

**AGENDA
CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. TODD BANCROFT, CHAIR**

**MONDAY, JANUARY 22, 2018
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
None
- 4. Administrative**
 - a. Video Gaming Statistics – Information Only
- 5. Police Department**
 - a. Recommendation to Approve a Proposal for a New Class E-1 Temporary Liquor License for a “Special Event” – “Hops for Hope 5K” to be held at Mt. Saint Mary Park – May 19, 2018.
 - b. Recommendation to Approve a Proposal for a Class E1 Liquor License for St. Charles Breakfast Rotary Club to be held at Lincoln Park, St. Charles on June 9, 2018 from 12:00 pm to 5:00 pm.
 - c. Recommendation to Approve a Proposal for a New Class E-2 Temporary Liquor License for a Special Event, “McNally’s St. Patrick’s Day Party” to be held on March 17, 2018 at 1st Street Plaza.
- 6. Finance Department**
 - a. Presentation of the Service Agreement and Funding for the History Center for FY 2018-2019.
- 7. Executive Session**
 - Personnel – 5 ILCS 120/2(c)(1)
 - Pending Litigation – 5 ILCS 120/2(c)(11)
 - Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
 - Property Acquisition – 5 ILCS 120/2(c)(5)
 - Collective Bargaining – 5 ILCS 120/2(c)(2)
 - Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)
- 8. Additional Items from Mayor, Council, Staff, or Citizens.**
- 9. Adjournment**

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 4a

Title: Video Gaming Statistics – Information Only

Presenter: James Keegan, Police Chief

Meeting: Government Operations Committee

Date: January 22, 2018

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Latest statistics on video gaming of what businesses have been approved by the state and city staff of the St. Charles Police Department, pending applications into the state for approval, and September 2016 – December 2017 report for St. Charles Video Gaming Revenue as of January 22, 2018.

Attachments *(please list):*

Table – Video Gaming Establishments/Pending Applicants

Illinois Gaming Board Video Gaming Report – December 2017

Illinois Gaming Board Video Gaming Report – September 2016 – December 2017

Recommendation/Suggested Action *(briefly explain):*

None – For Information Only

**ILLINOIS GAMING BOARD
VIDEO GAMING REPORT**

St. Charles

December 2017

1/15/2018

4:06 pm

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution			
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	NTI	NTI Tax Rate (30%)	State Share	Municipality Share	
St. Charles	A'Salute' Inc.	160702452	5	\$28,664.12	\$27,110.25	\$1,553.87	\$6,339.00	\$4,785.13	\$1,553.87	\$466.17	\$388.48	\$77.69	
St. Charles	Alley 64, INC.	160702383	5	\$713,687.75	\$674,135.78	\$39,551.97	\$237,984.00	\$198,432.03	\$39,551.97	\$11,865.64	\$9,888.03	\$1,977.61	
St. Charles	BK & MM VENTURES LLC	160702415	5	\$326,013.85	\$298,381.14	\$27,632.71	\$102,824.00	\$75,191.59	\$27,632.41	\$8,289.78	\$6,908.15	\$1,381.63	
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$27,536.90	\$25,198.91	\$2,337.99	\$9,274.00	\$6,936.01	\$2,337.99	\$701.42	\$584.52	\$116.90	
St. Charles	DAWN'S VOODOO ROOM, LTD.	170702226	3	\$14,971.24	\$13,351.02	\$1,620.22	\$5,508.00	\$3,887.68	\$1,620.32	\$486.12	\$405.10	\$81.02	
St. Charles	GOLREN ENTERPRISES, INC.	160703386	5	\$125,742.92	\$116,826.11	\$8,916.81	\$42,847.00	\$33,930.19	\$8,916.81	\$2,675.11	\$2,229.26	\$445.85	
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$168,514.22	\$152,586.07	\$15,928.15	\$48,797.00	\$32,868.85	\$15,928.15	\$4,778.47	\$3,982.06	\$796.41	
St. Charles	NLHM Inc.	160702847	4	\$35,838.11	\$30,946.19	\$4,891.92	\$11,990.00	\$7,098.08	\$4,891.92	\$1,467.62	\$1,223.02	\$244.60	
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$404,484.31	\$375,654.01	\$28,830.30	\$129,807.00	\$100,976.92	\$28,830.08	\$8,649.06	\$7,207.55	\$1,441.51	
St. Charles	Riverside Pizza, Inc.	160702553	4	\$144,047.15	\$129,741.54	\$14,305.61	\$55,104.00	\$40,798.39	\$14,305.61	\$4,291.68	\$3,576.41	\$715.27	
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$262,658.84	\$240,698.18	\$21,960.66	\$77,312.00	\$55,351.94	\$21,960.06	\$6,588.04	\$5,490.03	\$1,098.01	
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$162,660.84	\$152,598.06	\$10,062.78	\$59,288.00	\$49,225.22	\$10,062.78	\$3,018.90	\$2,515.75	\$503.15	
REPORT TOTAL:			12 Establishments	53	\$2,414,820.25	\$2,237,227.26	\$177,592.99	\$787,074.00	\$609,482.03	\$177,591.97	\$53,278.01	\$44,398.36	\$8,879.65

**ILLINOIS GAMING BOARD
VIDEO GAMING REPORT**

St. Charles

September 2016 - December 2017

1/15/2018

4:07 pm

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution			
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	NTI	NTI Tax Rate (30%)	State Share	Municipality Share	
St. Charles	A'Salute' Inc.	160702452	5	\$2,091,426.93	\$1,923,878.81	\$167,548.12	\$577,064.00	\$409,515.88	\$167,548.12	\$50,265.12	\$41,887.63	\$8,377.49	
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$106,741.01	\$99,928.29	\$6,812.72	\$41,254.00	\$34,441.28	\$6,812.72	\$2,043.81	\$1,703.17	\$340.64	
St. Charles	Alley 64, INC.	160702383	5	\$6,973,361.71	\$6,463,612.93	\$509,748.78	\$2,438,224.00	\$1,928,400.97	\$509,823.03	\$152,947.72	\$127,456.45	\$25,491.27	
St. Charles	BK & MM VENTURES LLC	160702415	5	\$5,103,163.64	\$4,714,108.96	\$389,054.68	\$1,596,380.00	\$1,207,244.12	\$389,135.88	\$116,741.26	\$97,284.41	\$19,456.85	
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$375,501.43	\$338,114.60	\$37,386.83	\$115,130.00	\$77,743.17	\$37,386.83	\$11,216.32	\$9,346.95	\$1,869.37	
St. Charles	DAWN'S VOODOO ROOM, LTD.	170702226	3	\$28,034.24	\$25,054.37	\$2,979.87	\$11,014.00	\$8,034.03	\$2,979.97	\$894.01	\$745.01	\$149.00	
St. Charles	GOLREN ENTERPRISES, INC.	160703386	5	\$1,193,817.91	\$1,095,650.42	\$98,167.49	\$444,944.00	\$346,776.51	\$98,167.49	\$29,450.59	\$24,542.19	\$4,908.40	
St. Charles	KILLOUGH LLC	160702650	4	\$323,128.13	\$297,527.05	\$25,601.08	\$127,669.00	\$102,067.92	\$25,601.08	\$7,680.48	\$6,400.40	\$1,280.08	
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$1,094,163.39	\$994,336.17	\$99,827.22	\$346,645.00	\$246,817.78	\$99,827.22	\$29,948.67	\$24,957.24	\$4,991.43	
St. Charles	NLHM Inc.	160702847	4	\$79,970.50	\$69,389.13	\$10,581.37	\$29,167.00	\$18,585.63	\$10,581.37	\$3,174.63	\$2,645.52	\$529.11	
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$4,273,743.47	\$3,914,459.03	\$359,284.44	\$1,380,172.00	\$1,020,887.56	\$359,284.44	\$107,785.97	\$89,821.68	\$17,964.29	
St. Charles	Panman, LLC	160703257	5	\$20,167.79	\$17,246.68	\$2,921.11	\$8,129.00	\$5,207.89	\$2,921.11	\$876.43	\$730.36	\$146.07	
St. Charles	Riverside Pizza, Inc.	160702553	4	\$1,712,934.71	\$1,575,799.37	\$137,135.34	\$587,360.00	\$450,224.66	\$137,135.34	\$41,140.94	\$34,284.14	\$6,856.80	
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$1,684,230.36	\$1,551,825.06	\$132,405.30	\$524,439.00	\$392,033.33	\$132,405.67	\$39,721.99	\$33,101.65	\$6,620.34	
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$2,193,788.81	\$1,999,816.84	\$193,971.97	\$745,166.00	\$551,194.03	\$193,971.97	\$58,192.00	\$48,493.35	\$9,698.65	
REPORT TOTAL:			15 Establishments	67	\$27,254,174.03	\$25,080,747.71	\$2,173,426.32	\$8,972,757.00	\$6,799,174.76	\$2,173,582.24	\$652,079.94	\$543,400.15	\$108,679.79

Video Gaming Statistics as of December 31, 2017

Approved Establishments			
Name	# Machines	Address	
A'Salute Lounge & Grill	5	2400 E Main Street, St. Charles	
Alibi Bar & Grill Ltd.	5	12 N 3 rd Street, St. Charles	Machines Removed
Alley 64	5	212 W Main Street, St. Charles	
Alexanders Café	5	1650 W Main Street, St. Charles	
Brown's Chicken	5	1910 Lincoln Highway	
Corfu Restaurant (Golren Ent., Inc.)	5	2520 E Main Street, St. Charles	
Dawn's Beach Hut	2	8 N 3 rd Street, St. Charles	
Dawn's Voodoo Room	3	214 W Main Street, St. Charles	
Kane County Rookies (BK & MM Ventures)	5	1545 W Main Street, St. Charles	
Riverside Pizza & Pub	4	102 E Main Street, St. Charles	
Second Street Tavern	5	221 S 2 nd Street, St. Charles	
Spotted Fox Alehouse	5	3615 E Main Street, St. Charles	
St. Charles Bowl (LA Manson Corp.)	5	2520 W Main Street, St. Charles	
St. Charles Moose	5	2250 W Rt. 38, St. Charles	
Tap House Grill		3341 W Main St. St. Charles	
The Evergreen Pub & Grill (Northwoods)	5	1400 W Main Street, St. Charles	
Pending Establishments			
Name	# Machines	Address	
CRAZY FOX, LLC	TBD	104 E Main St, St. Charles	
Onesti Entertainment Corporation	TBD	105 E Main St, St. Charles	
Denied			
Name	# Machines	Address	
Pasavre, Inc.	TBD	5 S. First St., St. Charles	

**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. 172096 Date of Meeting: _____ Revised date 06/07/2017

Name of the Event: Hops for Hope 5K Beer Run/Walk Date(s) of Event: May 19th 2018

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

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

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

Special Event Submittal Check List

- **Special Event Application**
 - Section 1 – Task List and Due Dates –90 day or 30 day submittal
 - Section 2 – General Information
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5 – Emergency Phone Tree and Contact
 - Section 6 – Emergency Crisis Management Procedures
 - Section 7 – Retail Merchants
 - Section 8 – Hold Harmless Agreement
 - Any outstanding funds owed to the City of St. Charles
- Application(s) for other permit(s) (See answers in Section 3)
 - Outdoor Sales/Event Permit Application and Submittal Fee
 - \$65
 - Loudspeaker/Amplifier License Application and Submittal Fee
 - \$5 per day
 - Class E Liquor License Application and Submittal Fee
 - \$50 per day – E-1 (Not-for-Profit)
 - \$100 per day – E-2 (Special Civic Event)
 - Carnival License Application and Submittal Fee
 - \$30 each – Rides
 - \$20 each – Amusement Stands, Food Stands, Entertainment Shows, Other

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: <u>12/20/2017</u>	Fee Paid: \$ _____
Receipt # _____	Check # _____

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 <u>90 days</u> (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	5/19/18
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	1/19/18
Submit Special Event Application	90 days	2/19/18
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation A copy of 501(C)3 document is to be submitted with application.	At time of submittal	
Submit Class E Liquor License Application	90-days	2/19/18
Submit Outdoor Sales Permit Application	90-days	2/19/18
Submit Loudspeaker/Amplifier License Application	90-days	2/19/18
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Carnival License Application	90 days	N/A
Submit Fireworks Permit Application	60 days	N/A
Submit Original Certificate of Insurance	21 days	4/28/18
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	5/5/18
Notify residents/businesses of special event	14 days	5/5/18

City Services Requested:			Comments
Police	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	2 Police for the crossing of Route 31 + 1 Officer for Beer Tent
Fire/EMS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
EMA	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Public Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Believe they are needed for fencing set-up - PARK DIST
Electric	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If possible for food vendors - PARK DIST
Water	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If possible for food vendors - PARK DIST
Other:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

SECTION 2 – GENERAL INFORMATION

Permit No. 17-210996

Name of Event: Hops for Hope 5K Beer Run/Walk

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

Location of Event: Mount Saint Mary Park

Date(s) of Event: 5/19/18 Hours of Event: 10 am to 3 pm Estimated Attendance: 1,000

Event Website: www.projectmobility.org

Purpose of the event: Project Mobility is hosting our first 5K run to bring awareness to the local community on adaptive cycling and to raise funds to bring the freedom of mobility to those who may not have had the chance!

Name of sponsoring organization(s): Project Mobility

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: Katherine Simmons

Organizer address: 2930 Campton Hills Road

City: St. Charles State: IL Zip: 60175

Home Phone: N/A Cell Phone: 630-464-2991 E-mail: katherine@projectmobility.org

Second contact person (emergency): Tammy Simmons Phone: 331-442-0179

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.
There were no problems/incidents that occurred.

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

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 Approx. 4

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.

Parking garage off of First Street, parking lot off of Second Street and Illinois for extra parking spaces

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 locations(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.

*See attached sheet

See attached 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 Hops for Hope 5K Beer Run/Walk **Date(s) of Event** 5/19/18

Emergency Contact Information

Primary Contact: Katherine Simmons **Secondary Contact:** Tammy Simmons

Title: Event Director **Title:** Director of Development

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

Tertiary Contact: Melissa Burke **Operations Manager:** Hal Honeyman

Title: Administrative Assistant **Title:** Executive Director

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

Site Managers and miscellaneous contacts

Location: _____ **Location:** _____

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

Name: _____ **Name:** _____

Phone # _____ **Phone #:** _____

Location: _____ **Location:** _____

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

Name: _____ **Name:** _____

Phone # _____ **Phone #** _____

Location: _____ **Location:** _____

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

Name: _____ **Name:** _____

Phone #: _____ **Phone #** _____

Section 6– Emergency or Crisis Management Procedures

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

Emergency/Crisis Management Procedures

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

Project Mobility 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 Project Mobility.

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

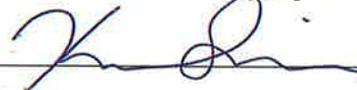
Will your event include:

- Merchants selling retail merchandise? YES: _____ NO:
- Food and/or beverages for immediate consumption? YES: NO: _____

If no, no further action is necessary.

If yes to either, you must provide a list of all participating vendors, including business name, address and State IBT number to the City’s Finance Department within 14 days of the event. A sample form in Excel format will be emailed to the event organizer’s email address. In addition, you must read and sign the following certification:

I understand that it is my responsibility to ensure that all retail merchants and/or food and beverage vendors participating in this event are aware of the rules and requirements for properly collecting and remitting any City sales taxes generated from sales at this event. I will provide the City with a complete listing of all merchants, including their name, address and State IBT number, within 14 days of the event.

Signature:  _____

Date: 12/19/17 _____

Name: Katherine Simmons _____

Title: Event Director _____

SECTION 8 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the Project Mobility
(name of organization)
 (“Organization”) to conduct Hops for Hope 5K
(name of event) (“Event”), the Organization 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.

Project Mobility
(Name of Organization)

12/19/17
(Date)

by [Signature]
Authorized Signatory

Signed and sworn to before me this 19th day of December, 2017

[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

For Office Use
Received: 1-5-2018
Fee Paid: \$ 50
Receipt # 354119

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



Project Mobility

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 5/19/18 and ending 5/19/18
Time Starting 12:00 PM and ending 3:00 PM
Location of Event Mount Saint Mary Park

Name of Business Project mobility
Address of Business [Redacted]
Is the Applicant a Not-For-Profit Organization? yes 50-0143832
Authorized Agent Kathenne Simmons Title Event Director
Has Applicant had a Class E1 License in the previous 365 days? yes If YES, on what date: 5/20/17
Does Applicant have Dram Shop Insurance? yes If YES, attach evidence of insurance.
New Full Liquor Liability Endorsement
have

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)

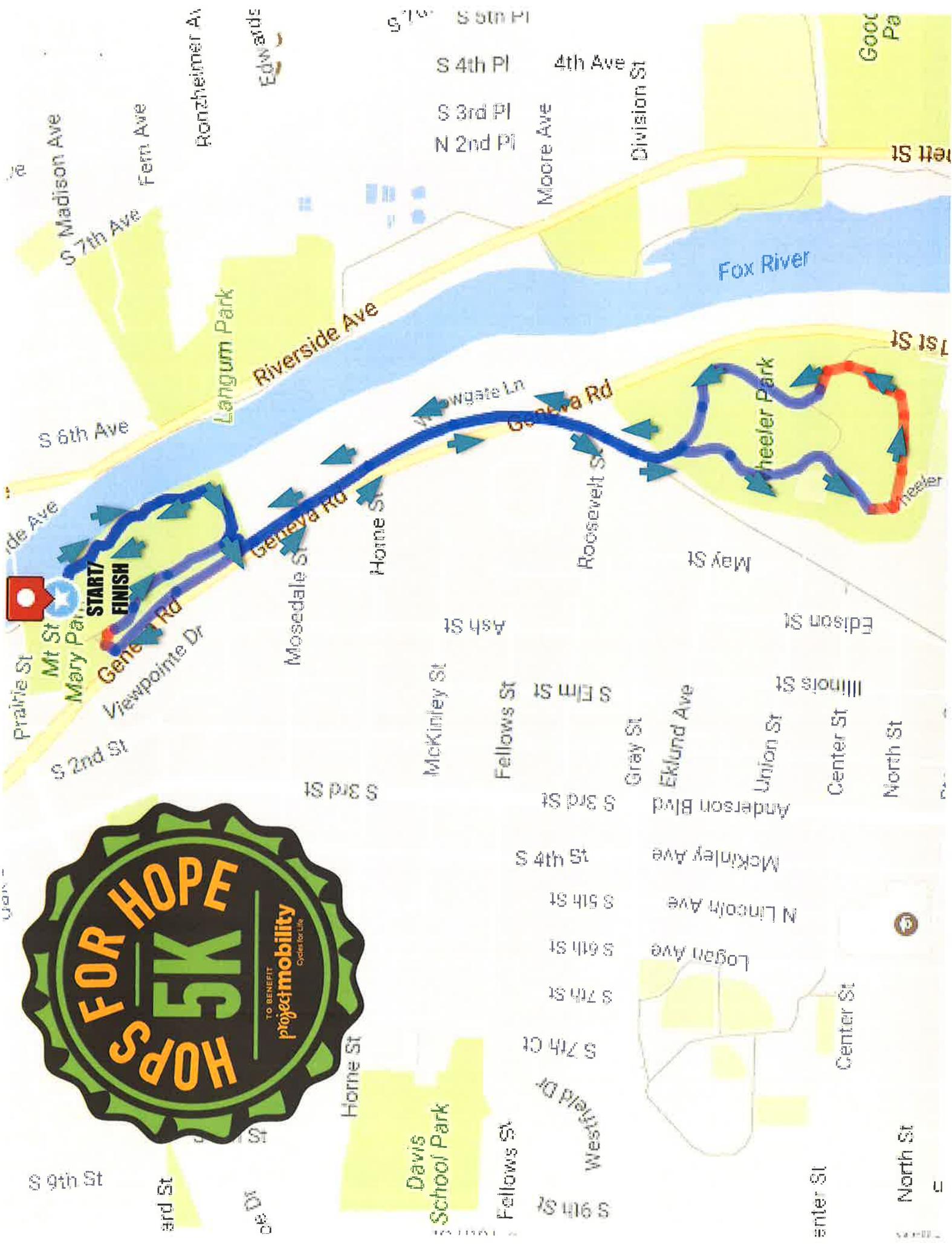
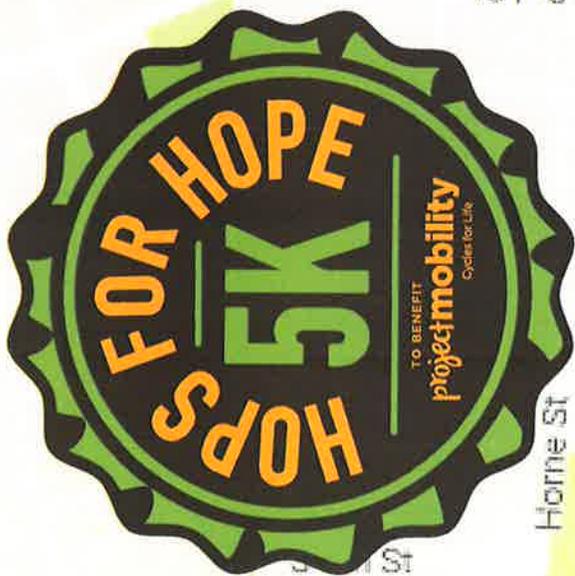
I/We, the undersigned, being first duly sworn, say that I/we have read the foregoing application and that the statements therein are true, complete, and correct and are upon my/our personal knowledge and information and are made for the purpose of inducing the City of St. Charles to issue the Liquor 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: _____ Signed: _____
Sworn to before me this 5th day of January, 2018.
Notary Public Leggy Montgomery



ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: _____ Date: 1-19-18 Chief of Police: [Signature]
Approved: _____ Date: _____ Liquor Commissioner: _____



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 5/19/18 TO 5/19/18 Number of Days 1
2. Applicant is: Corporation Partnership Individual
3. Applicant's Name Project Mobility Telephone # 630-464-2991
D/B/A _____
Address [REDACTED] City/State/Zip St. Charles, IL 60175
4. Device Owner's Name Matt Keen Telephone # [REDACTED]
Address Not sure ~ can check City/State/Zip Not sure ~ can check
5. Device(s) to be used, specific to power amplification (wattage) and output:
Not sure ~ can check
6. Area where device(s) is/are to be used:
Mount Saint Mary Park
7. Amplification system will be used for:
 Music
 Public Speaking (awards)
 Other (describe) _____
8. If used for music, what type (include name of artist/band if applicable):
Bebe Soul Revival ~ Original Rock and Roll

9. Time of day device(s) is/are to be used: 1:00 pm - 3:00 pm

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 <u>5.00</u>	Receipt No. _____	Permit No. _____

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5b

Title:	Recommendation to Approve a Proposal for a Class E1 Liquor License for St. Charles Breakfast Rotary Club to be held at Lincoln Park, St. Charles on June 9, 2018 from 12:00 pm to 5:00 pm
Presenter:	Chief Keegan, Police Chief

Meeting: Government Operations Committee

Date: January 22, 2018

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

The St. Charles Breakfast Rotary Club is requesting to host their third annual Tri-Cities Craft Brew Fest in Lincoln Park on June 9, 2018, from 12:00 pm to 5:00 pm and obtain an E-1 License (Non-for profit). The event sponsor is currently working with a 3rd party event company to facilitate this event and has experience in dealing with non-for-profit organizations in the western suburbs. Brew Avenue Events managed this event last year. An amplification license is also being requested for this event.

In addition to the aforementioned liquor license request, the event sponsor has been in contact with the Park District and secured the date in question for the event. The Park District is holding off on permitting the applicants request until the City issues the appropriate liquor license. Any street closures, the use of barricades, City electric or City personnel will be absorbed by the Event sponsor. The sponsor has been instructed to be in contact with all the affected businesses in the immediate area as well as area residents. No street closures are being requested for this event.

The Police Department conducted a background investigation and site visit of the event sponsor/event company. Pending City Council approval, the police department found no evidence of derogatory behavior.

Sale of a "punch pass", credentialing the service of alcohol using a regulator (18 3-oz portions are allowed per punch pass) will be employed again this year. A small souvenir type cup will be distributed with the sale of the "punch pass." This is an over age-21 event, expected to draw an adult crowd which should be dispersed well in advance of our evening dinner rush within the downtown area.

Pursuant to this item being presented at the Government Operations Committee meeting on January 22, 2018 to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 p.m., the same day, to process and move it forward to this Committee. This item will then continue on to the City Council meeting scheduled on February 5, 2018 for final approval.

Attachments *(please list):*

E-1 Liquor Application
Special Events Application
Amplification Application

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Approve a Proposal for a Class E1 Liquor License for St. Charles Breakfast Rotary Club to be held at Lincoln Park, St. Charles on June 9, 2018 from 12:00 pm to 5:00 pm



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. 17-26971 Date of Meeting: 12/19/17 9:00 AM - Revised date 06/07/2017

Name of the Event: Tri-City Craft Brew Festival Date(s) of Event: 6/9/2018

Special Event Application – 90 Days

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

Special Event Application – 30 Days

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

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

Special Event Submittal Check List

- Special Event Application

- Section 1 – Task List and Due Dates –90 day or 30 day submittal
- Section 2 – General Information
- Section 3 – Permits
- Section 4 – Site Plan and/or Route Map
- Section 5– Emergency Phone Tree and Contact
- Section 6 – Emergency Crisis Management Procedures
- Section 7 – Retail Merchants
- Section 8– Hold Harmless Agreement
- Any outstanding funds owed to the City of St. Charles

Application(s) for other permit(s) (See answers in Section 3)

- Outdoor Sales/Event Permit Application and Submittal Fee
 - \$65
- Loudspeaker/Amplifier License Application and Submittal Fee
 - \$5 per day
- Class E Liquor License Application and Submittal Fee
 - \$50 per day – E-1 (Not-for-Profit)
 - \$100 per day – E-2 (Special Civic Event)
- Carnival License Application and Submittal Fee
 - \$30 each – Rides
 - \$20 each – Amusement Stands, Food Stands, Entertainment Shows, Other

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: 12/11/2017

Fee Paid: \$ _____

Receipt # _____

Check # _____

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 <u>90 days</u> (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	6/9/18
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	12/11/2017
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	12/11/2017
Submit Class E Liquor License Application	90-days	
Submit Outdoor Sales Permit Application	90-days	
Submit Loudspeaker/Amplifier License Application	90-days	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Carnival License Application	90 days	
Submit Fireworks Permit Application	60 days	
Submit Original Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	12/11/17
Emergency /Crisis Management Procedures	At time of submittal	12/11/17
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	

need

City Services Requested:			Comments
Police	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	one Police Officer
Fire/EMS	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
EMA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Public Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Electric	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Task to be completed for Events that require 30 days (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	06/09/18
Submit Special Event Application	30 days	
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation A copy of 501(C)3 document is to be submitted with application	At time of submittal	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Outdoor Sales Permit Application	At time of submittal	
Submit Original Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	
Emergency /Crisis Management Procedures	At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/business of special event	14 days	

City Services Requested:			Comments
Police	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	One Police Officer
Fire/EMS	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
EMA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Public Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Electric	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will use existing power lines
Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

SECTION 2 – GENERAL INFORMATION

Permit No. 17-26971

Name of Event: TRI-CITY CRAFT BREW FESTIVAL

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

Location of Event: LINCOLN PARK 400 W Main St

Date(s) of Event: June 9, 2018 Hours of Event: NOON to 5 p.m. Estimated Attendance: 1,500

Event Website: www.tricitycraftbrewfestival.com

Purpose of the event: St. Charles Breakfast Rotary Club Fundraiser

Name of sponsoring organization(s): St. Charles Breakfast Rotary Club

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: Tom Tarvis

Organizer address: [REDACTED]

City: St. Charles State: IL. Zip: 60175

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

Second contact person (emergency): Paula Schmidt Phone: [REDACTED]

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.

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

SECTION 3 - PERMITS

Will you be having a fireworks display at your event? YES NO

If yes, you have to submit a **Fireworks Permit Application** sixty (60) days prior to the event. Please contact the St. Charles Fire Department to complete the application.

Does your event include the use of a tent? YES NO

If yes, you must submit an **Outdoor Sales Permit Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact Building and Code Enforcement to obtain an outdoor sale permit application.

Will you be using speakers and/or sound equipment at your event? YES NO

If yes, you must submit a **Loudspeaker/Amplifier License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact the Mayor's Office to obtain a loudspeaker/amplifier license application.

Are you holding a raffle at your event? YES NO

If yes, you may have to submit a **Raffle Permit Application**. For the raffle permit application for Kane County, please visit www.co.kane.il.us/COC, or contact the Kane County Clerk's Office at 630.232.5950. For the raffle permit application for DuPage County, please visit http://www.dupageco.org/countyclerk/generic.cfm?doc_id=631 or contact the DuPage County Clerk's Office at 630-407-5500.

Will you serve alcohol at your event? YES NO

If yes, you must submit **Class E Liquor License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact the Mayor's Office to obtain a Class E liquor license application.

Will there be amusement rides at the event? YES NO

If yes, you must submit **Carnival License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov or contact the Mayor's Office to obtain a carnival license application.

Will you serve food at your event? YES NO

If yes, please indicate the number of vendors 10

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
<u>N. 5th Street</u>	<u>Main Street</u>	<u>Cedar Street</u>	<u>06/09/18</u>	<u>9am - 5pm.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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.

please see 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 (H20))

3rd Annual Tri-City Craft
Brew Festival
Saturday June 9th, 2018
GA: 1:00pm - 5:00pm
VIP: 12:00pm - 1:00pm



HAND WASHING STATION

Music Pavilion w/DJ



Designated Driver & Merchandise

Food Vendors

West Coast Beer Trailer

Sponsor & Vendor Tent Area

TENT #1

TENT #5

TENT #6

TENT #4

TENT #3

TENT #2

Ticket Tent

ENTRANCE



Main Gate

W Cedar St

W Cedar St

Lincoln Park

Lincoln Park

W

W

W

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 Tri-City Craft Brew Festival / Date(s) of Event June 9, 2018

Emergency Contact Information

Primary Contact: Tom Tarvis Secondary Contact: Paula Schmidt

Title: Event Coordinator Title: Rotary Club President

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

Tertiary Contact: Alessandro Vasquez Operations Manager: _____

Title: Event Partner Title: _____

Phone No: [REDACTED] Phone no.: _____

Site Managers and miscellaneous contacts

Location: _____ Location: _____

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

Name: _____ Name: _____

Phone # _____ Phone #: _____

Location: _____ Location: _____

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

Name: _____ Name: _____

Phone # _____ Phone # _____

Location: _____ Location: _____

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

Name: _____ Name: _____

Phone #: _____ Phone # _____

Section 6– Emergency or Crisis Management Procedures

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

Emergency/Crisis Management Procedures

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

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

5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with _____ to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by Event management. No personnel or staff should offer any information to any media other than the provided statement. No media questions should be answered unless otherwise instructed.
7. Always remember to follow these guidelines:
 - a. Keep as cool and calm as possible;
 - b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including _____ personnel;
 - c. Direct any and all media questions to CM, and only read official statements prepared by _____ Management;
 - d. Use common sense. Think before you act, and always be professional;
 - e. Fill out a Festival Incident Report as accurately as possible;
 - f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable).

Additional Notes:

SECTION 7 – RETAIL MERCHANTS

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

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

Will your event include:

- Merchants selling retail merchandise? YES: NO:
- Food and/or beverages for immediate consumption? YES: NO:

If no, no further action is necessary.

If yes to either, you must provide a list of all participating vendors, including business name, address and State IBT number to the City’s Finance Department within 14 days of the event. A sample form in Excel format will be emailed to the event organizer’s email address. In addition, you must read and sign the following certification:

I understand that it is my responsibility to ensure that all retail merchants and/or food and beverage vendors participating in this event are aware of the rules and requirements for properly collecting and remitting any City sales taxes generated from sales at this event. I will provide the City with a complete listing of all merchants, including their name, address and State IBT number, within 14 days of the event.

Signature: Thomas G. Tarvis

Date: December 8, 2017

Name: Thomas G. Tarvis

Title: Event Coordinator

SECTION 8 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the St. Charles Breakfast Rotary Club
(name of organization)
 (“Organization”) to conduct Tri-City Craft Brew Festival
(name of event)”, the Organization 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 Breakfast Rotary Club
(Name of Organization)

December 8, 2017
(Date)

by Thomas Davis
Authorized Signatory

Signed and sworn to before me this 8th day of December, 2017.

C Lee
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.**

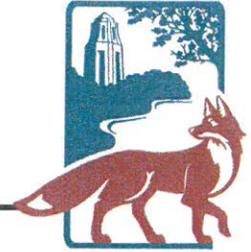
The City of St. Charles reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

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



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 SAT. 6/9/18 and ending 6/9/18
Time Starting 12:00 NOON and ending 5:00 P.M.
Location of Event Lincoln Park - 400 W. Main St.

Name of Business St. Charles Breakfast Rotary Club
Address of Business
Is the Applicant a Not-For-Profit Organization: yes 501(c)3
Authorized Agent Tom Tarvis Title Event Coordinator
Has Applicant had a Class E1 License in the previous 365 days? yes If YES, on what date: 6/24/17
Does Applicant have Dram Show Insurance? yes If YES, attach evidence of insurance.

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

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

Tom Tarvis
Paula Schmidt
Angelo Bravos
Anna Koehler

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: Thomas S. Tarvis
Sworn to before me this 11 day of December, 2017.
Notary Public Tracey R. Conti



ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: [Signature] Date: 1-19-18 Chief of Police: [Signature]
Approved: _____ Date: _____ Liquor Commissioner: _____

RECEIVED
DEC 13 2017

Building & Code Enforcement
St. Charles, MO

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. 17 26973

Date of Meeting: 2/19/17 ^{9:45} Revised date 06/07/2017

Name of the Event: McNALLY'S ST. PAT'S DAY

Date(s) of Event: 03/17/18

Special Event Application – 90 Days

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

Special Event Application – 30 Days

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

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

Special Event Submittal Check List

Special Event Application

- Section 1 – Task List and Due Dates –90 day or 30 day submittal
- Section 2 – General Information
- Section 3 – Permits
- Section 4 – Site Plan and/or Route Map
- Section 5– Emergency Phone Tree and Contact
- Section 6 – Emergency Crisis Management Procedures
- Section 7 – Retail Merchants
- Section 8– Hold Harmless Agreement
- Any outstanding funds owed to the City of St. Charles

Application(s) for other permit(s) (See answers in Section 3)

- Outdoor Sales/Event Permit Application and Submittal Fee
 - \$65
- Loudspeaker/Amplifier License Application and Submittal Fee
 - \$5 per day
- Class E Liquor License Application and Submittal Fee
 - \$50 per day – E-1 (Not-for-Profit)
 - \$100 per day – E-2 (Special Civic Event)
- Carnival License Application and Submittal Fee
 - \$30 each – Rides
 - \$20 each – Amusement Stands, Food Stands, Entertainment Shows, Other

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: 12/12/17

Fee Paid: \$ 105.00

Receipt # 354101

Check # 10627

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 <u>90 days</u> (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	3/17/18
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	12/12/17
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation A copy of 501(C)3 document is to be submitted with application.	At time of submittal	
Submit Class E Liquor License Application	90-days	12/12/17
Submit Outdoor Sales Permit Application	90-days	
Submit Loudspeaker/Amplifier License Application	90-days	12/12/17
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Carnival License Application	90 days	
Submit Fireworks Permit Application	60 days	
Submit Original Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	12/12/17
Emergency /Crisis Management Procedures	At time of submittal	12/12/17
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	

- need.

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	<input checked="" type="radio"/> No	

SECTION 2 – GENERAL INFORMATION

Permit No. 17-26973

Name of Event: McNALLY'S ST. PATRICK'S DAY

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

Location of Event: DOWNTOWN ST. CHARLES PLAZA SO. 1st Street

Date(s) of Event: 03/17/18 Hours of Event: 11am to 11pm Estimated Attendance: 150

Event Website: N/A.

Purpose of the event: ST. PATRICK'S DAY ENTERTAINMENT

Name of sponsoring organization(s): McNALLY'S PUB

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

Contact person from sponsoring organization: COLT HEADLEY

Organizer address: 109 W. MAIN ST

City: ST. CHARLES State: IL Zip: 60174

Home Phone: [REDACTED] Cell Phone: [REDACTED] E-mail: COLT@MCNALLYSPUB.COM

Second contact person (emergency): MICHELLE DANG Phone: [REDACTED]

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.

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

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 _____
 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.
DOWNTOWN PLAZA

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 locations(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.

See attached -

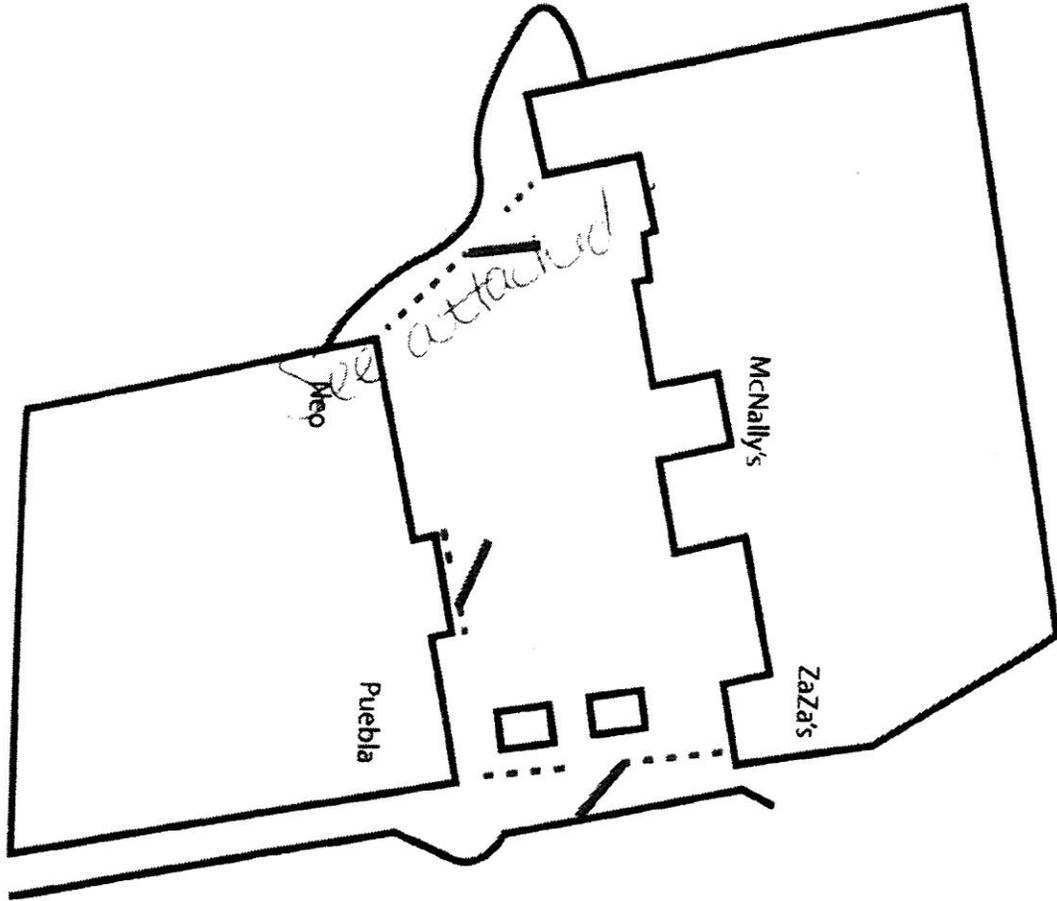
If applicable, the following must be included:

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 (H20))

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.



First Street Plaza

Wine Down Wednesday

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)

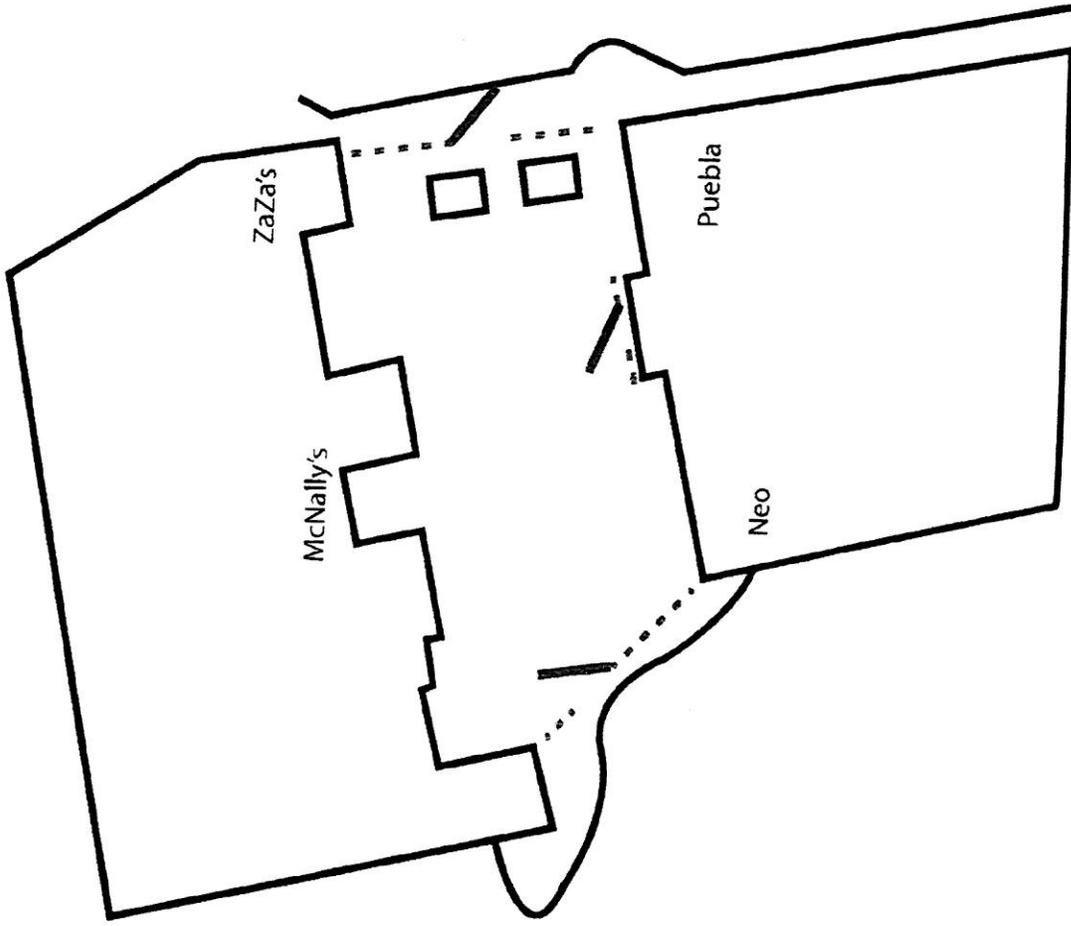
- Location and number of barricades (B)
- Location of fire lanes (FL)
- Location of fire extinguishers (FE)
- Public entrances and exits (PE)
- Location of sound stages and amplified sound (S)
- Location of residential streets surrounding events
- Electric (E)
- Hydrant Meter (H2O)

Entrance/Exit

Temporary Fencing

First Street Plaza

Wine Down Wednesday



Temporary Fencing

Entrance/Exit

NOT FOR CONSTRUCTION



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 McNALLY'S ST. PAT'S DAY Date(s) of Event 03/17/18

Emergency Contact Information

Primary Contact: COURT HEADLEY Secondary Contact: MICHELLE DANG

Title: GENERAL MANAGER Title: BAR MANAGER

Phone: [REDACTED] Phone: [REDACTED]

Tertiary Contact: AS ABOVE Operations Manager: AS ABOVE

Title: _____ Title: _____

Phone No: _____ Phone no.: _____

Site Managers and miscellaneous contacts

Location: DOWNTOWN PLAZA Location: DOWNTOWN PLAZA

Date(s): 03/17/18 Date(s): 03/17/18

Name: COURT HEADLEY Name: MICHELLE DANG.

Phone: [REDACTED] Phone: [REDACTED]

Location: _____ Location: _____

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

Name: _____ Name: _____

Phone # _____ Phone # _____

Location: _____ Location: _____

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

Name: _____ Name: _____

Phone #: _____ Phone #: _____

Section 6— Emergency or Crisis Management Procedures

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

Emergency/Crisis Management Procedures

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

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

5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with _____ to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by _____ management. No personnel or staff should offer any information to any media other than the provided statement. No media questions should be answered unless otherwise instructed.
7. Always remember to follow these guidelines:
 - a. Keep as cool and calm as possible;
 - b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including _____ personnel;
 - c. Direct any and all media questions to CM, and only read official statements prepared by _____ Management;
 - d. Use common sense. Think before you act, and always be professional;
 - e. Fill out a Festival Incident Report as accurately as possible;
 - f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable).

Additional Notes:

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: 12/10/17

Name: Colm Headley

Title: GENERAL MANAGER

SECTION 8 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the MC NALLY'S PUB
(“Organization”) to conduct ST. PATS ENTERTAINMENT (“Event”), the Organization
(name of organization)
(name of event)
recognizes, acknowledges and assumes any and all risks arising from or in any way related to the Event.

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

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

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

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

provisions contained herein.

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

MC NALLY Group LLC
(Name of Organization)

12/08/17
(Date)

by [Signature]
Authorized Signatory

Signed and sworn to before me this 8th day of December, 2017.

[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

For Office Use
 Received: 12/12/17
 Fee Paid: \$ 100
 Receipt # 17-20973

CITY OF ST. CHARLES

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



**CITY LIQUOR DEALER LICENSE APPLICATION
 CLASS E2 – SPECIAL EVENTS**

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 E2
 Commencing 03/17/18 and ending 03/17/18
 Time Starting 11AM and ending 11pm
 Location of Event DOWNTOWN PLAZA

Name of Business MCNALLY'S IRISH PUB
 Address of Business 109 W. MAIN ST, ST. CHARLES Business Phone (630) 513 6300
 Has Applicant had a Class E2 License in the previous 365 days? YES. If YES, on what date:
 5.08.050A1 Circle Choice to Show: Individual Partnership Corporation Other: _____

Requirements of a Class E2 – Special Event License for B & C Liquor License Holders

- The Class E2 license fee is \$100.00 per day.
- 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.**
- Beer and/or Wine are the only alcoholic beverages to be sold.
- Hours are restricted to 12 noon to midnight.
- Licensee must rope/fence off the licensed premises.
- Each patron **must wear a wristband** after having identification checked for legal alcohol consumption age.
- Are children/minors permitted in the licensed premises? Y/N
- A sign limiting beer and/or wine consumption to the roped off area must be conspicuously displayed at all times.
- Each server of alcohol must be BASSET certified – need copy of BASSET certification.**
- A copy of site plan diagram to include roped area shall accompany this application.
- All security/police resources needed shall be attached to this application with approval of the Chief of Police before final issuance by Liquor Commissioner.

- Name of Class B, Class C Liquor License: B
- Has the applicant had a Class E2 license in the previous 365 days? YES If Yes, on what date? _____
- Is license to be used in conjunction with a special event approved by the City Council? YES
 If yes, provide name of event: ST. PATRICK'S DAY
- Is license to be used in conjunction with a picnic, bazaar, fair or similar assembly with food dispensing and/or sale the predominate purpose of the event? _____
- Location/address of event. Important: Attached drawing of location to this application. DOWNTOWN PLAZA
- Important: If location is out of doors, attach proof of liability insurance (photocopy) from an approved insurance agency.

Affidavit

State of Illinois)
 County of Kane)

I/We, being duly sworn, that information contained in this application is true to my/our own knowledge and that the statements set forth are of my/our own free will. I/We solemnly swear 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: _____ Signed: _____

Sworn to before me this 8th day of December, 2017

Notary Public Deborah L. Graffagna



ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: [Signature] Date: 1-19-18 Chief of Police: [Signature]

Approved: _____ Date: _____ Liquor Commissioner: _____

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 03/17/18 TO 03/17/18 Number of Days 1
2. Applicant is: Corporation Partnership Individual
3. Applicant's Name McNALLY GROUP LLC Telephone # (630) 513 6300
D/B/A McNALLY'S IRISH PUB
Address 109 W. MAIN ST. City/State/Zip ST. CHARLES, IL 60174
4. Device Owner's Name AS ABOVE Telephone # _____
Address _____ City/State/Zip _____
5. Device(s) to be used, specific to power amplification (wattage) and output:

6. Area where device(s) is/are to be used:
DOWNTOWN PLAZA

7. Amplification system will be used for:
 Music
 Public Speaking
 Other (describe) _____
8. If used for music, what type (include name of artist/band if applicable):
THE O'BRIENS

9. Time of day device(s) is/are to be used: 2pm - 9pm

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. _____



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6a

Title:

Presentation of the Service Agreement and Funding for the History Center for FY 2018-2019

Presenter:

Chris Minick and Alison Costanzo (Executive Director)

Meeting: Government Operations Committee

Date: January 22, 2018

Proposed Cost: \$ See Below

Budgeted Amount: \$ TBD

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Representatives of the History Museum will appear before the Government Operations Committee and present results of operations for the past year and outline relevant activities planned for its upcoming year of operations, as is required for organizations that receive more than \$25,000 in City funding support (the funding presentation). This year, we are holding the funding presentation prior to the finalization of the budget. Budget discussions are currently occurring at the staff level and the proper funding level directed by City Council will be reflected in the budget presented for approval later this winter/spring.

Historically the History Center has received an allocation from the Hotel Motel Tax revenue stream in an amount between \$30,000 and \$35,000 annually. This level of funding has been consistent for many years. The allocation for the 2017-2018 City fiscal year is \$31,500. The History Center is seeking a funding increase to provide an ability to offer programs and services with small, incremental increases over a period of years:

- 2018-2019: \$42,000
- 2019-2020: \$44,000
- 2020-2021: \$46,000
- 2021-2022: \$48,000
- 2022-2023: \$50,000

The History Center has represented that the additional funding requested would free up time and resources to allow for additional tasks and programs to be undertaken. They will elaborate during the presentation. If the request is acceptable to the City Council, we would formally approve the \$42,000 for fiscal year 2018-2019 and the expectation would be that the funding level of \$44,000 would be approved in 2019 for the 2019-2020 funding allocation and so on, assuming results are satisfactory.

In the event that the increased funding is not approved, the History Museum requests that the \$31,500 funding allocation from the Hotel/Motel Tax line item be awarded to allow them to maintain the current programming and activity level.

A third option for the Committee is to delay a decision for funding until there is a broader understanding of the FY 18-19 budget.

Attachments *(please list):*

History Center Funding Presentation

Recommendation/Suggested Action *(briefly explain):*

Committee consideration of proposals from the History Museum in light of the FY 18-19 budget.

YOUR CITY. YOUR HISTORY. YOUR SENSE OF COMMUNITY.

ST. CHARLES HISTORY MUSEUM

FUNDING
PRESENTATION

Presented By: Alison Costanzo, Executive Director

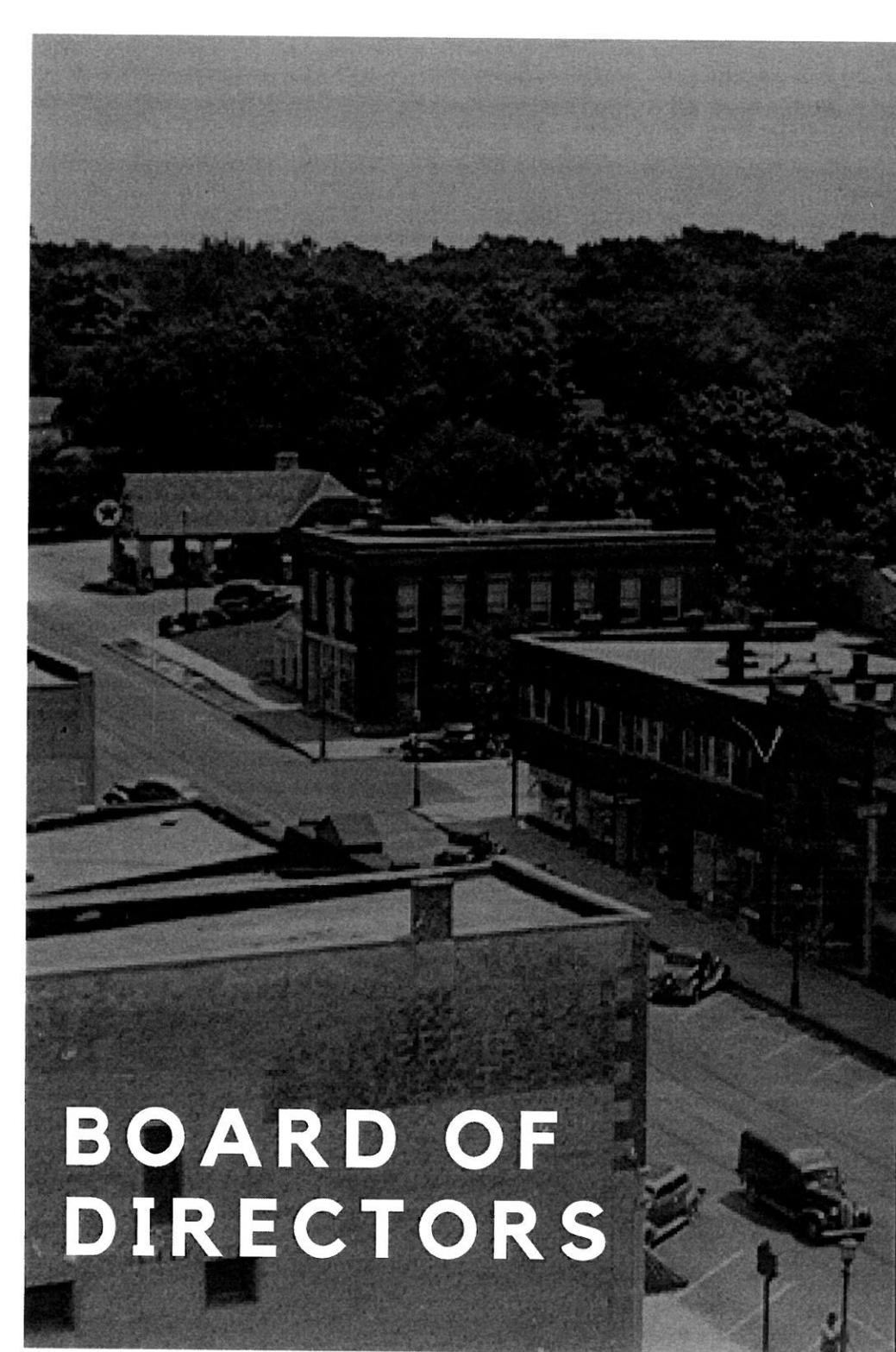
01/22/2018



OUR MISSION

The Museum shall receive, examine, preserve, and display records, documents, textiles, and objects of historic value, which reflect or pertain to events and progress of the city and township of St. Charles from human occupation to the present date.

In pursuit of these purposes, the Museum shall exist for the educational and cultural enrichment of the City of St. Charles, the township, and community of the surrounding area.



**BOARD OF
DIRECTORS**

President –Diana Brown

Vice President—Steve Gibson

Treasurer-Helen Jiang

Secretary— Barb Stilling

Past President— Edward Klosowski

Tom Anderson

Mike Corbett

Joyce Cregier

Ron Onesti

David Pietryla

Brian Henry

Maureen Lewis, Ex-Officio

Nancy Wolfe

Board Member Emeritas

Kathy Brens

Bob Matson

OUR HISTORY: A LOOK BACK TO OUR BEGINNINGS

MARCH 17, 1926

AURORA BEACON-NEWS

PLAN HISTORICAL SOCIETY MUSEUM FOR ST. CHARLES

**Kiwanis Club Committee Named
to Seek Permanent Housing
Place for Relics.**

St. Charles, Ill., March 17.—St. Charles is to have a historical society. The first steps towards an organization were made at the meeting of the Kiwanis club last evening when President Thompson appointed H. G. Hempstead, Col. F. D. Whipp and Harold Colson to perfect such a society.

Frank Underwood, owner of an unusually fine collection of Indian relics addressed the club last evening and as 90 per cent of the relics he owns have been found within three miles of St. Charles an informal discussion of the creation of a place for collections that will eventually be given for a museum, followed his talk. St. Charles residents have been collecting relics for years and if there is not some local place for collections they may find their way out of the city.

The meeting in the Masonic hall, was one of the most interesting ever held by the club.

ELGIN COURIER

Kiwanis Club Meets

The regular meeting of the Kiwanis club was held last evening in Masonic hall at 6:30 o'clock. Mr. Frank Underwood was present at the meeting with his large collection of arrow heads, which he has found in this vicinity. He told all about the collection and where they had been found, many of them north of St. Charles, near and around Person's creek.

1926

LEGION TO START HISTORY SOCIETY AT ST. CHARLES

**Dr. I. A. Langum Presents Post
With Antiques to Start
Collection.**

St. Charles, Ill., Feb. 3.—Dr. I. A. Langum has presented the American Legion a number of gifts to start the historical museum in the Henry Baker memorial community house. Dr. Langum has been appointed by H. A. Wilkinson, commander of the Legion, chairman of a group of legionnaires in founding a St. Charles historical society.

The collection will be housed in cabinets on the third floor of the Henry Baker memorial community house. For some time the Legion has realized that there are many articles pertaining to the early history of St. Charles that should be placed in a collection.

Anyone having old papers, books, pictures or furniture of St. Charles from an early day is asked to give to his collection. It is hoped that within a short time the St. Charles Historical society may become affiliated with the national organization.

1928

COLSON HEADS NEW HISTORICAL SOCIETY

A meeting called last Thursday evening to form a local historical society drew out two scores of people to the library hall in spite of the counter-attractions of Caustin's fistic bill at the Community Center.

As president, the new organization unanimously chose Harold E. Colson after that gentleman tried in vain to nominate Frank M. Underwood, who declined the post but prompted his support to the project. J. H. Rockwell was elected secretary.

President Colson promised to announce his committees and their members in the near future. He has already collected an interesting series of pictures of old Main Street which was exhibited at the meeting.

In calling the gathering to order, George E. Thompson endorsed its purpose, saying that St. Charles' history was typical of the middle west and the preservation of its data and relics a worthy design; and an invitation was given to all in sympathy therewith to join and attend the meetings of the society.

1933

OUR HISTORY: A NEW HOME

CITY GIVEN MUNICIPAL BLDG. TITLE

With Building Ready
Donors Hand Over
Title At Once.

Col. E. J. Baker, recovering from his recent illness in Community Hospital, Geneva, sent word to Mayor Langum yesterday that inasmuch as the city was ready to move into the New Municipal Building he and Mrs. L. J. Norris felt that the city should not wait for a formal dedication and that they would give the city title to the property at once. It was immediately arranged. Mayor Langum met Col. Baker and Mrs. Norris in his room at the hospital this morning and the mayor accepted the deed in the name of the city.

While there have been no definite plans made for a dedication ceremony, it has been the thought of many that the formal acceptance by the city be made at the first council meeting in the new building, with Col. and Mrs. Baker and Mr. and Mrs. Norris presenting the deed and appropriate acceptance. The council hall is large and would hold a large part of the group of St. Charles people who would like to be present. City officials and St. Charles people will no doubt desire some sort of ceremony at a later date when proper recognition can be given for this splendid gift.

For the past few weeks the Mayor and Councilmen have made frequent trips to Chicago buying the furnishings for the various municipal rooms, halls in all. In addition to the large Council room, the Council has an adjoining committee room. The large downstairs room on the south is being furnished for the City Clerk's office where light and water bills will be paid. Provision is also made for individual offices for the Mayor, City Attorney, Superintendent of Public Works, Tax Collector and Chief of Police.

The first meeting of the City Council in its new building will be held Monday evening, June 17. The City Clerk's office will begin collection of light and water bills in their new quarters June 18.

This new municipal building is outstanding in every way. Taking advantage of its location on the river bank its structure of Georgia marble and its architecture equalling Europe's palatial buildings, it is the outright gift from the donors. In addition to housing the municipal officials, provision is made for the many precious relics and historical collections for which pioneer St. Charlesites are noted. When arranged, the collection will be of wide interest.

The room given over to transportation facilities is ready for com-



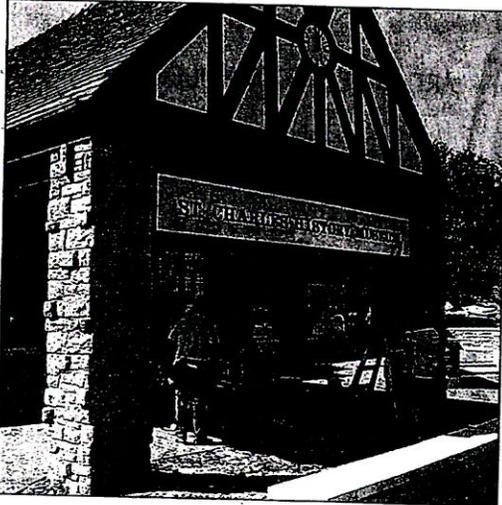
1940

OUR HISTORY: A MOVE TO MAIN STREET

St. Charles nearing completion of new Heritage Center

Matt Leonard of Driessen Construction, left, works on renovation of the old gas station at 215 E. Main St. in St. Charles on Thursday while Ray Rodriguez, center, and Joshua Anderson of Signs of the Fox work on the new sign marking the building as the St. Charles History Museum.

Chronicle photo by Kathy Guyer



■ Museum, research facility, gift shop and more to open to local history buffs this fall.

By KATHY GUYER
Kane County Chronicle

ST. CHARLES — The transformation of the former Texaco gas station into a museum is nearing completion, and members of the St. Charles Heritage Center board and museum staff are preparing for the day they can move to their new home.

The view of the building at 215 E. Main St. has changed, with new additions, windows and a terrace area making it obvious the days of pumping gas and fixing flats at the prime Main Street location are over.

Part of the space under the roofed gas pump area has been enclosed to create a gift shop where visitors will enter.

Low brick walls create a nice outdoor pedestrian terrace with paver blocks and space for landscaping.

And another low wall in front of the

building replicates one that was removed years ago from the original gas station.

St. Charles Heritage Center board member Patty Thayer said the center tried to duplicate the original architecture and stone as much as possible when making additions or changes.

The former garage doors where people would pull their cars in for service now are window display cases.

"These will be available to community organizations on a rotating basis," Thayer said. She added the Heritage Center will give local groups a chance to promote programs while keeping the windows interesting for passersby.

The interior also is nearing completion.

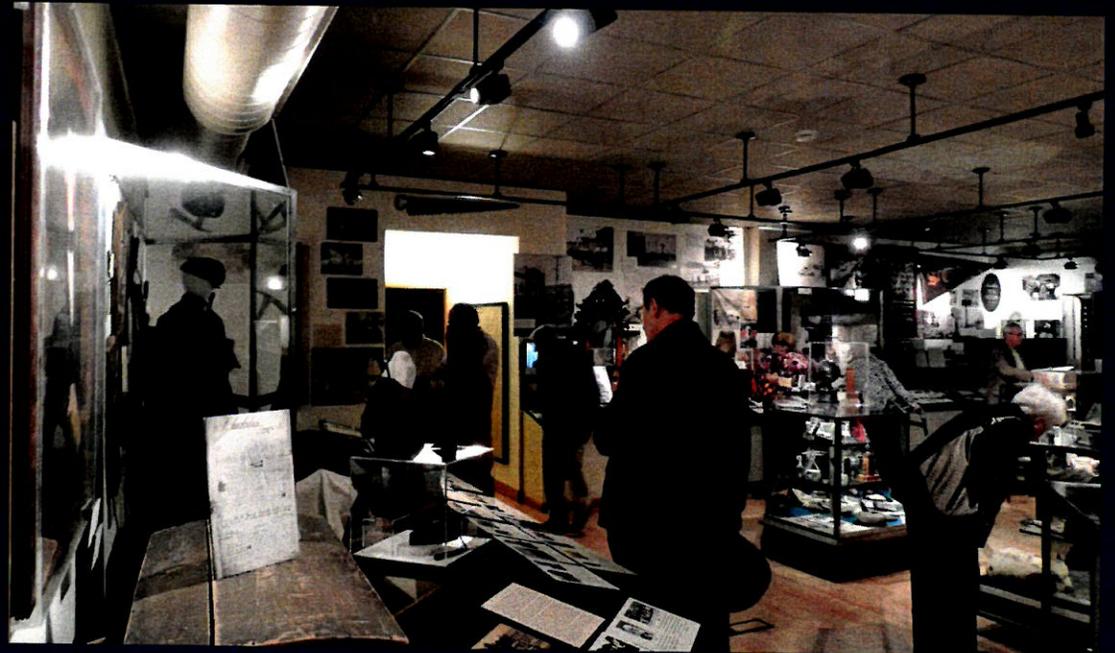
Drywall and new floors have turned the once-greasy garage into a like-new building designed for showcasing St. Charles history.

Heating and ventilation also is new, an important aspect of the museum as artifacts will be stored in the basement

Please see **HERITAGE** page 6

2000

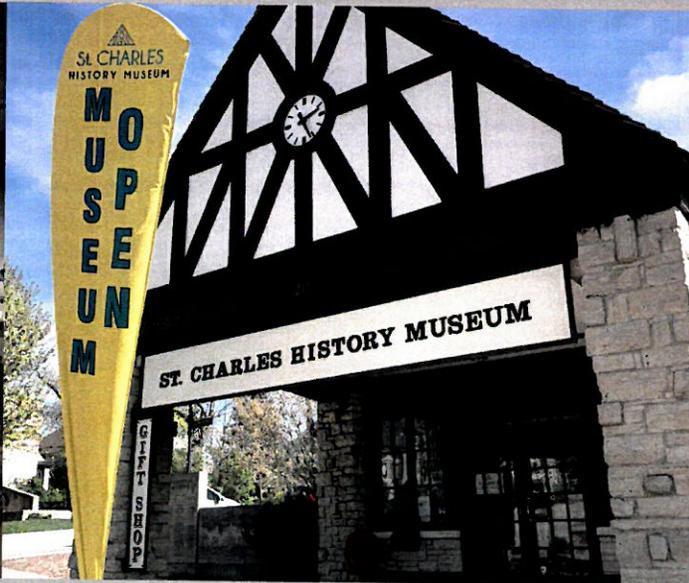
2001



A NEW DIRECTION

2015 - 2017

ACCOMPLISHMENTS



MOVING FORWARD



ACCOMPLISHMENTS

- Hired Professional Museum Staff
- Developed New Brand
- Secured approximately \$80,000 in grants and gifts to update the permanent exhibit hall.
- \$40,000 in Estate Bequeathals
- Increased hours of part-time staff, working towards expanding to full time and adding additional staff.
- Expanded our community outreach, programs, and events.
- Enhanced our Social Media Presence
- Developed new partnerships for our fundraising activities.
- Branded and updated retail space to promote the City of St. Charles.
- Increased Museum attendance by 48% over the last three years.



St. CHARLES
HISTORY MUSEUM

COLLECT • PRESERVE • PRESENT

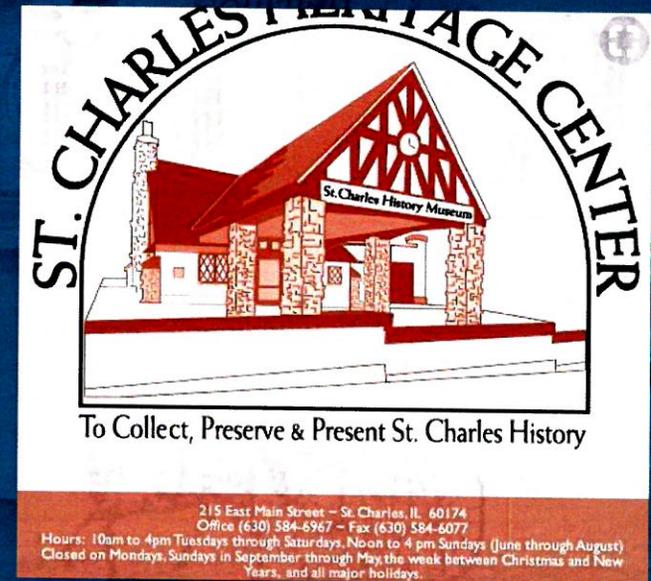
2018 STRATEGIC GOAL HIGHLIGHTS

- Develop event/meeting and facility policy.
- Promote nonprofit associations meeting usage at the Museum to increase community awareness.
- Improve marketing, branding, and sales of the gift shop.
- Develop a scope of work for caring for the museum archive, textiles and object collections.
- Membership drive to increase donors and long term support for the Museum.
- Continue to develop educational programming and collaboration with outside organizations



NEW BRAND

- In 2015, the Executive Director and Board of Directors made the decision to rebrand.
- The goal was to create a consistent message that would resonate with the public and create new public awareness.
- Develop marketing material to promote the new brand and the Museum.
- In May 2015, the Museum launched its new website and brand to the public.
- In October 2017, the Museum launched a secondary brand specifically to promote the Gift Shop and make it a unique destination.
- The Museum is currently working with Streng Marketing who is donating their services to create a new line of membership and bequeathment promotional material. (February 2018)



St. CHARLES
HISTORY MUSEUM

COLLECT • PRESERVE • PRESENT



THE CURIOUS FOX

GIFT SHOP

ONLINE PRESENCE

WEBSITE & SOCIAL MEDIA

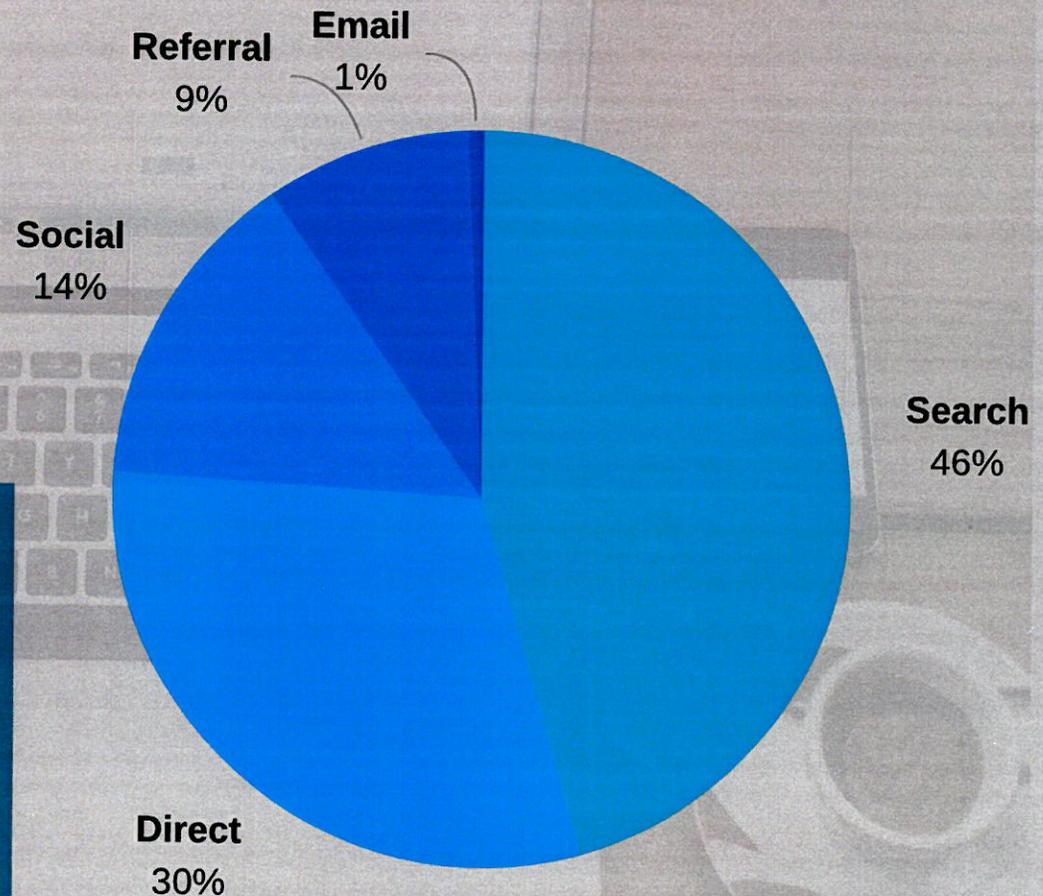
WEBSITE STATS 2015-2017

Unique Visitors - 24.7K

Visits - 29.1k

Page Views - 61.9k

WEBSITE SOURCES



SOCIAL MEDIA STATS 2015-2017



2015-1,368

2016-1,849 **77.5% Growth**

2017-2,422

4308% Growth

2015-13

2016-261

2017-573



EXHIBIT REDEVELOPMENT



TELLING A NEW STORY

In 2015, it was clear that the Museum needed to redefine itself. The Museum needed to take a strategic approach grounded in a thorough understanding of the people who use museums and the role that our exhibitions and services play within the community.

By updating the permanent exhibit we are able to deliver better temporary exhibitions and programs. As well as promote and preserve the history of St. Charles.

SECURING GRANTS & GIFTS

2015

\$8,000 Community Foundation of the Fox River Valley

\$52,500 Grand Victoria Riverboat Grant

2016

\$10,000 Grand Victoria Riverboat Grant

\$3,700 Ralph and Ginnie Minard

\$3,500 Jane Peterson Trust

2017

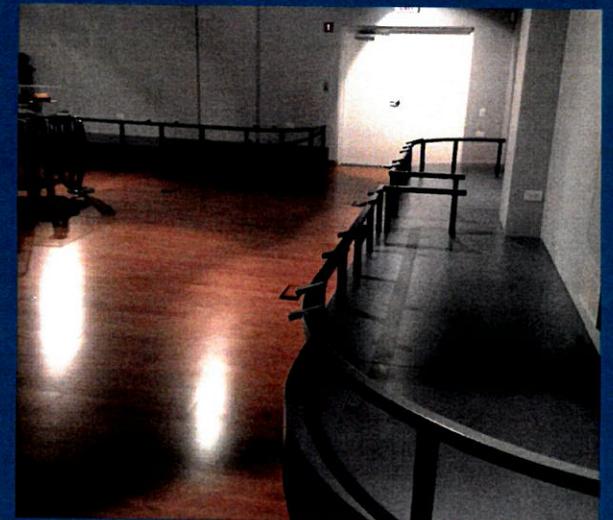
\$3,500 Jack & Kathy Brens

\$3,500 Tom & Chris Anderson

2018

\$3,900 CAP Grant

(TBD April 2018)



EVENTS, PROGRAMS & OUTREACH

EVENTS

- 40s Night at the Arcada
- Best of St. Charles Foodie Fest
- Family Fun Day
- Tri-Cities 50/50 Community Raffle



PROGRAMS

- Saturday Speaker Series
- Brown Bag Lunch-New 2018
- Mystery History Food Crawl
- Grave Reminders Cemetery Walk
- St. Charles Public Library Collaborative Programs
- Local History School Program- New 2018



OUTREACH

- St. Patrick's Day Parade
- Pride of the Fox/Festival of the Fox
- Scarecrow Fest
- Electric Parade-Holiday Hot Spot
- Pickle Scavenger Hunt





Best of St. Charles Foodie Fest

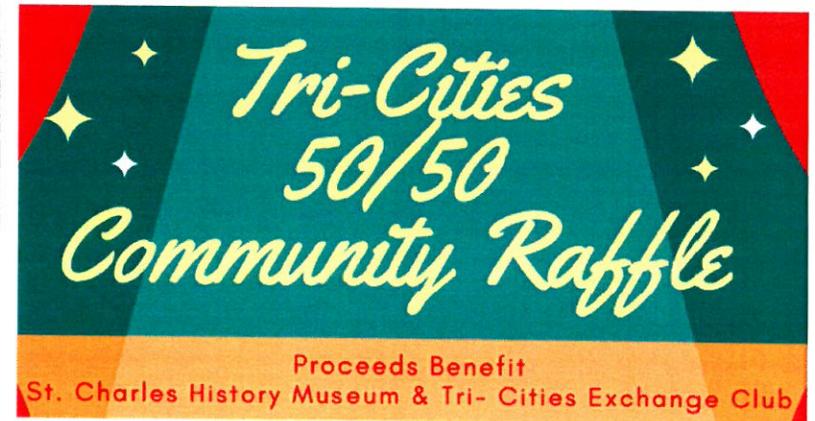
22 RESTAURANTS
300+ ATTENDEES



TRI-CITIES 50/50 COMMUNITY RAFFLE

WITH THE TRI-CITIES EXCHANGE CLUB

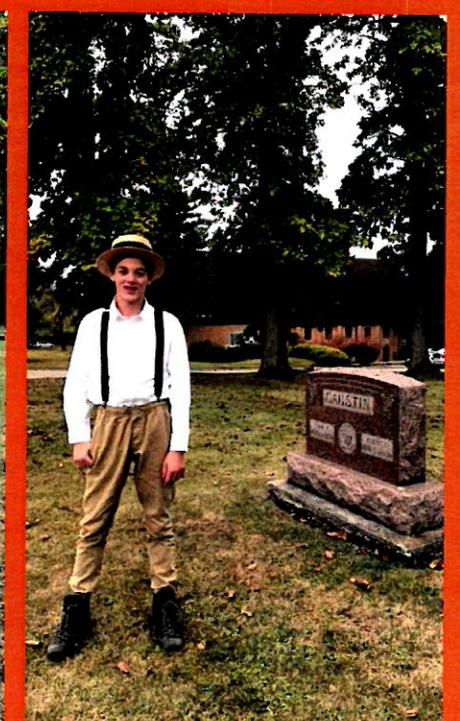
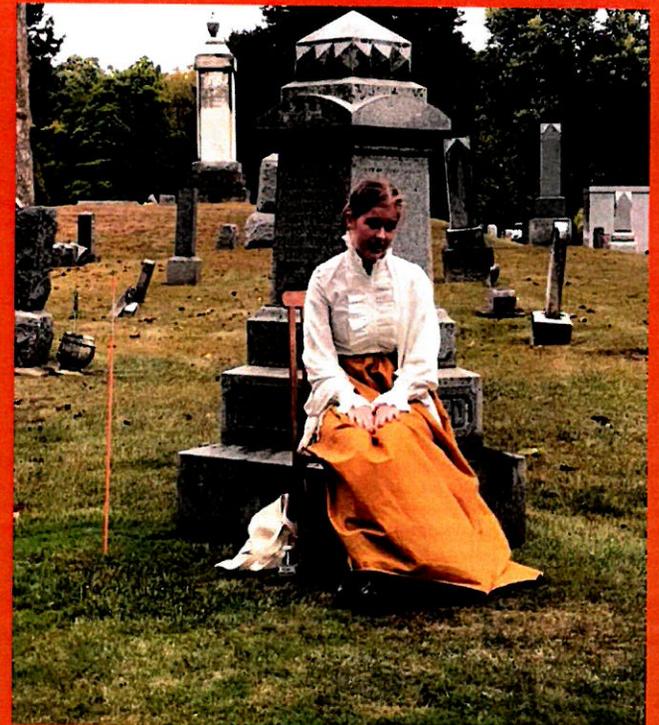
FINAL WINNINGS OVER \$10,000



GRAVE REMINDERS CEMETERY WALK

Collaboration with the
St. Charles Park District
& St. Charles East High
School Drama
Department

North Cemetery



COMMUNITY EVENTS

St. Patrick's Day
Parade

Festival of the Fox

Pickle Scavenger
Hunt

Scarecrow Fest

Electric Parade
Holiday Hotspot



TEMPORARY EXHIBITIONS 2017

*Game Changers:
Sports in St. Charles*

*Head to Toe: Celebrating 100
Years of Fashion*

2015-2018

TEMPORARY EXHIBITIONS

- *From the Start: Lincoln's Funeral*
- *It's A Big Dill*
- *A Look at Zook*
- *Whiskey Bend: Taverns, Trolleys & Temperance*
- *Sharing*
- *Garden Gods*
- *Baby, it's Cold Outside: Womens Fashion Exhibit*
- *Industry*
- *Arcada: Celebrating 90 Years*
- *Game Changers: Sports in St. Charles*
- *Head to Toe: Celebrating 100 Years of Fashion*
- *Serving Gas to Preserving History- February 2018*

ON AVERAGE IT TAKES

730

**HOURS TO CREATE A
TEMPORARY EXHIBIT**

Why Create Temporary Exhibitions?

- **Allows the Museum to rotate more of the collection out for exhibition.**
- **We can tell more in-depth stories about St. Charles.**
- **Creates a reason for visitors to come back and visit the Museum again.**
- **Brings in new visitors based on topic.**

COMMUNITY PARTNERSHIPS

COMMUNITY ORGANIZATIONS

- The City of St. Charles
- St. Charles Park District
- St. Charles Public Library
- Downtown Partnership
- Chamber of Commerce
- Greater St. Charles Convention and Visitors Bureau
- Baker Community Center
- District 303
- Youth Baseball
- Pride of the Fox
- Boy Scout Troop 1 & 13
- America in Bloom

LOCAL BUSINESS

Abby's
Alexanders
Arcada Theater & Club Arcada
Arcedium
All Things Art
AvenueTwo
Beardsley Barber Shop
Bespoke Dental Company
Blue Goose Market
Brunch Cafe
Button Man Printing
Charleston on the River
Chic Boutique
Crazy Fox
Colonial Café
Cooper's Hawk
Dave's Slow Food
Day Spring Pediatrics Dentistry
Dick Pond Athletics

Dream Dance Academy
DRM
Edward Jones
El Puente
Fine Line Creative Dance
Center
Forever Yogurt
Francesca's by the River
Ginger Root
Home Brew Shop
Hairy Ant
Hotel Baker
Jeans and Cute Top Shop
Joseph M Wiedemann & Sons
Jonny Qs BBQ
Kilwins
Kimmers

McDowell Remodeling
McNally's
Mixology
Muscle Maker Grill
Neo
Neri Landscapes
Norris Cultural Arts Center
On the Border
Painted Vine
Paragon Flowers
Pheasant Run
Rivers Edge Crystals
Riverside Pizza
Two Wild Seeds
Vintage 53
West Valley Graphics



Who We Serve

MORE THAN JUST OUR COMMUNITY

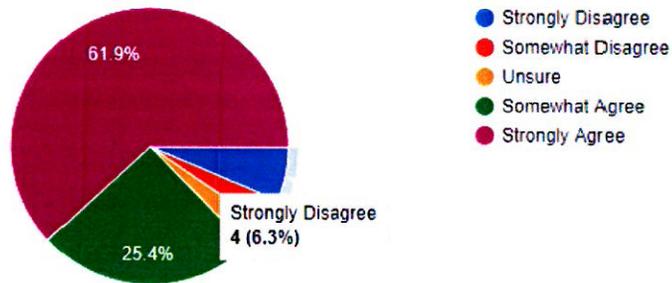


SURVEY RESULTS

To better understand how we are serving the St. Charles community we distributed a survey through our social media. Presented are some of the results from that survey.

Please rank your level of agreement or disagreement with this statement:
Historical preservation is important in St. Charles.

68 responses

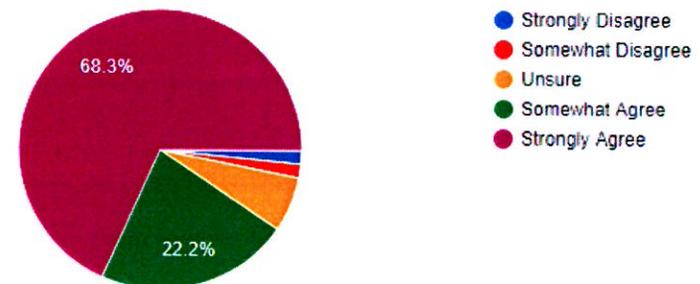


**87% BELIEVE
HISTORICAL
PRESERVATION IS
IMPORTANT**

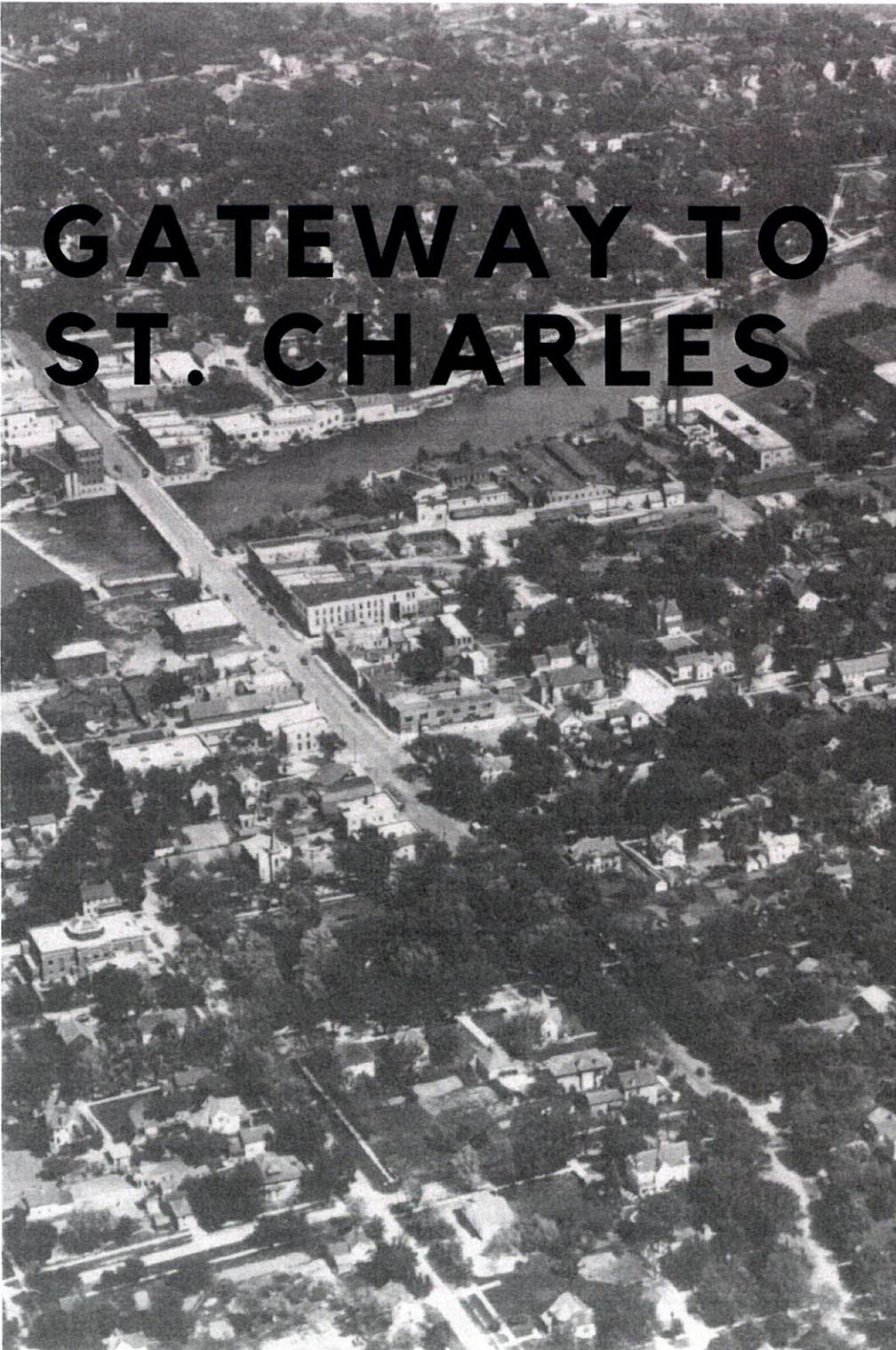
**90% BELIEVE THE
ST. CHARLES HISTORY
MUSEUM IS AN
IMPORTANT COMMUNITY
ORGANIZATION**

Please rank your level of agreement or disagreement with this statement:
The St. Charles History Museum is an important organization in St. Charles.

68 responses







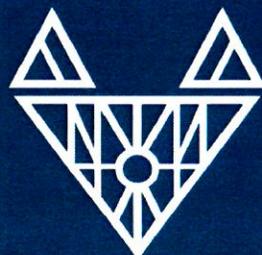
GATEWAY TO ST. CHARLES

WELCOME TO ST. CHARLES

- The Museum and Gift Shop are conveniently located on Main Street with extensive open hours and accessible parking.
- Many of those visiting from out of town and even locals treat the Museum as the information center or "Gateway to St. Charles."

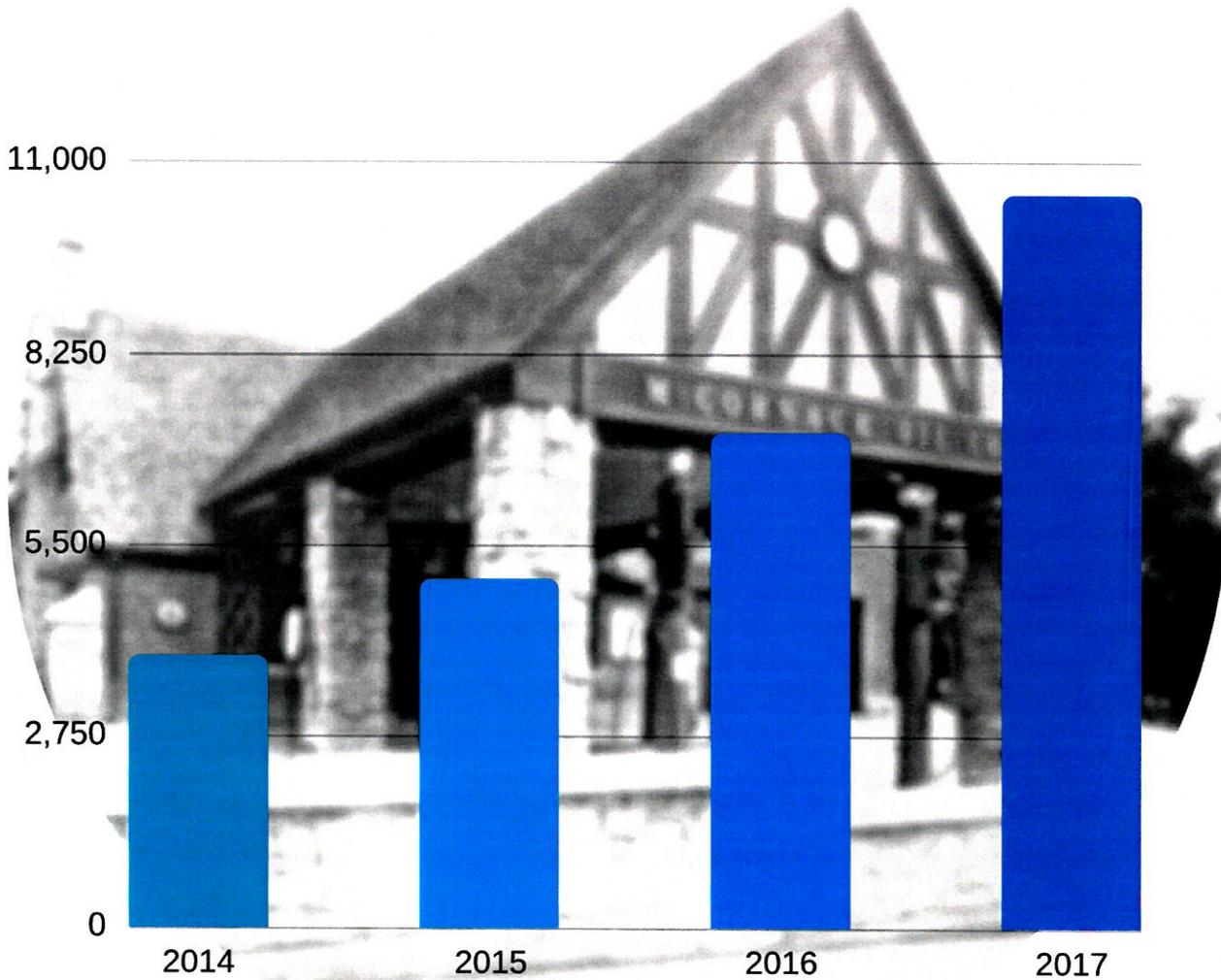
MEETING A NEED

- Early on it was clear that the Museum began to fill a need in the community.
- Staff took notice and began to listen to visitors' needs and wants.
- Created a destination for the community and those visiting.
- Offered One Stop Shopping
- Offered uniquely St. Charles merchandise, work with local vendors and artisans.
- Created its own identity and social media presence.



THE CURIOUS FOX

GIFT SHOP



A LOOK BACK 2014-2017 VISITOR SUMMARY

OVERALL GROWTH

2014/2015 - 28%

2015/2016 - 41%

2016/2017 - 48%

UPDATED BRANDING

SOCIAL MEDIA

COMMUNITY ENGAGEMENT

NEW EXHIBITS & PROGRAMS

HOW WE DO IT

STAFF, BOARD OF DIRECTORS,
& VOLUNTEERS



STAFF OVERVIEW

2014

- (1) Full-Time Director
- (1) 12 Hour a Week Part-Time Employee

2015

- (1) Full Time Executive Director
- (1) 12 Hours a Week Part-Time Employee
- (2) Stipend Interns

2016

- (1) Full Time Executive Director
- (1) 20 Hours a Week Part Time Curator & Marketing Coordinator

*Increased to 24 than to 28

- (1) Unpaid Intern

2017

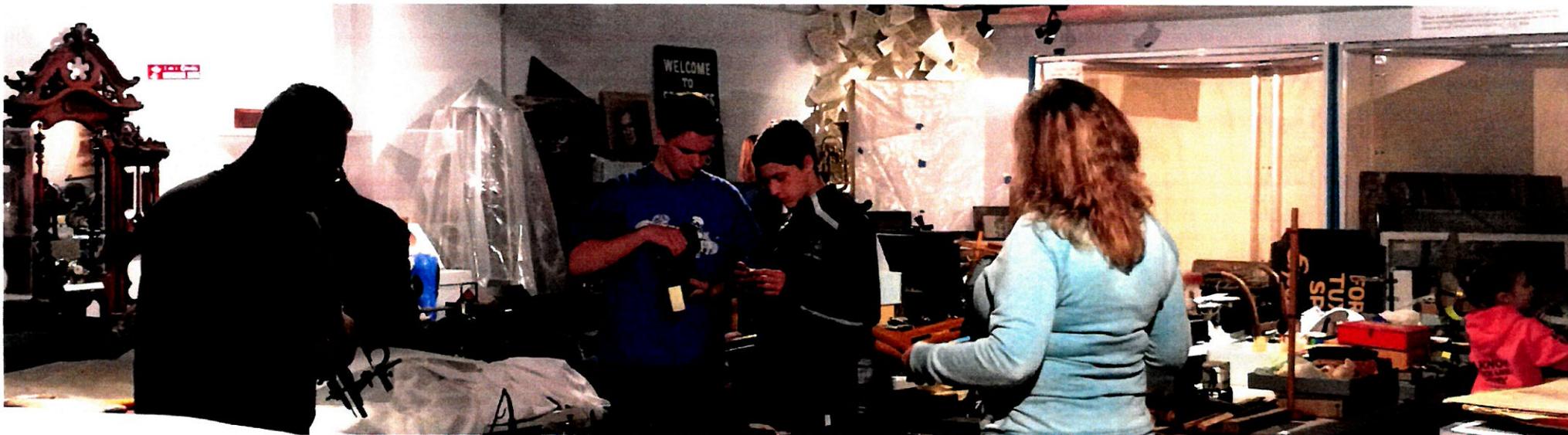
- (1) Full Time Executive Director
- (1) 32 Hours a Week Part Time Curator & Marketing Coordinator
- (1) Unpaid Intern

2018

- (1) Full Time Executive Director
- (1) 35 Hours a Week Curator & Marketing Coordinator
- (1) Unpaid Intern

**STAFF DOESN'T RECEIVE ANY
HEALTH OR RETIREMENT BENEFITS**





IT'S BECAUSE OF OUR VOLUNTEERS

The St. Charles History Museum volunteers currently help with the day to day operations at the Museum, assist with the collection, exhibits, and help at Museum events.

6400+ VOLUNTEER HOURS

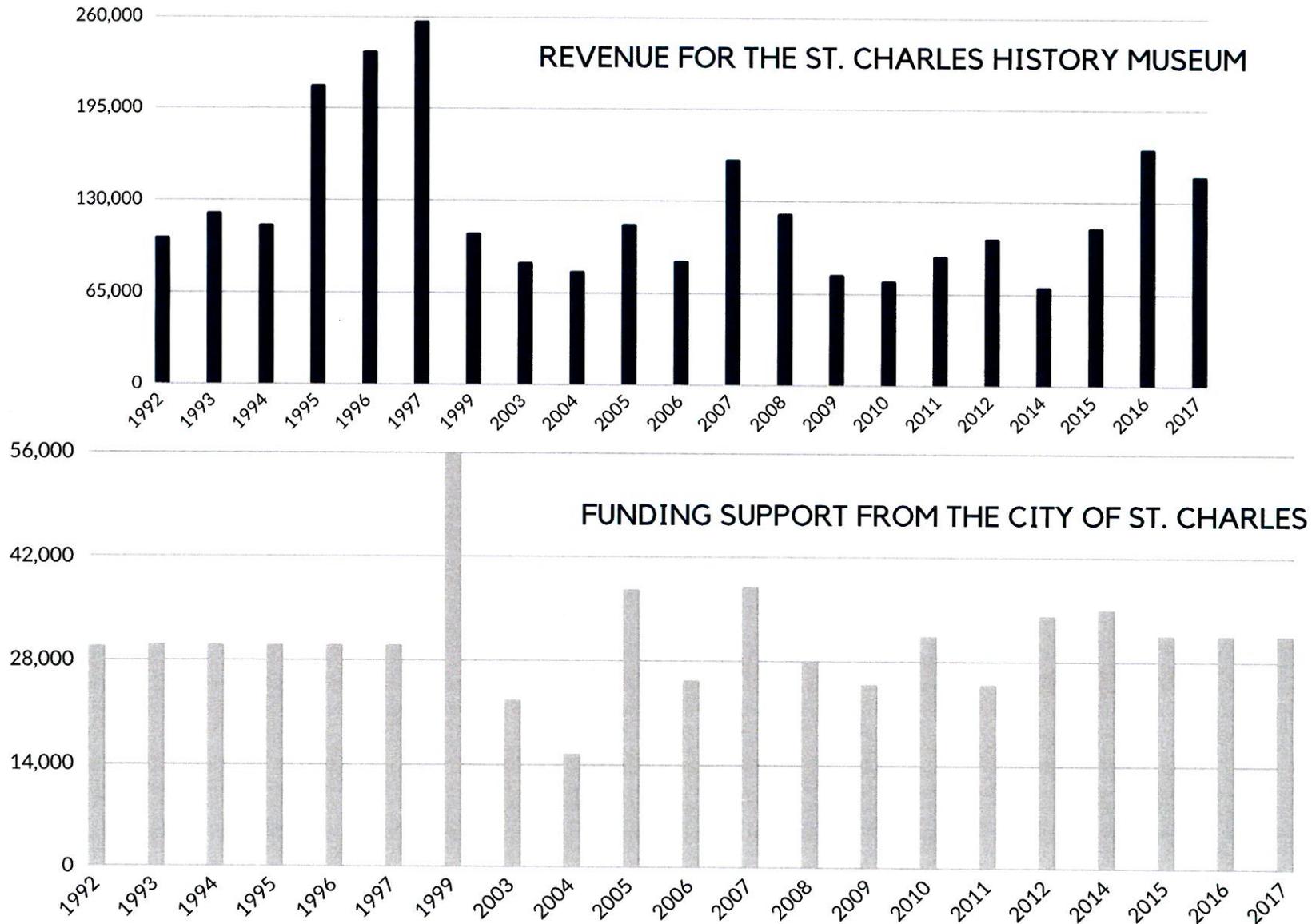


HOW ARE WE FUNDED?

A LOOK BACK AT THE
LAST 20 YEARS

AN OVERVIEW

OVER THE LAST 20 YEARS THE AVERAGE FUNDING SUPPORT RECEIVED BY THE MUSEUM HAS BEEN \$30,000.



REVENUE SOURCES

FUNDRAISING
9 MONTHS

CITY OF
ST. CHARLES
HOTEL MOTEL TAX &
MAINTENANCE OF THE
BUILDING

DONORS
MEMBERSHIP DUES
BEQUEATHALS
GIFT SHOP
DONATIONS
PROGRAMS
12 MONTHS

2018 TOTAL
PROJECTED REVENUE
\$137,810

75% OF THE MUSEUMS
REVENUE IS
GENERATED BY STAFF
& BOARD

OPERATING EXPENSES



OPERATING
& PAYROLL

UTILITIES
INSURANCE
OFFSITE STORAGE
STAFF DEVELOPMENT



FUNDRAISING
GIFT SHOP
TEMPORARY EXHIBITS
COLLECTION CARE
PROGRAMS

2018 TOTAL
PROJECTED EXPENSES
\$137,810

CURRENT FUNDING FROM THE HOTEL MOTEL TAX

2017 - 2018 PROPOSED CITY OF ST. CHARLES BUDGET



Estimated Revenue from
the Hotel Motel Tax
2017-2018

\$1,959,118

St. Charles History Museum
Budgeted Line Item \$31,500

1.6%

Out of the Total Revenue

FUNDING PROPOSAL

OPTION ONE

Increase the current \$31,500 budget line item to \$42,000 in 2018 and increase by \$2,000 over the next four annual budgets to \$50,000.

INCREASING OUR FUNDING AT THIS LEVEL WILL:

- Fund the Executive Director's Salary by 2022-Excludes Benefits & FICA Taxes
- Increase Part-time Staff Hours to Full-time
- Fund a Professional Collection Assessment
- Develop New Educational Programs for Grades K-5th
- Achieve a 10% Increase in Visitor Attendance



OPTION TWO

Continue funding at the current level of \$31,500.

FUNDING AT THIS LEVEL WILL:

- Maintain our Current Events, Programs, and Outreach Efforts
- Maintain Visitor Attendance
- Maintain Current Educational Programs



OUR MISSIONS

Heritage: A Cornerstone of City of St. Charles Mission

Heritage. It's one of the four main tenets of our Mission Statement. Honoring our history is a big part of who we are as a community.

We appreciate the time and effort of the Historic Preservation Commission's seven citizen volunteers in maintaining historic architecture in our City.

And if you really want to experience local history, be sure to take part in the events organized by the St. Charles History Museum. They bring an energy that makes St. Charles history spring to life.

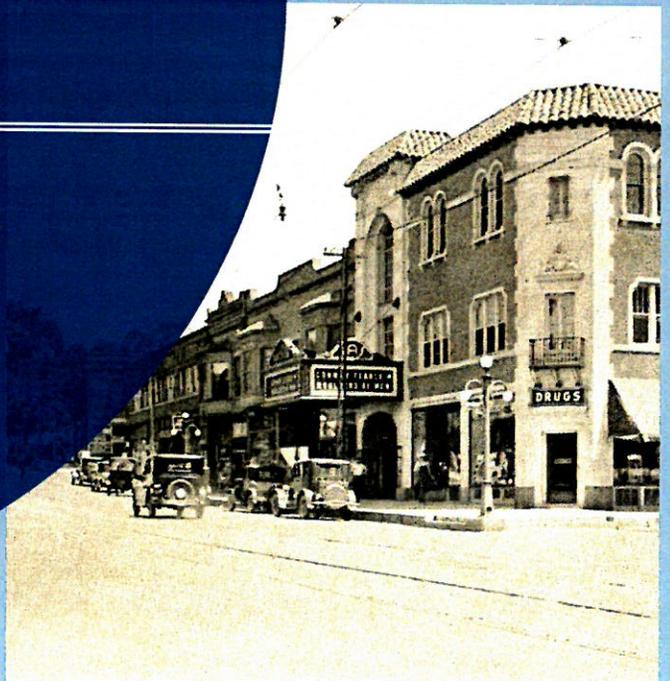
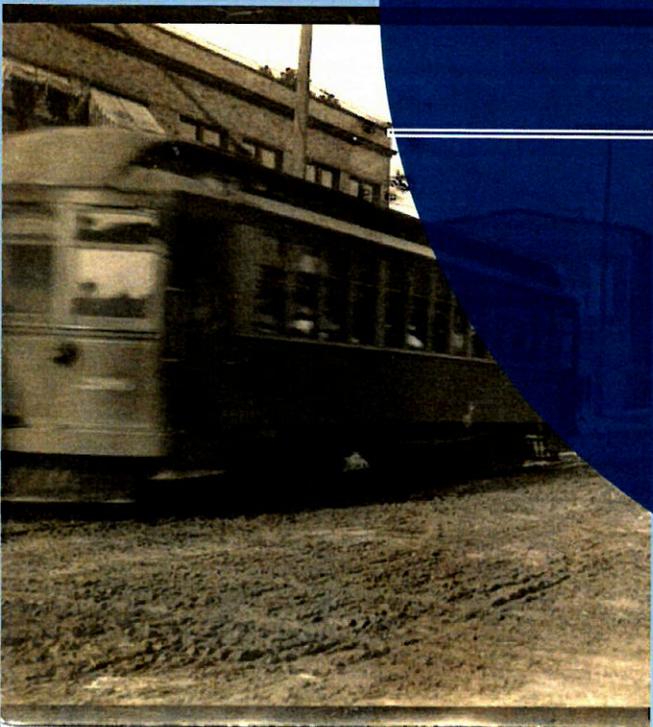
=Sections of City of St. Charles Strategic Plan

St. Charles History Museum Mission

The Museum shall receive, examine, preserve, and display records, documents, textiles, and objects of historic value, which reflect or pertain to events and progress of the city and township of St. Charles from human occupation to the present date.

In pursuit of these purposes, the Museum shall exist for the educational and cultural enrichment of the City of St. Charles, the township, and community of the surrounding area.





East Main Street showing Arcada Building, St. Charles, Ill.

Thank You