



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: IA

Title:	Recommendation from Chief Keegan to approve and extend the original dates for “Unwind Wednesday” via a temporary E-4 Liquor License September 6, 13, 20 and 27, 2017, in addition either Saturday, September 16, 2017 or Sunday, September 17, 2017 as the “Half Way to St. Patrick’s Day”.
Presenter:	Chief Jim Keegan

Meeting: City Council                      Date: August 21, 2017

Proposed Cost: \$ N/A	Budgeted Amount: \$ N/A	Not Budgeted: <input type="checkbox"/>
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**Executive Summary**

Recommendation to approve and extend the original dates for “Unwind Wednesday” via a temporary E-4 Liquor License through September 27<sup>th</sup>, 2017.

This item was initially approved by the City Council on Wednesday’s from June through August. The petitioners originally requested these events through the end of September but City Council voted to approve only the aforementioned dates. Due to inclement weather, the petitioners lost four of the original dates and are now requesting the City Council reconsider their initial September dates.

The September dates (Wednesday’s) as follows:

- September 6<sup>th</sup>
- September 13<sup>th</sup>
- September 20<sup>th</sup>
- September 27<sup>th</sup>

In addition they would like to also request a temporary E-4 Liquor License for either Saturday, September 16, 2017 or Sunday, September 17, 2017 as the “Half Way to St. Patrick’s Day”.

The police department recommends in favor of this request. There have been no police related issues reported to date.

**Attachments (please list):**

- Original special event application for Unwind Wednesday
- Request Letter

**Recommendation/Suggested Action (briefly explain):**

Recommendation from Chief Keegan to approve and extend the original dates for “Unwind Wednesday” via a temporary E-4 Liquor License September 6, 13, 20 and 27, 2017, in addition either Saturday, September 16, 2017 or Sunday, September 17, 2017 as the “Half Way to St. Patrick’s Day”.

August 17<sup>th</sup> 2017

Dear Chief Keegan,

We would like to formally request Unwind Wednesday Licenses for the four Wednesdays in September. September 6<sup>th</sup>, 13<sup>th</sup>, 20 and 27<sup>th</sup>.

We would also like a licensee for Saturday the 16<sup>th</sup> or Sunday September 17<sup>th</sup> to celebrate Half Way to St. Patrick's Day.

If you have any questions please feel free to call Kim Lawson Or Shay Clarke

Kim Lawson  
Puebla/NEO

[Redacted]



Shay Clarke  
Mc Nallys Irish Pub

[Redacted]



**RECEIVED**  
**JAN 27 2017**

Building & Code Enforcement  
 St. Charles, IL

**CITY OF ST CHARLES**

**SPECIAL EVENT APPLICATION**

**THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 90 or 30 DAYS PRIOR TO THE EVENT**



2/20 LCC & G/O  
 3/6 CC

15th

Permit No. 17-24803

Date of Meeting: 2/2/2017 Revised date 01/28/2015

Name of the Event: UNWIND WEDNESDAY Date(s) of Event: 6/14 THRU 9/27  
9:45 AM EACH WEDNESDAY

6/14  
 6/21  
 6/28  
 7/5  
 7/12  
 7/19  
 7/26  
 8/2  
 8/9  
 8/16  
 8/23  
 8/30  
 9/6  
 9/13  
 9/20  
 9/27

**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: <u>1/27/2017</u>	Fee Paid: \$
Receipt #	Check #
Copies of application distributed to:	
Police: <u>01/30/2017</u>	Fire: <u>01/30/2017</u>
Electric: <u>01/30/2017</u>	PW: <u>01/30/2017</u>