



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *IIA3

Title:	Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License for a Special Event - Sunset Cider Stroll - to be held in Downtown St. Charles and Mt. St. Mary's Park
Presenter:	Police Chief Keegan

Meeting: City Council

Date: July 15, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary (if not budgeted please explain):

This is an application request for a Class E-1 Temporary License, authorizing for consumption of hard cider and craft beer on City property, specifically, downtown St. Charles and in Mt. St. Mary's Park. This temporary license request is for Friday, September 13, 2019.

This is the second year for this event and St. Charles Park District approval has been granted. Once approved, the Park District will work with downtown businesses to help promote and sponsor this event.

New this year is a fenced-in beer garden with ticket sales for alcohol consumption. Ticket sales will be limited per individual. Since this is Jazz Weekend in St. Charles, the Park District is working with the Downtown Partnership to secure a jazz band for this event.

This is a 21 and older only event. Participants must pre-register for this event; same day sales will be available for purchase at The Wine Exchange. Upon check-in, which begins at 5 p.m., all participants will be given wrist bands. All hard cider and craft brew samples will be provided in roped off areas along the path. Fencing will be installed between the two pavilion areas.

The Park District event organizers are working with local businesses Pollyanna and the Home Brew Shop to pair food with the cider and craft beer samples. There are six tastings planned and the experience. The event is expected to end at 9 p.m.; last call for the beer garden will take place at 8 p.m. Approximately 200 participants are anticipated for this event.

This item was presented at the Government Operations Committee meeting on June 17, 2019 where it passed unanimously with a vote of Ayes: 9, Nays: 0, Absent: 1. A request was made by the Committee that the applicant supply a map indicating the stations along the route through Mt. St. Mary's Park. The map is included in the packet (page 3).

Attachments (please list): Site Plan, Hold Harmless Form, Special Event Application, **Map with Stations**

Recommendation/Suggested Action (briefly explain):

Recommendation to approve at proposal for a new Class E-1 temporary liquor license for a special event - Sunset Cider Stroll - to be held in downtown St. Charles and Mt. St. Mary's Park.



ST. CHARLES PARK DISTRICT

101 South Second Street • St. Charles, IL 60174 • Ph: 630-584-1055 • Fax: 630-584-1396 • stcparks.org

City of St. Charles
Two East Main Street
St. Charles, IL 60174

May 23, 2019

Attn: Bob Vann

Please consider our addition to our permit 201960278 for the Sunset Cider Stroll. We were approved by the Park District to have a beer garden with ticket sales for alcohol consumption. We will be having a 20x30 tent that the beer garden will take place in, and we will have the area fenced off so purchased alcohol is only consumed in the fenced in area. We will also be limiting the number of tickets that each person can buy at the event. Only participants wearing a wristband will be allowed to purchase tickets and enter the beer garden.

We are working with the downtown partnership to secure a Jazz band for the event. They will be in the fenced in area near the beer garden.

Please see attached map for beer garden and band location.

The Sunset Cider Stroll event hours are 5-7pm, with last call for the beer garden at 8pm and everyone will be out of the park by 9pm.

We look forward to working with the City of St. Charles, Downtown Partnership and local business to provide exciting experiences for our community.

Sincerely,

Taylor Krawczyk, Cayla Greenfield and Megan Hatheway

*This was the map &
letter given to Bob Vann
on 5/13 - just wanted
to make sure it got to
you as well.*

X = fence



**CITY OF ST CHARLES
SPECIAL EVENT APPLICATION**



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

PRSE Permit No. 201900278 Date of Meeting: 9/11/19 @ 9:00 Revised date 06/06/2018

Name of the Event: Sunset Cider Strail Date(s) of Event: 9/13/2019

Special Event Application – 90 Days

The Special Event Application is due to the City of St. Charles a minimum of ninety (90) days prior to the event if it requires closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Special Event Application – 30 Days

The Special Event Application is due to the City of St. Charles, at a minimum, thirty (30) days prior to the event if it does not require closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted.

A copy of the Application and Funding of Special Events is attached for your information.

Special Event Submittal Check List

- **Special Event Application**
 - Section 1 – Task List and Due Dates –90 day or 30 day submittal
 - Section 2 – General Information
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5– Emergency Phone Tree and Contact
 - Section 6 – Emergency Crisis Management Procedures
 - Section 7 – Retail Merchants
 - Section 8 – St. Charles Police Department – Request for Police Services
 - Section 9 – Hold Harmless Agreement
 - Any outstanding funds owed to the City of St. Charles**
- Application(s) for other permit(s) (See answers in Section 3)**
 - Loudspeaker/Amplifier License Application and Submittal Fee
 - \$5 per day**
 - Class E Liquor License Application and Submittal Fee
 - \$50 per day – E-1 (Not-for-Profit)**
 - \$100 per day – E-2 (Special Civic Event)**
 - Carnival License Application and Submittal Fee
 - \$30 each – Rides**
 - \$20 each – Amusement Stands, Food Stands, Entertainment Shows, Other**

If your event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.

Would you like to be contacted by the Convention and Visitor's Bureau to help with your event?
(Finding event space, restaurants, caterers, suppliers, etc.)

Please mark Yes No

If you marked yes please let the Convention and Visitor's Bureau know the best way to contact you:

Phone: _____

Email: _____

Received: _____

Fee Paid: \$ _____

Receipt # _____

Check # _____



Taylor Krawczyk
Recreation Supervisor
Baker Station, Special Events & Teen Camp

Ph: 630-513-4331
Fax: 630-584-9172
tkrawczyk@stcparks.org

8 North Avenue
St. Charles, IL 60174
stcparks.org

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	n/a
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	n/a
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	n/a
Submit Carnival License Application	90 days	n/a
Submit Fireworks Permit Application	60 days	n/a
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	<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	Yes	<input checked="" type="radio"/> No	
Water	Yes	<input checked="" type="radio"/> No	
Other:	Yes	No	

SECTION 2 – GENERAL INFORMATION

Permit No. PRSE 201900278

Name of Event: Sunset Cider Stroll

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

Location of Event: Downtown StC through Mount Saint Mary Park

Date(s) of Event: 9/13/19 Hours of Event: 5p to 7p Estimated Attendance: 200

Event Website: stcparks.org

Purpose of the event: adult walk and hard cider / food sampling

Name of sponsoring organization(s): St. Charles Park District

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	<input checked="" type="checkbox"/>	100%	100%
Private/For Profit Entity	<input type="checkbox"/>	0%	0%
Non-Governmental/Non-Profit Entity	<input type="checkbox"/>	50%	0%

Contact person from sponsoring organization: Taylor Krawczyk

Organizer address: 8 North Avenue

City: St. Charles State: IL Zip: 60174

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

Second contact person (emergency): Jennifer Bruggeman Phone: [REDACTED]

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

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.

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

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
	Yes	No	
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	

SECTION 3 - PERMITS

Will you be having a fireworks display are 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 4-6

Note: A list of food vendors must be submitted prior to the inspection of your event.

Are you requesting the use of any other city-owned property, i.e. parking lots, etc.? YES NO

If yes, please indicate the property that you are requesting to use.

public parking in C10 - a few spaces for event start

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.

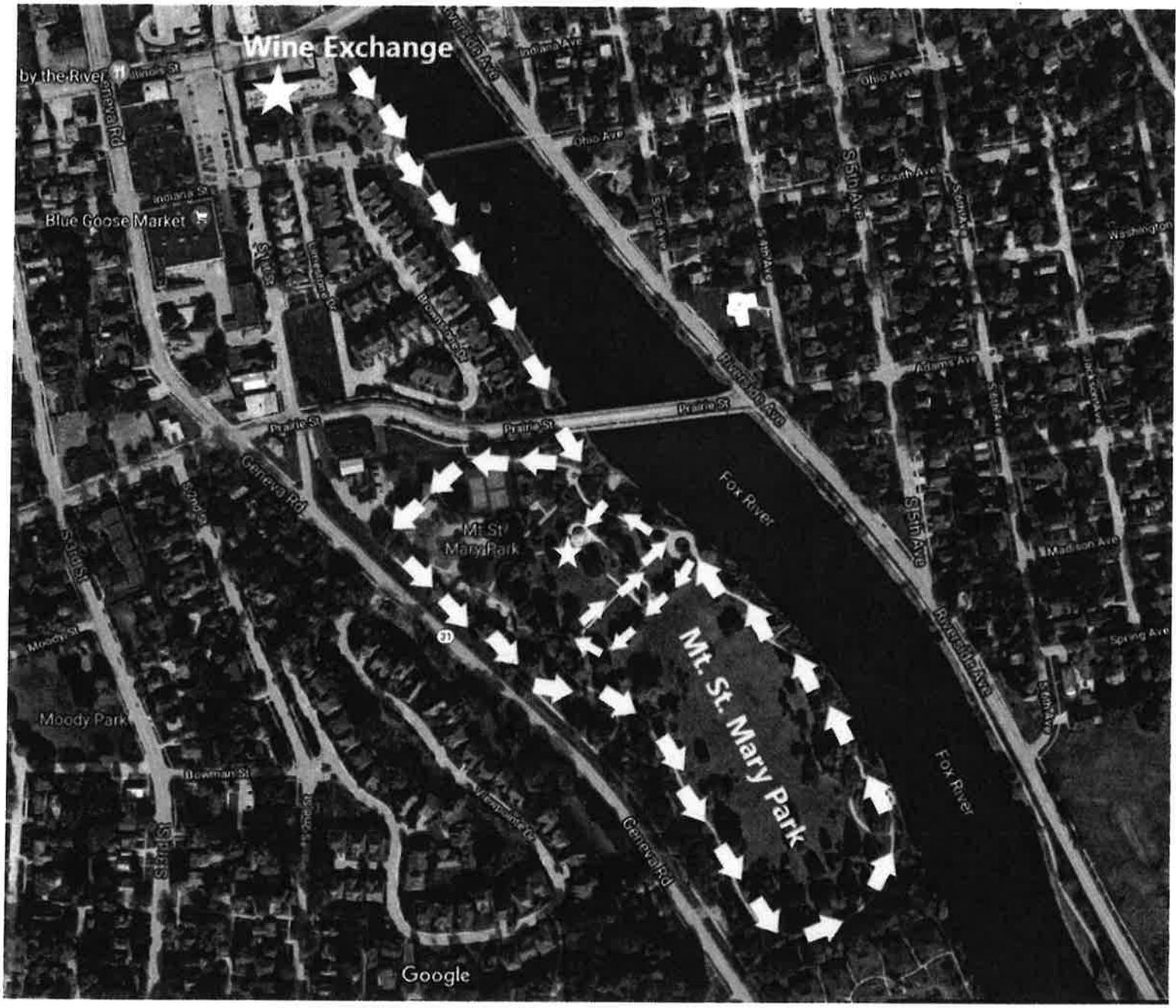
SECTION 4 - SITE PLAN AND/OR ROUTE MAP

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)



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 Sunset Cider Strail Date(s) of Event 9/13/19

Emergency Contact Information

Primary Contact: Taylor Krawczyk Secondary Contact: Jennifer Bruggeman

Title: Recreation Supervisor Title: Asst Supt of Rec

Phone No

Tertiary Contact: Katie Miller Operations Manager: _____

Title: Asst Supt of Rec Title: _____

Ph _____ Phone no.: _____

Site Managers and miscellaneous contacts

Location: 1 Location: 2

Date(s): 9/13/19 Date(s): 9/13/19

Name: Cayla Greenfield Name: Megan Hatheway

Pho

Location: 3 Location: 4

Date(s): 9/13/19 Date(s): 9/13/19

Name: Lara Piner Name: Cori Hedlund

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).
Director Cabel has designated Mike Kies with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of Park District, 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 Park District staff will be instructed to:
 - a. Act as quickly and professionally as possible;
 - b. To contact their immediate supervisor and/or the on-site Park District 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 Park District 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

Park District 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 Park District.

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 Director Cabel to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by Park District 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 Park District personnel;
 - c. Direct any and all media questions to CM, and only read official statements prepared by Park District Management;
 - d. Use common sense. Think before you act, and always be professional;
 - e. Fill out a Festival Incident Report as accurately as possible;
 - f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable).

Additional Notes:

SECTION 7 – RETAIL MERCHANTS

It is the responsibility of the event organizer to ensure that all participating retail merchants are properly collecting, reporting and filing City sales taxes from sales generated at the event, in accordance with State Statutes. The City's current sales tax rate is 8%. Sales tax collections and forms are to be submitted to the State and not the City. For further information on how and where tax payments are to be submitted, please contact the Illinois Department of Revenue Registration Office at 1-800-732-8866.

Please answer the following question regarding the use of retail merchants in conjunction with your event:

Will your event include:

- Merchants selling retail merchandise? YES: X NO: _____
- 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: Taylor Krawczyk

Date: 4/25/19

Name: Taylor Krawczyk

Title: Recreation Supervisor

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



**ST. CHARLES POLICE DEPARTMENT
REQUEST FOR POLICE SERVICES**

DATE SUBMITTED: _____

Individual Requesting Services _____

Home Telephone _____

Person/Organization to be Billed _____

Business Telephone _____

Address _____

Cell Phone _____

City/State/Zip Code _____

Signature _____

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

Signature of Person Agreeing to Pay _____

TYPE OF EVENT: _____

LOCATION: _____

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

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

***** DO NOT WRITE BELOW THIS SPACE *****

APPROVED: _____ DISAPPROVED: _____ DATE: _____

Comments: _____

Approved By: _____

OFFICER SIGNUP SECTION HOURLY RATE – TIME & 1/2

DATE	TIME	OFFICERS REQUESTED	NAME	NAME
	to			

Billing to City of St. Charles

Verified by: _____ Date: _____

SECTION 9 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the St. Charles
Sunset Park District
(name of organization)
 (“Organization”) to conduct Sunset Cider Stroll (“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

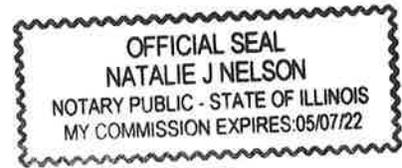
provisions contained herein.

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.

St. Charles Park District
(Name of Organization)

4/25/2019
(Date)

by Holly Cahill
Authorized Signatory



Signed and sworn to before me this 7th day of May, 2019.

Natalie J Nelson
Notary Public

All applications must be signed and notarized.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The City of St. Charles reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver All Completed Items to:
City of St. Charles
Attn: Building & Code Enforcement
2 E. Main Street
St. Charles, IL 60174



Downtown Events Review Process & Evaluation

Summary

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

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

Requirements

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

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

Downtown St. Charles Event Review Proposal

Submitted by: Taylor Krawczyk, Recreation Supervisor, St. Charles Park District
Tkrawczyk@stcparks.org (630) 513-4331

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

Friday, September 13, 5-7pm

This adults only (ages 21+) event will encourage enjoyment of outdoor walking within downtown St. Charles while providing participants seasonal food and hard cider samples. Following the event, participants will be encouraged to dine downtown to continue the evening of fun.

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

a. Benefit to Downtown Business

Promotional materials and participation will direct adults to downtown St. Charles for food and beverage consumption.

b. Ease and Ability of Production

Park District staff has many years of event planning experience combined with good working relationships with City, Police and local businesses.

c. Broad Popularity

The target market of adults, ages 21+ is broad and will draw athletes and non-athletes with the 1.1 mile, untimed stroll.

d. Coordination and Collaboration

Conversations and permit applications are already underway with the Park District, City of St. Charles and liquor commission. Collaboration with the downtown businesses has also begun. Finalization of partnerships will occur once the event has been approved by all necessary authorities.

e. Expansion and Diversity of the Downtown Event Calendar

This event provides the excitement and draw of a beer sampling 5k race without the need to compete 3+ miles in a timed race.

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 3-4 states with a 5-10 hour driving distance.)

This event will be marketed in the Park District activity guide, website and through social media. We anticipate local and semi-local (within 30 minute drive) attendees.

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

We are hoping for 200 participants. There will be no "attendees" that are not participants or volunteers/staff.

- 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 are requested. Starting in the Fox Island Square parking lot allows participants pedestrian only access to Mount Saint Mary Park, following the path beneath Prairie Street. Employees or volunteers will be stationed near the neighborhood access points through the walking path.

The event ends in Mount Saint Mary Park and participants will be encouraged to exit the park and re-enter downtown St. Charles through the same walking path on which they entered.

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

This event is unique in location-walkways along the Fox River and through downtown St. Charles and Mount Saint Mary Park. It is also unique in that it promotes walking outdoors to people who may or may not be avid exercisers. Unlike a 5k events, participation pace will not be timed. The length of the route is mapped at 1.1 miles which we feel will seem achievable to most non-athletes.

- 7. How will you measure success?**

Should we reach a minimum participation level (60 participants), post-event surveys will be emailed to participants and partners/vendors. Staff will also discuss successes and challenges following the event. Mostly positive reports with minimal incidents or concerns will be deemed as success. Ending the event in a positive financial position will also be necessary to consider the event a success.

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

Park District staff will evaluate the financial position, participant and partner comments prior to determining if the event will be held again.

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

Attached.

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

The Park District will engage its special event budget and participation fees to cover expenses related to this event.

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.

The following downtown businesses have been approached through email and in-person to partner on this event. Opportunities are available to provide food or drink samples, inclusion in promotional materials and sales at the event. We are still waiting confirmations from these businesses:

- The Wine Exchange

Once confirming the beginning location, other downtown businesses will be contacted.

Potential businesses will include:

- Blue Goose
- Brunch Café
- Kimmer's Ice Cream
- Kava Diem
- Main Street Pub
- Puebla Modern Mexican

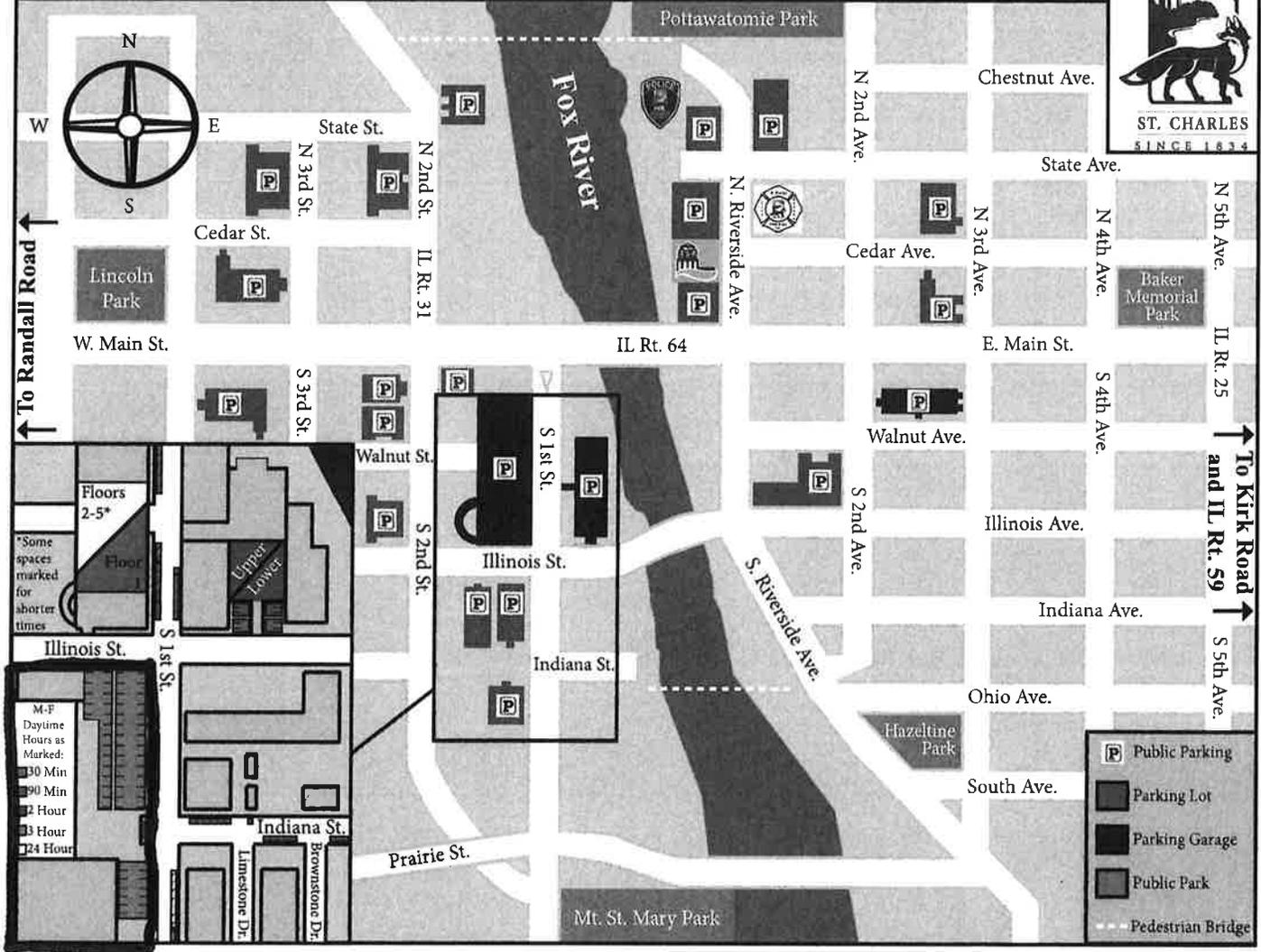
Sunset Cider Stroll Budget	
Revenue	
Participation Fee-Early	\$30 x 150 participants = \$4,500
Total Revenue	\$4,500
Expenses	
Special Event Application	
Outdoor Sales Permit	
Class E-1 Liquor License	\$50
Marketing	\$500
Participant Take-Home Gift	\$7.50 x 150=\$1,125
SCPD Parks Staff	\$20/hr x 3 hrs x 4 staff = \$240
SCPD Recreation Staff	\$25/hr x 6 hrs x 8 staff = \$1,200
Supplies	\$500
Total Expenses	(\$3,615)
Net Profit	\$885

Marketing Plan

- Inclusion in St. Charles Park District fall Activity Guide
- Paid social media posts targeting:
 - Date night
 - Girls night
 - Seasonal stroll along the Fox River
- Posters in Park District, partners and other local businesses
- Mobile marketing message to Park District database in mid-August
- Inclusion in e-blasts to Norris Recreation Center and Park District pool season pass holders

2/18/19

City of St. Charles, Illinois Downtown Public Parking Map



Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

If not, contact us immediately.

Do not discard - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

Illinois Sales Tax Exemption Certificate

ST CHARLES PARK DISTRICT

101 S SECOND ST
ST CHARLES IL 60174-2812

Sales Tax Exemption Certificate

Issue date:
01/02/2015

Expiration date:
03/01/2020

Sales Tax Exemption

E99960427

Organization type:

Governmental

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.





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

For Office Use
Received:
Fee Paid: \$
Receipt #

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

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 9/13/2019 and ending 9/13/2019
Time Starting 5pm and ending 7:30pm
Location of Event Mount Saint Mary's park

Name of Business St. Charles Park Dismt - Sunset Cider Still
Address of Business 8 North Avenue Business Phone 630 513 6200
Is the Applicant a Not-For-Profit Organization: government-local
Authorized Agent Mike Kees Title Supt of Recreation
Has Applicant had a Class E1 License in the previous 365 days? Y. If YES, on what date:
Does Applicant have Dram Shop Insurance? Y. 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 7 day of June, 2019.
Notary Public Connie J. Kurr

ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: [Signature] Date: 6-10-19 Chief of Police: [Signature]
Approved: _____ Date: _____ Liquor Commissioner: _____





Certificate of Coverage

Name and Address of Agency

Park District Risk Management Agency
 2033 Burlington Avenue
 Lisle, IL 60532-1646
 (630) 769-0332

Name and Address of Member

St. Charles Park District
 101 S. Second Street
 St. Charles, IL 60174

Scope of Coverage

The Park District Risk Management Agency (PDRMA) is an intergovernmental self-insurance and risk management pool established under the Constitution and the statutes of the State of Illinois to provide coverage for its members against certain claims and losses. Each member of PDRMA is entitled to the scope and amounts of coverage set forth below. In addition, PDRMA may extend the same scope of coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, and amendments which are applicable to the members.

The above named entity is a member in good standing of the Park District Risk Management Agency. The scope of coverage provided by the Agency may, however, be revised at any time by the actions of PDRMA's governing body. As of the date this certificate is issued, the information set out below accurately reflects the scope of coverage established for the current coverage year.

Scope of Coverage	Coverage Document	Coverage Dates	Limits Each Occurrence	
General Liability x commercial general liability x occurrence x liquor liability	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage Combined	\$3,000,000
			Personal Injury	\$3,000,000
Automobile Liability x any auto	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage Combined	\$3,000,000
Workers' Compensation	WC010119	01/01/2019 - 12/31/2019		Statutory
Employer's Liability	WC010119	01/01/2019 - 12/31/2019		\$3,000,000
Property	P0700119	01/01/2019 - 12/31/2019		
Other		01/01/2019 - 12/31/2019		

Description of Operations/Locations/Vehicles/Special Items

The Pottawatomie Golf Course is part of the St. Charles Park District and fully covered by its insurance.

Certificate Holder

St. Charles Park District
 Pottawatomie Golf Course
 845 N. 2nd Avenue
 St. Charles, IL 60174

Date Issued: 02/13/2019



Authorized Representative

CERTIFICATE OF COVERAGE

Name and Address of Agency

Park District Risk Management Agency
 2033 Burlington Avenue
 Lisle, Illinois 60532-1646
 630-769-0332

Name and Address of Member

St. Charles Park District
 101 S. Second Street
 St. Charles, IL 60174

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Scope of Coverage	Coverage Document	Coverage Dates	Limits Each Occurrence	In millions (000,000)
General Liability * Commercial general liability * Occurrence * Liquor liability	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage combined	\$2,000,000
			Personal Injury	\$2,000,000
Automobile Liability * any auto	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage combined	\$2,000,000
Workers' Compensation	WC010119	01/01/2019 - 12/31/2019		Statutory
Employer's Liability	WC010119	01/01/2019 - 12/31/2019		\$3,000,000
Property	P0700119	01/01/2019 - 12/31/2019		
Other		01/01/2019 - 12/31/2019		

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

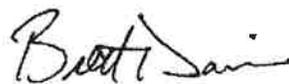
City St. Charles is/are additionally insured for use of property.

Coverage is for general liability with respect to the operations of the St. Charles Park District. Additional insured coverage shall not apply to any liability resulting from the certificate holder's own negligence or the negligence of its servants agents or employees.

Certificate Holder

City of St. Charles
 2 East Main St.
 St. Charles, IL 60174

Date Issued: 12/1/2018



 Authorized Representative