



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Request for Approval of Lot Closures, Amplification, and Financial Considerations Concerning the Festival of the Fox: Dragon Boat Races special event; formerly known as Pride of the Fox RiverFest
Presenter:	Chief Keegan, Police Department Chris Minick, Finance Director

*Please check appropriate box:*

	Government Operations		Government Services
	Planning & Development	X	City Council (4/4/16)
	Public Hearing		

Estimated Cost:		Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

See attached memo of explanation.

**Attachments:** *(please list)*

Memo of Explanation (attention to update on outstanding invoice of 2015);  
 Special Event Application;  
 Carnival License Application;  
 Loudspeaker/Amplifier License Application;  
 Downtown St. Charles Event Review Proposal;  
 Response from the Downtown St. Charles Partnership Event Review Committee;  
 Event coordinator diagrams and detailed listing of event particulars (St. Charles Park District form).

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

See attached memo for list of recommendatons.

<i>For office use only:</i>	<i>Agenda Item Number: IIA12a,b,c</i>
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# Memo

Date: 4/1/2016  
To: City Council  
From: Chief Keegan and Chris Minick  
Re: Festival of the Fox

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The purpose for this discussion is to consider a) the disposition of the 2015 invoice and b) the 2016 Festival of the Fox event.

**Invoice from 2015 event: UPDATE FOR 4/4/2016 City Council Meeting:** Still outstanding is the request from Riverfest to forgive the invoice payable for City services from the 2015 event. This invoice is in the amount of \$11,421.62 and is still payable as of March 29, 2016. As shared in prior meetings, the options to dispose of the 2015 invoice are:

1. Deny the request and seek payment in the amount of \$11,421.62.
2. Accept the request and forgive the payment.
3. Accept the request, forgive payment and reduce the amount of funding provided in subsequent year(s) funding (based on an anticipated funding level of \$27,000, the total cash paid to Riverfest would be \$15,578.38).

We have budgeted \$27,000 in fiscal year 2016-2017 for Pride of the Fox Festival (pursuant to the Municipal Code). If the Council decides to fund the event at the full \$27,000 level, we have sufficient funds to do so. In the event that the 3<sup>rd</sup> option is chosen and the City Council opts to forgive the 2015 invoice and fund the 2016 event for the difference, the \$11,421.62 will be utilized from the 2016-2017 budget to “pay” the invoice for the 2015 event, and \$15,578.38 would be paid to Pride of the Fox Festival in support of the 2016 event.

**2016 Festival of the Fox Event:** The event sponsor, Pride of the Fox, Inc., has renamed and revised the event for this year. The event is to be held June 9-12, 2016 and the event this year will be limited to two venues:

1. Pottawatomie Park: This venue will feature Dragon Boat Races, Water Ski Show, Auto Show, and family activities including live entertainment, inflatables, and a family movie night.
2. Carnival: Windy City Amusements Carnival to be set up in Municipal Lot “G” (River Plaza Parking Lot) near N. 2<sup>nd</sup> St. and Cedar St. and Municipal Lot “O” (VFW Parking Lot). The “Kidde Ride” area of the carnival which had previously been located on N. 3<sup>rd</sup> St. is now being moved to Lot “O.”

The following closures and parking prohibitions are proposed for this event:

- Municipal Lot G: Closed Wednesday 6/9/16, 6:00 AM – Sunday 6/12/16, 11:00 PM
- Municipal Lot O: Closed Wednesday 6/9/16, 6:00 AM – Sunday 6/12/16, 11:00 PM
- Municipal Lot P (adjacent to the Police Department), will be reserved for Police/Fire employee parking only on Saturday 6/11/16 and Sunday 6/12/16.
- Cedar Street, between N. 2<sup>nd</sup> St and N. 3<sup>rd</sup> St: No Parking either side, Wednesday 6/9/16, 6:00 AM – Sunday 6/12/16, 11:00 PM
- North Avenue, between 5<sup>th</sup> Avenue and the entrance to Pottawatomie Park: No Parking Either side on Saturday 6/11/16 and Sunday 6/12/16.
- N. 2<sup>nd</sup> Avenue, between State Avenue and North Avenue: No Parking Either side on Saturday 6/11/16 and Sunday 6/12/16.

There will be no alcohol sales/service during this year's event.

The event sponsor has planned a "Families with Special Needs" night for the Carnival on Thursday night.

The Downtown St. Charles Event Review Proposal and response from the Downtown St. Charles Partnership Event Review Committee are attached. *Please read this information as the Downtown St. Charles Partnership reviewed this new event.*

Following are the estimated costs for city services concerning the proposed 2016 event:

<b>Police Department</b>	\$ 1,100.00
<b>Public Works</b>	\$ <u>2,673.57</u>
<b>TOTAL:</b>	<b>\$ 3,773.57</b>

**(Total costs for 2015 event were: \$22,843.25)**

The event sponsor making the request has met the Special Events application process relative to requests for lot closures and amplification.

**Recommendations for Council Items:**

- IIA12a.** Disposition of the 2015 invoice for Riverfest. Staff requests Council's decision.
- IIA12b.** 2016 Festival of the Fox request for funding. The amount for funding is tied to the Council decision in Council agenda item IIA12a.
- IIA12c.** Staff recommends approval for street/avenue and parking lot closures and use of amplification equipment. The staff recommendation is contingent on Council's decisions in items IIA12a and b.

RECEIVED  
MAR 25 2016

Building & Code Enforcement  
St. Charles, IL

*Revised*

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. 16-22078 Date of Meeting: 2/27/2016 Revised date 01/28/2015

Name of the Event: Festival of The Fox: Date(s) of Event: 6/9, 6/10, 6/11, 6/12  
Dragon Boat Races

**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 *paid*
  - 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 *WINDY CITY SUBMITTED*
    - \$30 each - Rides
    - \$20 each - Amusement Stands, Food Stands, Entertainment Shows, Other

Received: 3/25/2016 Fee Paid: \$

Receipt # Check #

Copies of application distributed to:  
Police: 2/25/2016 Fire: 03/25/2016 PW: 03/25/2016  
Electric: 03/25/2016

## 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 <b>90 days</b> (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	6/9 - 6/12
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	N/A
Submit Special Event Application	90 days	3/25/16
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	2/26/16
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation <b>A copy of 501(C)3 document is to be submitted with application.</b>	At time of submittal	2/26/16
Submit Class E Liquor License Application	90-days	N/A
Submit Outdoor Sales Permit Application	90-days	N/A
Submit Loudspeaker/Amplifier License Application	90-days	2/26/16
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	N/A
Submit Carnival License Application	90 days	received
Submit Fireworks Permit Application	60 days	N/A
Submit <b>Original</b> Certificate of Insurance	21 days	5/18/16
Submit copies of other required permits	At time of submittal	2/26/16
Emergency Phone Tree	At time of submittal	2/26/16
Emergency /Crisis Management Procedures	At time of submittal	2/26/16
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	5/24/16
Notify residents/businesses of special event	14 days	5/24/16

City Services Requested:			Comments
Police	Yes	<input checked="" type="radio"/> No	
Fire/EMS	Yes	<input checked="" type="radio"/> No	
EMA	Yes	<input checked="" type="radio"/> No	
Public Services	Yes	<input checked="" type="radio"/> No	
Electric	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Water	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Other:	Yes	<input checked="" type="radio"/> No	IF 2 FOOD VENDORS REQUEST

**SECTION 2 – GENERAL INFORMATION** Permit No. 110-221678

Name of Event: FESTIVAL OF THE FOX : DRAGON BOAT RACES

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

Location of Event: Pottawatomie Park

Date(s) of Event: 6/9 - 6/12 Hours of Event: 7am to 10pm Estimated Attendance: 5,000

Event Website: \_\_\_\_\_

Purpose of the event: 16TH ANNUAL DRAGON BOAT RACES & LIMITED FAMILY ACTIVITIES CENTERED ALONG THE FOX RIVER

Name of sponsoring organization(s): PRIDE OF THE FOX, LLC ; CITY OF ST. CHARLES

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		0%	0%
Non-Governmental/Non-Profit Entity	<input checked="" type="checkbox"/>	50%	0%

Contact person from sponsoring organization: Vanessa Bell-Lafata; Ed Bessner

Organizer address: 11610 HOWARD ST

City: St. Charles State: IL Zip: 60074

Home Phone: 630-402-1919 Cell Phone: same E-mail: info@prideofthefox.com

Second contact person (emergency): Ed. Bessner Phone: 630-802-8824

Is this an annual event?  YES  NO If yes, please provide event date(s) for next year: \_\_\_\_\_

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

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](http://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](http://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](http://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](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](http://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](http://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 two

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.

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**SECTION 4 - SITE PLAN AND/OR ROUTE MAP**  
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Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

- 2 pages attached -

If applicable, the following must be included:

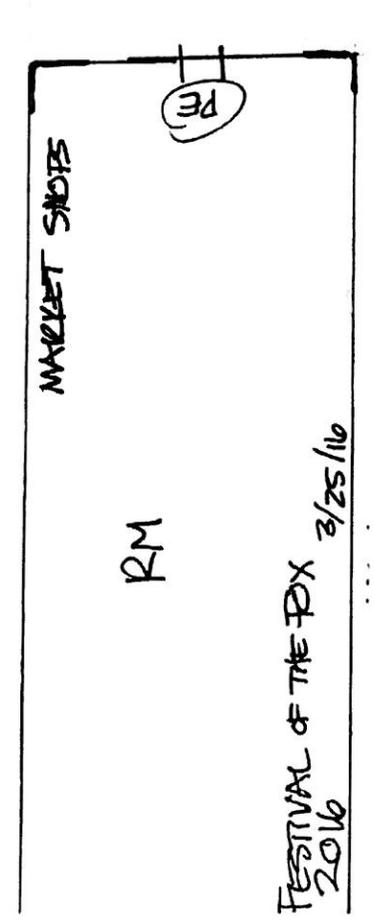
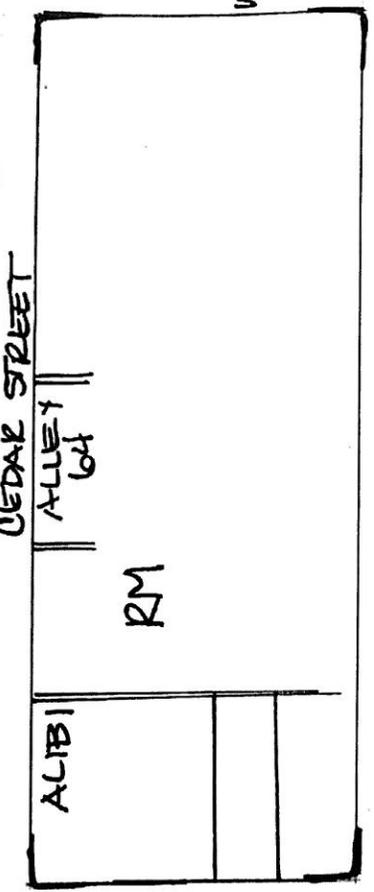
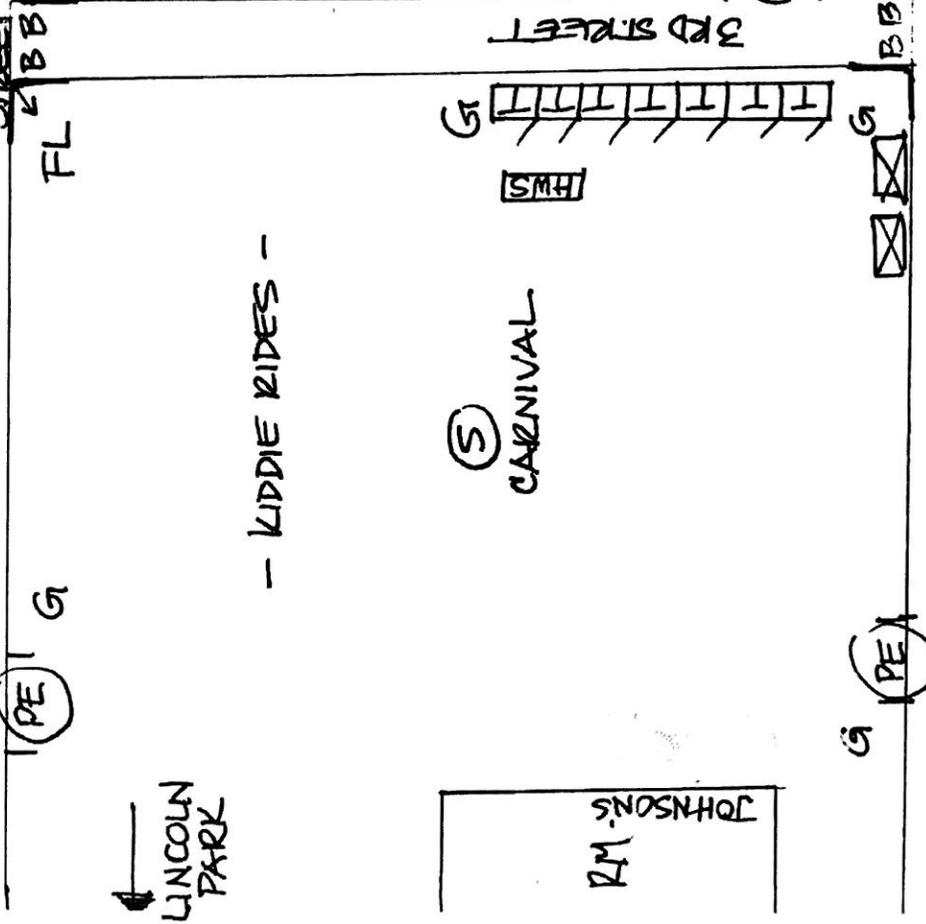
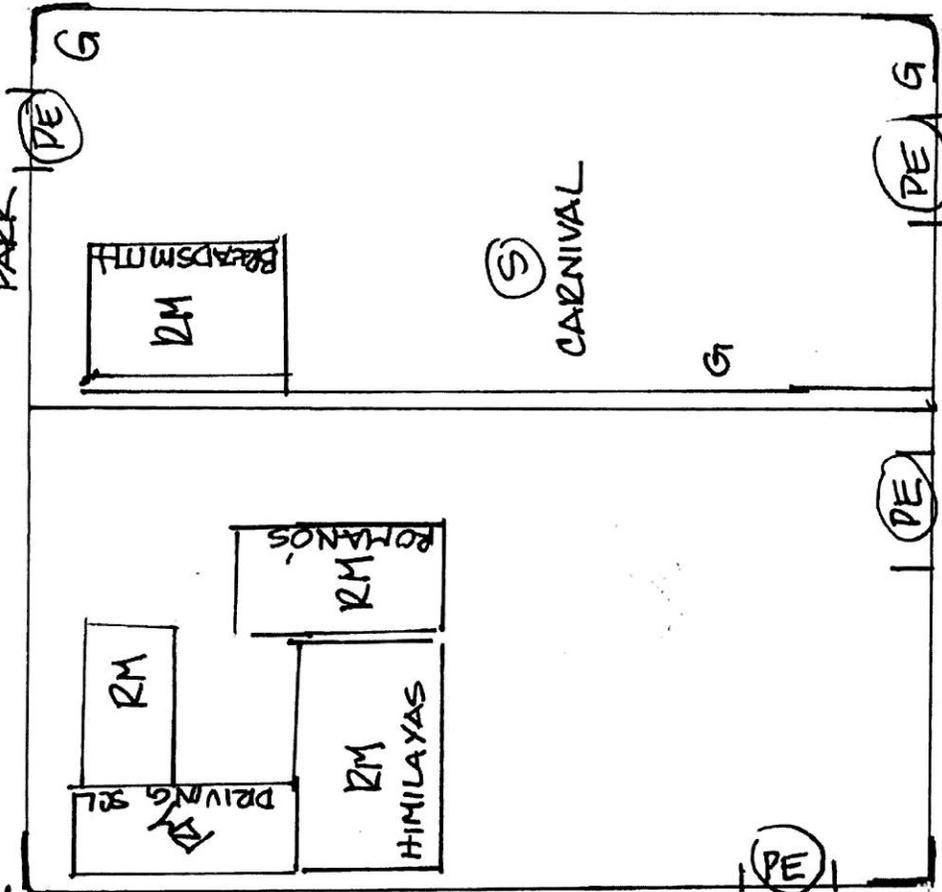
Location of food vendors (FV)  
Location of beverage vendors (BV)  
Location of garbage receptacles (G)  
Location of toilets (T)  
Location of hand washing sinks (HWS)  
Location of retail merchants (RM)  
Location of First Aid (FA)

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 (H2O))

RESIDENCES

FIRE HYDRANT

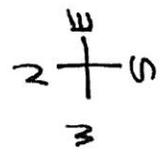
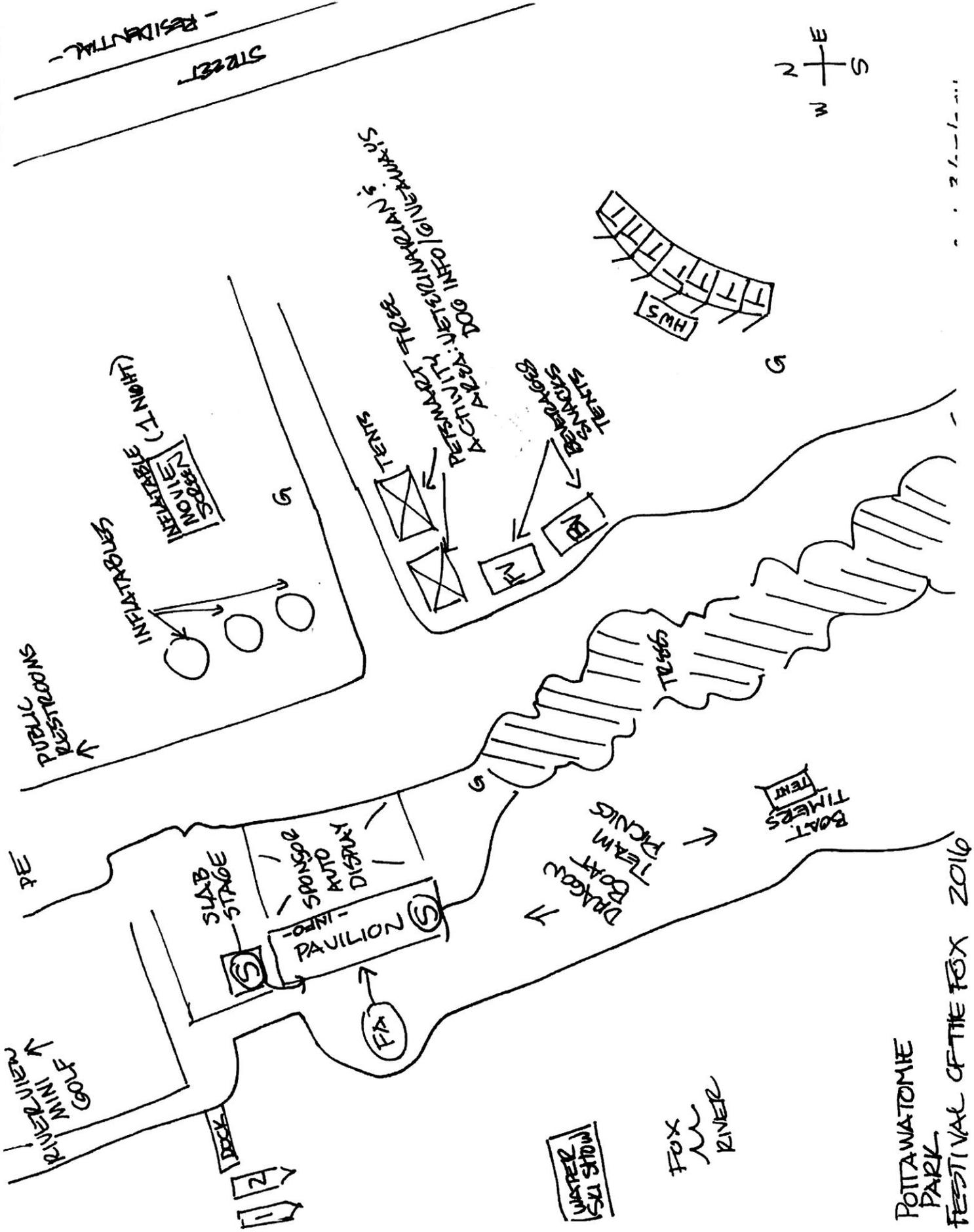
PEDESTRIAN FOOT BRIDGE TO POTAWATOMIE PARK



FESTIVAL OF THE FOX 2016 3/25/16

N  
W E  
S

Route 31



POTTAWATOMIE  
 PARK  
 FESTIVAL OF THE FOX 2016

... 21-1-...

**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 FESTIVAL of the FOX Date(s) of Event 6/9-6/12

**Emergency Contact Information**

Primary Contact: Ed Bessner Secondary Contact: Vanessa Bell-LaSota

Title: President Title: EXECUTIVE BD.

Phone No: 630-802-8824 Phone no.: 630-402-1919

Tertiary Contact: KEVIN CALL Operations Manager: NONE

Title: EXEC. BD Title: \_\_\_\_\_

Phone No: 630-338-2533 Phone no.: \_\_\_\_\_

**Site Managers and miscellaneous contacts**

Location: Pottawatomie Location: \_\_\_\_\_

Date(s): 6/9-6/12 Date(s): \_\_\_\_\_

Name: JANET WILSON Name: \_\_\_\_\_

Phone # 630-476-0074 Phone #: \_\_\_\_\_

Location: Carnival Location: \_\_\_\_\_

Date(s): 6/9-6/12 Date(s): \_\_\_\_\_

Name: Ed Bessner Name: \_\_\_\_\_

Phone # 630-802-8824 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).  
Pride of The Fox has designated Ed Bessner with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of Pride of the Fox 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 Pride of The Fox staff will be instructed to:
  - a. Act as quickly and professionally as possible;
  - b. To contact their immediate supervisor and/or the on-site volunteer 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 Volunteer 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 & 1<sup>st</sup> Street), (East Side, Walnut Avenue & 3<sup>rd</sup> 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

Pride of The Fox 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 Pride of The Fox.

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

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**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:

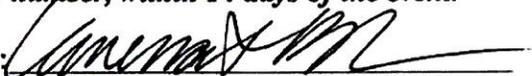
**Will your event include:**

- Merchants selling retail merchandise? YES: \_\_\_\_\_ NO:   X
- Food and/or beverages for immediate consumption? YES:   X   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: 3-25-2016

Name: Vanessa A. Bell-LaSota

Title: EXECUTIVE BOARD

**SECTION 8 – INDEMNIFICATION/HOLD HARMLESS**

In consideration of the City of St. Charles permitting the PRIDE OF THE FOX  
(name of organization)  
 (“Organization”) to conduct FESTIVAL of THE FOX (“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.

Pride of the Fox, Inc.  
(Name of Organization)

2/20/16  
(Date)

by [Signature]  
Authorized Signatory

Signed and sworn to before me this 20<sup>th</sup> day of February, 2016.

[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

NON-REFUNDABLE  
**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

**CARNIVAL LICENSE APPLICATION**

**Important: this application must be fully and accurately complete and notarized.**

1. Applicant is:  Corporation     Partnership     Individual
2. Name of Business Windy City Amusements Inc.      Business Phone (630) 443-4547  
 Address of Business 914 W. Main St. St. Charles      Business Fax (630) 443-4548
3. Applicant's Name Tony Salerno      Title Manager / Pres  
 Address 914 W. Main St. St. Charles      Phone 630 443-4547
4. If Corporation, provide name, address, and date of birth for each officer and director (use additional paper as needed):

Name	Address	Date of Birth
<u>Tony Salerno (Pres)</u>	<u>365 Ashby Ct. Geneva IL 60134</u>	<u>6-7-30</u>
<u>Ruth Salerno (V.P.)</u>	<u>365 Ashby Ct. Geneva IL 60134</u>	<u>1-20-40</u>

5. If Corporation, provide name, address, phone and date of birth for each person owning a record 5% or more of the stock list:

Name	Address	Home Phone	Date of Birth
<u>Tony Salerno</u>	<u>365 Ashby Ct. Geneva</u>	<u>(630) 845-8137</u>	<u>6-7-30</u>
<u>Ruth Salerno</u>	<u>365 Ashby Ct. Geneva</u>	<u>(630) 845-8137</u>	<u>1-20-40</u>

6. Has any officer, manager, director, or shareholder owning 5% or more of the stock of the corporation ever been convicted of a felony or ever forfeited an appearance bond on a felony charge: NO. If yes, please attach an explanation to this application.
7. Will this business be conducted by a manager or agent? If yes, provide name, address, phone, and date of birth:

Name	Address	Home Phone	Date of Birth
<u>Tony Salerno</u>	<u>215 West St. Geneva</u>	<u>630 317-7152</u>	<u>11/3/1959</u>

8. Location/address where carnival will be operated: Rt 31 & Cedar
9. Dates of carnival operation: Start June 9      Close 12, 2016
10. Amount of Insurance \$5,000,000      Expiration Date 2017  
 Name of Insurance Carrier Allied Specialty Insurance      Business Phone (210) 341-1321  
 Address 85 N.E. Loop 410, Suite 600      City/State/Zip San Antonio Tx 78216  
 Illinois State Permit Number 1237-2994      Date Issued 1977

Total 640.00

11. List all rides, amusement stand, food stands, entertainment shows, and other attractions:

Rides \$30 each	Amusement Stands \$20 each	Food Stands \$20 each
Freakout / Speedway	Duck Pond	Popcorn
Sky Rider / Balloons	Balloons	Funnel Cake
Dragon Wagon / Enterprise	Machine Gun	
Free Fall / Zipper	Cats	
Train / Predator	Water Race	
Pharaoh's Fury	Hi Striker	
Merry-go-round		
Slide / Funhouse		
Raiders		
Big Wheel		
Entertainment Shows \$30 each	Other Attractions \$20 each	

Affidavit

State of Illinois) ) SS  
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 that I/we will not violate any of the ordinances of the City of St. Charles or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein.

Applicant Cheryl Salerno Applicant

I, Jane Deutsch, a Notary Public in and for said county in the state aforesaid, do hereby certify that the applicant(s) appeared before me this day in person and acknowledged that he/she/they signed the foregoing application as his/her/their free and voluntary act for the use and purposes therein set forth.

Given under my hand and notarial seal this 9th day of March 2014.

(Seal) "OFFICIAL SEAL" JANE DEUTSCH Notary Public, State of Illinois My Commission Expires 09/16/2017 Notary Public Jane Deutsch

**To be completed by The City of St. Charles**

**Endorsement of the Chief of Police**

Recommended Issuing: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Signature \_\_\_\_\_

**Endorsement of the Fire Chief**

Recommended Issuing: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Signature \_\_\_\_\_

**Endorsement of the Building & Health Commissioner**

Recommended Issuing: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Signature \_\_\_\_\_

**Endorsement of the Finance Director**

Recommended Issuing: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Signature \_\_\_\_\_

**Endorsement of the Mayor**

Recommended Issuing: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Signature \_\_\_\_\_

**For Office Use**

Date Received 3/9

Fee Paid 640<sup>00</sup>

Receipt No. 524832

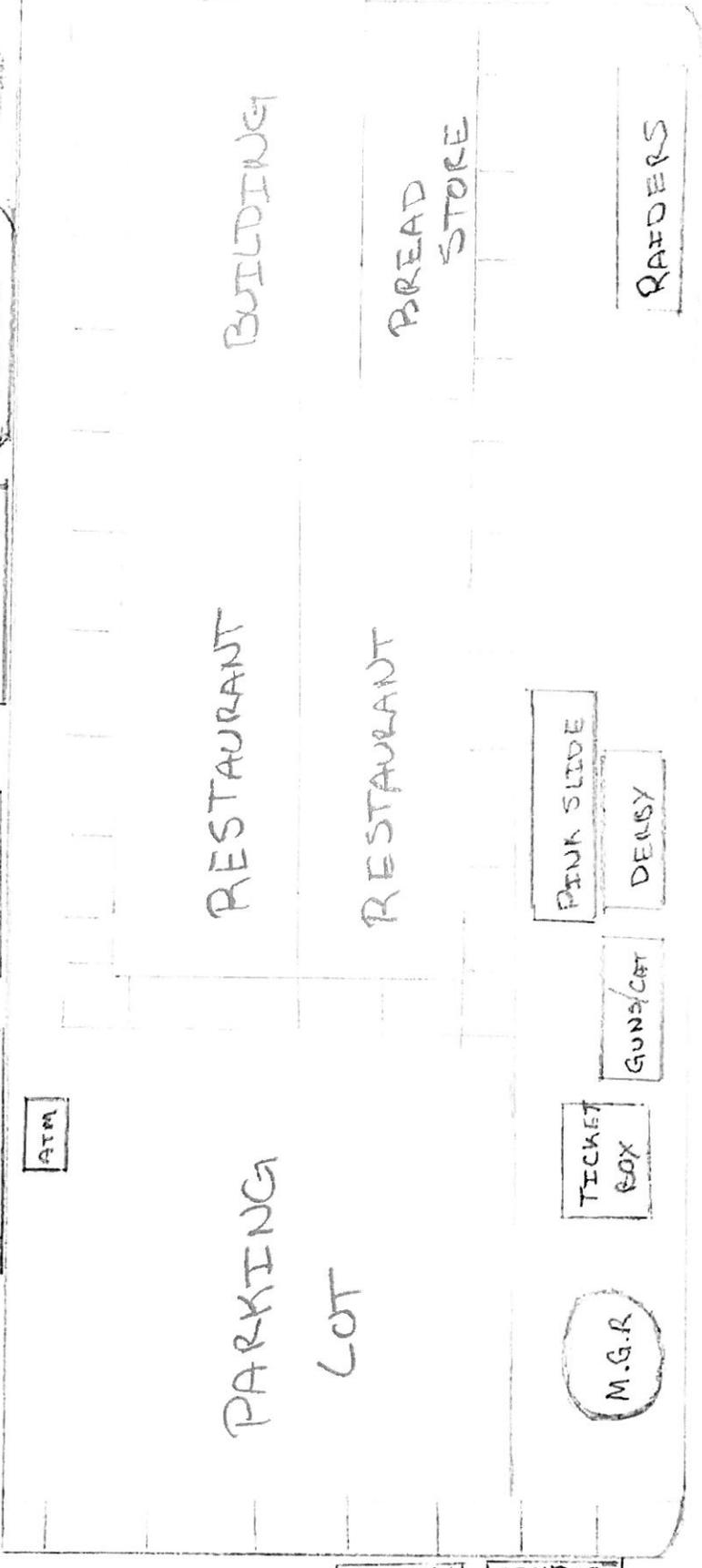
Permit No. \_\_\_\_\_

Check # 36307  
Windy City Amusement

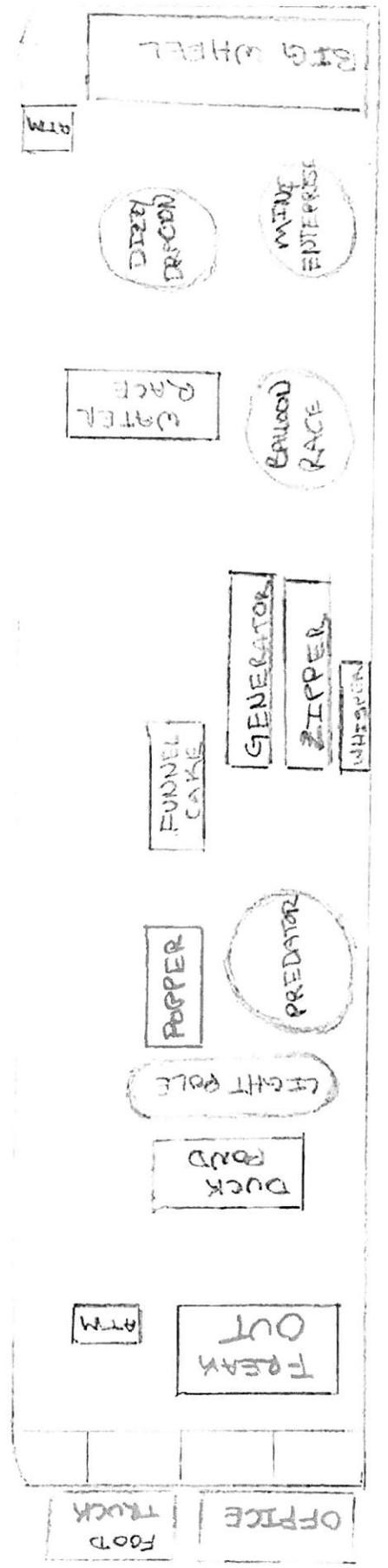
ST. CHARLES  
 2014 JUNE 5-8  
 PRIDE OF  
 THE FOX

3RD STREET

FIREBALL  
 DRAGON WAGON  
 SPEEDWAY  
 TRAIN  
 HAMMOCK



CEDAR ST



ROUTE 31







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Allied Specialty Insurance, Inc. 85 N.E. Loop 410, Suite 600 San Antonio, TX 78216 210-341-1321 800-235-8774	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Windy City Amusements, Inc. 914 W. Main Street St. Charles, IL 60174	<b>INSURER A:</b> T.H.E. Insurance Company <b>NAIC #</b> 12866	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPP0100475-05	03/18/2015	03/18/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CPP0100475-05	03/18/2015	03/18/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			ELP0010132-05	03/18/2015	03/18/2016	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 EFFECTIVE FROM 3/18/15 THROUGH 3/18/16  
 ADDITIONAL INSURED: CITY OF ST. CHARLES, IL  
 AS RESPECTS TO THE OPERATIONS OF THE NAMED INSURED ONLY  
 FOOD PRODUCTS ARE INCLUDED IN PRODUCTS COMPLETED/OPERATIONS AGGREGATE

<b>CERTIFICATE HOLDER</b> City of St. Charles 2 East Main Street St. Charles, IL 60174	<b>CANCELLATION</b> 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 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/14/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Allied Specialty Insurance, Inc. 10451 Gulf Boulevard Treasure Island, FL 33706-4814 1-800-237-3355	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: T.H.E. Insurance Company</td> <td>12866</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: T.H.E. Insurance Company	12866	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL/SUBR INSR/ WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		CPP0100475-06	03/18/2016	03/18/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Eg occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CPP100475-06	03/18/2016	03/18/2017	COMBINED SINGLE LIMIT (Eg accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$		ELP0010132-06	03/18/2016	03/18/2017	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N 0 N/A				WC STATU-TORY LIMITS      OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks & Schedule, if more space is required)

ADDITIONAL INSURED AS RESPECTS TO THE GENERAL LIABILITY PERTAINING TO THE OPERATIONS OF THE NAMED INSURED ONLY:  
 CITY OF ST. CHARLES, IL  
 FOOD PRODUCTS ARE INCLUDED IN PRODUCTS COMPLETED/OPERATIONS AGGREGATE

DATES: 03/18/2016 THROUGH 03/18/2017

<b>CERTIFICATE HOLDER</b> CITY OF ST. CHARLES 2 EAST MAIN STREET ST. CHARLES, IL 60174	<b>CANCELLATION</b> 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 
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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 June 11, 2016 TO June 12, 2016 Number of Days 2
2. Applicant is:  Corporation  Partnership  Individual
3. Applicant's Name Vanessa A Bell - LaSota Telephone # 630-402-1919  
D/B/A Pride of the Fox, Inc.  
Address 1610 Howard Street City/State/Zip 60174
4. Device Owner's Name Kevin Call Telephone # 630-338-2533  
Address 3132 St. Michel Lane City/State/Zip St. Charles, IL 60175
5. Device(s) to be used, specific to power amplification (wattage) and output:  
Sound system for announcements and adjacent stage entertainment ex: dance company program, open microphone singing by local residents
6. Area where device(s) is/are to be used:  
Inside the large pavillion at Pottawatomie Park
7. Amplification system will be used for:  
 Music  
 Public Speaking  
 Other (describe) Announcements during Dragon Boat races
8. If used for music, what type (include name of artist/band if applicable):  
Individuals at "open mic"; dance performers from local dance company

9. Time of day device(s) is/are to be used: 8am - 6pm

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	Fee Paid	Receipt No.	Permit No.

## Downtown St. Charles Event Review Proposal

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

Riverfest; renamed & revised to "Festival of Blue Fox"  
Dragon Boat Races

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

The rebranded & reduced event is weather-proofed. It will draw 5000 attendees to local restaurants, bars, businesses.

A continuation of summer kick-off event on 2nd weekend of June & Dragon Boat Races

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)

local participants and attendees

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

Participants: 500 Dragon Boat racers  
Attendees: 5000 for races; water ski show.  
kids movie night; carnival; entertainment

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?

No street closures. Per City approval, VFW parking lot closure for carnival 6/9-6/12/16.  
Parking lot closure at Municipal Building back lot for 2-5 food trucks.

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

Riverfest has a 34 year tradition  
Dragon Boat Races is a unique event for 13-15 years.

7. How will you measure success?

- weatherproof
- sustainable
- attendees

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

none pending at this time; 2nd weekend in June will be reserved for the event

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

(sponsors not available at this time)  
(marketing plan as per prior years)  
Proposed budget is break-even

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

Carnival revenue agreement \$10,000 +  
Dragon boat registrations \$10,000  
Water Ski Show \$2,000 / Vendors \$2,000

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.

none -

## Vann, Bob

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**From:** Lynne Schwartz <lschwartz@downtownstcharles.org>  
**Sent:** Friday, March 18, 2016 12:05 PM  
**To:** Vanessa Bell-LaSota  
**Cc:** Koenen, Mark; Vann, Bob; Jon Olson (jon@jcolson.com)  
**Subject:** DSCP Event Review: Festival of the Fox

Dear Vanessa,

On behalf of the DSCP Event Review Committee, I would like to thank you and Jon for taking time to meet with us and answer some additional questions regarding the Festival of the Fox proposal. Following is statement reflecting the Committee's position regarding Festival of the Fox (revised Riverfest) for 2016:

The DSCP Events Review Committee has had the opportunity to review the Festival of the Fox (revised Riverfest) application and meet with festival organizers. This was a very positive meeting, and the committee believes the approach in scaling back and rebranding the event is the right decision.

In reviewing the proposed event, most of the activity would take place on Park District property, with the exception of the carnival. The activities taking place in Pottawatomie Park do not close downtown streets or parking lots and, therefore, would not be subject to event review by the DSCP Committee, as other events limited to the park are not subject to review.

The element of the event that does fall under the review process is the carnival, which would close public parking lot(s) and/or streets. (As indicated through our discussion, no other street or parking lot closures are planned.) In reviewing the carnival as a part of the event, the DSCP Event Review Committee recommends against approval for the following reasons:

- The carnival is completely disconnected from the rest of the festival and is not in support of an event focused on the river as an asset of St. Charles
- The carnival is not in support of the City Side brand, rather it detracts from this brand
- This element is only being considered as a way to raise money to pay debts from the 2015 Riverfest event. While the committee is sympathetic to the situation, parking lot and street closures for 4 – 5 days would disrupt business for the surrounding businesses. The cost benefit is in favor of some, but will certainly negatively impact the existing businesses in the area of the carnival.

Again, the committee is in favor of a scaled-back event focused on the great asset of the Fox River. There were a number of ideas generated before and during previous meetings with Riverfest organizers. Should the event go forward in future years with more time the plan, the DSCP Event Review would be happy to share these river focused ideas that would enhance and support both the Festival of the Fox and the City Side brands.

Please feel free to contact me should you have any questions,

Sincerely,

*Lynne Schwartz*

Executive Director  
Downtown St. Charles Partnership  
Phone: 630.443.3962



**Special Event Request Form**  
 Department of Parks and Planning  
 8 North Avenue; St. Charles, IL 60174  
 (630) 584-1885 Phone, (630) 584-7413 Fax, stcparks.org

Return all special event requests to the Department of Parks and Planning

**Contact Information**

Name of Organization: Pride of The Fox, Inc. Application Date: 2/26/16  
 Type of Organization:  Associate Group  For Profit  Non-Profit  Individual  Political  Public Agency  
 Organizer Name: Vanessa A. Bell-LaSota Position: Executive Board/volunteer  
 Organization Address: 1610 Howard St City: St. Charles Zip Code: 60174  
 Primary Phone: 630-802-8824 Alternate Phone: 630-402-1919 Email Address: info@prideofthefoxcc

**Event Information**

Event Name: Festival of the Fox: Dragon Boat Races  
 Purpose: A traditional Dragon Boat race event over 2 days; a family-friendly festival centered on the Fox River  
 Preferred Date for Event: June 10, 11, 12 Preferred Location: Pottawatomie Park  
 Event Setup Time: 6am Event Takedown Time: 10pm Actual Start Time for Event: 8am  
 Estimated Number of Participants: 500 Participants 25 Volunteers 5,000 Visitors

**Park and Facility Details**

Is the event open to the public?  Yes  No  Extra Garbage/Recycle Containers: \_\_\_\_\_

Is this a new event in St. Charles Parks?  Yes  No

Facility/Park Requests (add detail):

- Pavilion(s): large
- Open Space: adjacent
- Indoor Space: \_\_\_\_\_
- Athletic Court(s): \_\_\_\_\_
- Use of Park Trails/Paths: \_\_\_\_\_
- Access to Power: In pavilion
- Access to Water: docks/boats
- Early Access to Park: 6am

Other Park Permit Requests (add detail and list vendors):

- Posting Signage in Park: banners
- Amplified Music/Sound: in pavilion area
- Entertainment: dog ring on grass, inf. mov screen
- Bouncehouse/Amusements: 2-3 inflatables
- Catering/Food Service: \_\_\_\_\_
- Tent/Temporary Structure(s): \_\_\_\_\_
- Other Vendors: Petsmart, 1-5 small fi vendors
- Vehicle Access to Park for Vendors: \_\_\_\_\_
- Generator(s): \_\_\_\_\_

Other event requests: would be possible to have 9-10pm (6/10) "kid's movie night" on grass

**Event Request Checklist**



- Completed Special Event Request Form
- Valid certificate of insurance(s) listing the St. Charles Park District as additionally insured from requestor and all vendors *(pending)*
- Site map, layout, drawings and/or aerials that detail walking/running routes, placement of vendors, tents, etc.
- Permit fees for your event *(pending city approval)*
- Supporting documentation (may include detailed letter of request or add page to this document if more space is needed)

**Event Guidelines**

1. Event organizers, hosting organizations, vendors, participants, supporters and volunteers are expected to **comply with all established park ordinances**. In addition, at its discretion, the park district may reschedule, relocate, and/or cancel events in the interest of public safety, in response to severe weather, emergency facility maintenance, misrepresentation of event purpose and activities, and/or other circumstances. **Permit fees are nonrefundable for outdoor rentals.**
2. **Special events must be approved by the Park Board in advance** of the event, and preferred dates are not guaranteed until the event is approved by the board, a permit has been generated, and permit fees are paid.
3. Event activities, site layout, and vendors **must be approved in advance** and included on your permit.
4. You are **free to choose your vendors** (music, tent rental, catering, etc.) and each will need to be added to the event permit.
5. The **park district will only provide permits for park areas**. If your event crosses agency boundaries, you may need to contact the other agency directly. Depending on the complexity of your event, this may include the City of St. Charles and Kane County Forest Preserve District. For events running along the Fox River Trail, this may also include any of the local agencies along the Fox River from Aurora to Elgin. The Fox River Trail Coordinator must also be notified when your event takes place on the Fox River Trail.
6. **Park areas, pavilions, gazebos, parking lots, athletic fields, and/or trails must be restored to the condition in which they were found.** This includes placing trash and recycling in the park containers, removal of all promotional signage and all decorations, removal of all equipment and fixtures, removal of all walking/running ground markers, and/or removal of all contracted services (tents, port-o-lets, etc).
7. **Trails, paths, parking lots, roads, park areas, pavilions, and other park amenities must not be permanently marked or changed.** Use materials that are easy to clean up, friendly to park settings, and free of residue.
8. **Organizations may be billed** for excessive clean up, property damage, or unscheduled staff labor.
9. **Certificates of insurance will be required** from the hosting organization, event partners, and vendors. Certificates must list the St. Charles Park District as additionally insured, and received no later than 10 business days before the event.
10. **Be specific in your request regarding any fundraising** that your organization is conducting. If you have a fundraising component to the event, include the purpose and whom it will benefit, how and when the fundraising will be conducted, whether the event be open to the public, and if there are any admission or entry fees to view or participate the event.
11. The **park district maintains the authority** to require qualified private security or sworn police officer(s) for the event.
12. **Parks always remain open to the general public.** Park paths, trails and roads must always remain clear.
13. **Personal vehicles are not permitted to drive inside any park.** Approved vendors may drive into park areas provided they are included on the event permit, observe all park ordinances, and have submitted a valid certificate of insurance.
14. Questions regarding available dates, ordinances, event guidelines, fees, and park amenities can be directed to the Parks Department.

**Acknowledgement and Signature**

As an authorized representative, I maintain that all the information submitted is accurate and complete to the best of my knowledge. It is understood that we must comply with all park ordinances, report any changes to our approved activities, and follow the event guidelines provided on this page.

Signature: *[Signature]* Title: *Executive Board Volunteer* Date: *9/26/16*

**Park District Use Only**

Board Meeting: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Special Notes: \_\_\_\_\_

Pride of the Fox, Inc. is prepared to offer and underwrite entertainment on Thursday, June 9th, 2016 for the Concerts in the Park series in Lincoln Park. We can provide a band of the calibre required and fitting for the program. We would expect the Park District to provide liability insurance for that event date. Please advise. In addition, we would like to place a custom banner in the area with the "Festival of the Fox" logo and dates, to inform the public of the revised "Festival of the Fox" event and the event location in Pottawatomie Park. For your information, the annual carnival (same location as in 2015) is awaiting approval by the City, for the dates: 6/9-12/2016. Thank you!

Please advise,

**Pride of the Fox Board:**

Ed Bessner

Vanessa Bell-LaSota

Jon Olsen

Jan Wilson

Kevin Call



## SPECIAL USE PERMIT APPLICATION OUTDOOR USE

The special use permit application must accompany a park or facility rental agreement form and be forwarded for consideration to the office of the Director of Parks and Recreation, not less than thirty (30) days prior to the scheduled use. Applications that are illegible or not fully completed will not be considered.

Information on the application found to be inaccurate or untruthful will cause the application to be denied. If such a determination is found after said use, the Park District shall exercise the right to charge in full all applicable fees, process in full any security deposit and/or revoke any future privileges to use Park District parks, amenities and facilities. The special use permit application fee is \$150.00 payable to the St. Charles Park District.

Please indicate the Special Use Permits that you would like to be considered:

- Serving alcoholic beverages (allows consumption of beer and/or wine only. The sale of alcohol is prohibited).
- Artificial lighting
- Use of pavilion and park after dusk (city ordinance prohibits audible noise after 10pm)
- Other \_\_\_\_\_

Organization/Group: Pride of the Fox, Inc Rental Date: 6/10/16 - 6/12/16  
 Contact Person: Vanessa Bell-LaSota Time of Rental: 6am to 10pm  
 Address: 1610 Howard Street City: St Charles State: IL  
 Phone: 630-402-1919 E-mail: vanessa.belllasota@gmail.com  
 Event Type: Dragon Boat RACES # of Guests: 5000 Park/Pavilion: Pottawatomie

### List of Liquor Supervisors (minimum of three)

Name	Address	Birthdate	Drivers License Number

Please add any additional supervisors on back of this application or separate page

This application is to request permission to consume beer and/or wine (no other alcohol is permitted) but prohibits the selling or accepting of donations. Permit shall be considered subject to the user obtaining dram shop liability coverage for the premises in the amount that is at least equal to the maximum liability amount set out in the Illinois Liquor Control Act, 235 ILCS 5/1-1 et seq., plus \$1 million in liability insurance, naming the St. Charles Park District, its Board members, officers, agents, employees, and assigns as an additional insured. The user shall provide certificates of insurance to the Director indicating conformity with the obligations imposed herein prior to the particular event. The applicant further hereby agrees to adhere to all City of St. Charles regulations, if applicable, including:

1. A minimum of three (3) liquor supervisors shall monitor liquor service during all times of operations. **Please provide a list of all supervisors with this application.**
2. Beer and/or wine are the only alcoholic beverages to be served.
3. Beer and/or wine cannot be served until 12 noon and not after dusk (parks close at dusk).
4. Permission to obtain license must be approved by the St. Charles Park District.
5. Alcohol must be contained within a roped/fenced off area approved and installed by the St. Charles Park District.
6. A sign limiting beer and/or wine consumption to the roped/fenced off area must be conspicuously displayed at all times.
7. Each patron must wear a wristband after having identification checked for legal alcohol consumption age.

I/We agree to comply with the City of St. Charles and St. Charles Park District policies and regulations regarding the service and consumption of alcoholic beverages on Park District premises. A summary of the policies are found on the reverse side of this application.

I/We shall indemnify and hold harmless the St. Charles Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on this contract, in its entirety, and agree to abide by it.

Applicant Signature  Date 2/17/2016  
(must be over 21 years of age)

For Office Use Only

Approval  Denial

Director's Signature \_\_\_\_\_

Date of Approval: \_\_\_\_\_

**St. Charles Park District Pavilion Rental Fees**

Season Opens 1st Monday of December  
Season runs from April 1st to October 31st

- ◊ **Delnor Woods**  
 Large Pavilion (\$75)  
 Small Pavilion (\$50)
- ◊ **East Side Sports Complex**  
 Pavilion (\$50)
- ◊ **Ferson Creek Park**  
 Pavilion (\$75)
- ◊ **Hickory Knolls Natural Area**  
 Pavilion (\$50)
- ◊ **James O. Breen Community Park**  
 Pavilion (\$50, limited availability)
- ◊ **Lincoln Park**  
 Gazebo (\$75)
- ◊ **Mt. St. Mary Park**  
 Pavilion (\$75)  
 Pergola (\$50)  
 Plaza (\$50)
- ◊ **Pottawatomie Park\***  
 Large Pavilion (\$300 Sat/Sun)  
 Large Pavilion (\$200 Mon-Fri)  
 Small Pavilion (\$125)  
 Amphitheater (\$50)
- ◊ **Primrose Farm**  
 Picnic Pavilion (\$50)  
 Interpretive Pavilion (\$50)
- ◊ **Riverbend Community Park**  
 Pavilion (\$50)
- ◊ **Timber Trails Park**  
 Pavilion (\$50)

\* From Memorial Day to Labor Day there is an entrance fee for parking on weekends at Pottawatomie Park for non-residents (\$1 per person or \$5 per car, \$15/\$30 per passenger van, or \$30/\$60 per bus). The fee may be paid at the time of reservation or closer to your event.



Visit the Webpage

**Park Pavilion Rental Permit Application**



Applicant Name: Vanessa A. Bell-Lasota Title (if applicable): Executive Board

Applicant Address: 11610 Howard Street City: St. Charles Zip: 60174

Phone 1: 630-402-1919 Email: vanessabelllasota@gmail.com & info@prideofthefox.com

Organization Name (if applicable): Pride of the Fox, Inc.

Date of Event: 6/10/16-6/12/16 # of Guests Expected: 5000 Starting/Ending Times: 6am-10pm

Name of Event: Festival of The Fox: Dragon Boat Races

Will you be hiring vendors? (caterer, chair, entertainment, tent, etc.): Yes - limited number of food vendors  
(All companies must provide the Park District with a Certificate of Liability Insurance no later than two weeks prior to the event naming the St. Charles Park District as additionally insured.)

Electrical Needed:  Y or N Additional Request(s): M-Th 5pm-8pm practise sessions

Description of Event: Dragon Boat races with Water Ski Show and family-friendly activities and "open mic" on platform stage

Signature of Applicant: [Signature] Date: 2-17-2016

All permits and contracts are subject to compliance with all applicable Park District ordinances, conditions and requirements. Facility rental requests must be made a minimum of 21 days in advance, only for the current rental season, and dependent on availability. Renters must be at least 21 years of age. The District shall have at least one business day after receiving a permit to review the application. The District reserves the right to take additional time to review any application. Permit holder/applicant must have a copy of the approved permit in their possession and be on site for the duration of the event including the final takedown. The District reserves the right to amend the rental rules as needed to serve the best interests of the District. The District reserves the right to relocate any meetings and/or events based on unforeseen circumstances. The District does not assume any liability for lost or stolen property on the District's premises, or for personal injuries sustained on the premises during the renter's use. Alcohol is not permitted in the parks or natural areas without an approved Special Use Permit. Parks and pavilions are open from dawn to dusk. **All rental fees are due at the time of reservation and are non-refundable.** Rental dates may be changed pending availability for a \$25 fee. Reservations may be taken over the phone and paid with a Visa, Mastercard or Discover.

OFFICE USE	
Rental Fee: _____	Method of Payment: _____
Extra Fees: _____	Date of Payment: _____
Total Fees: _____	Rental/Permit Number: _____

Department of Parks and Planning; Pottawatomie Community Center; 8 North Avenue, St. Charles, IL 60174  
630-584-1885 Phone; 630-584-7413 Fax; stcparks.org Website

