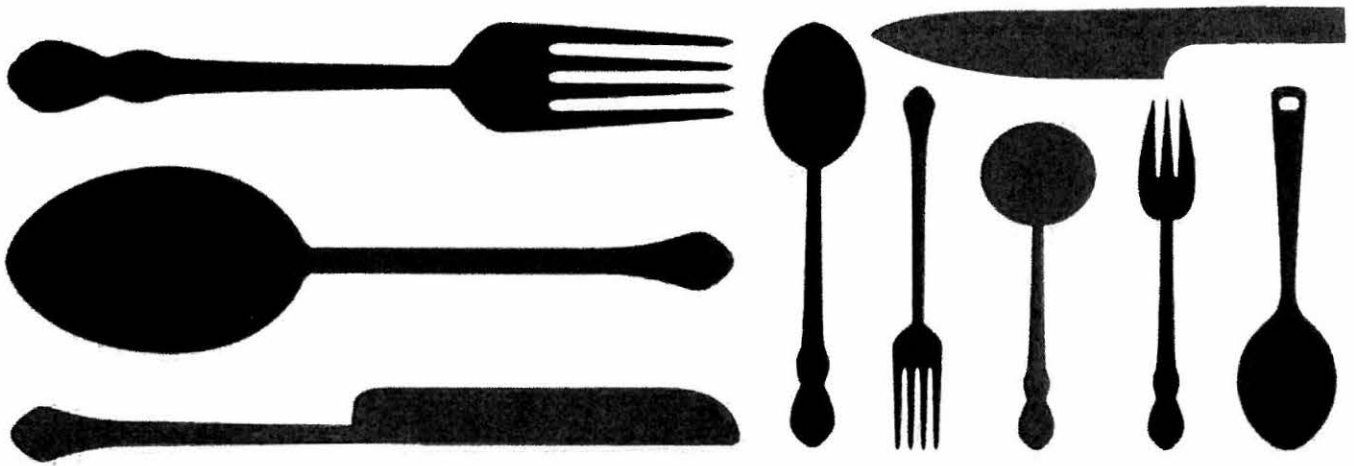
S 3rd Ave

S 3rd Ave

S 3rd Ave

S 3rd Ave

THE ST. CHARLES HISTORY MUSEUM PRESENTS
**BEST OF ST. CHARLES
FOODIE FEST**
SAT JUNE 24, 2017 | 5PM-9PM
TICKETS \$45 MEMBERS | \$55 NON-MEMBERS



LOCAL RESTAURANTS | MYSTERY WINE & DINE
SMALL PLATES | CRAFT BEVERAGES | WINE
TRI-CITIES 50/50 COMMUNITY RAFFLE | \$5 EACH
AUCTION | LIVE DJ RYAN PULLANO | 21 +

Sponsored By:



St. CHARLES
HISTORY MUSEUM

COLLECT • PRESERVE • PRESENT

KANE COUNTY
CHRONICLE



West Valley Graphics
& Print, Inc.



The OFFICE
DINING & SPIRITS

215 E MAIN ST, ST CHARLES | www.stcmuseum.org