



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to approve a Class E1 liquor license for Sculpture in the Park
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Presenter:	Mayor Rogina
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Please check appropriate box:

x	Government Operations (5/20/13)		Government Services
	Planning & Development		City Council

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

Executive Summary:

The St. Charles Park District plans to hold their second annual event to celebrate the opening of the Sculpture in the Park event. They plan to have a wine station at the pavilion, the sidewalk surrounding the pavilion area will be roped off, and attendees 21 and over will be given wristbands.

Because the event is open to the public, a Class E1 (special event) liquor license is required. Three liquor supervisors will be on hand and their BASSET cards are attached.

Attachments: *(please list)*

Police Department Memo
Class E1 Application packet

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve a Class E1 liquor license for Sculpture in the Park.

For office use only

Agenda Item Number: 4a



Memo

Date: 5/16/2013
To: Cmdr. Gatlin
From: Ofc. B. Tynan #353 
Re: "Sculpture in the Park" Reception /St. Charles Park District

The purpose of this memo is to document the background investigation of the St. Charles Park District pursuant to its application for a Class E-1 liquor license.

Applicant
Holly Wiggins (for the St. Charles Park District)
8 North Avenue
St. Charles, IL 60174
630-513-6200

On 05/16/13 I spoke with St. Charles Park District Community Center Supervisor Holly Wiggins and advised her of this investigation. She relayed, in summary, that the park district hosts an annual gathering at Mt. St. Mary's Park to seek donations and backers for the "Sculpture in the Park" program. This year's event is set for 06/14/13 from 1700 to 1900. Prior to last year, the park district had always hosted the event in morning hours with coffee and donuts. That would generally bring approximately 25 to 30 people. Last year the time of the event was changed to the evening hours, and wine was offered for the first time. This brought out 120 people. The park district is anticipating approximately 150 people for this year's event.

Wiggins stated the pavilion at Mt. St. Mary's Park will be utilized as the wine station. The sidewalk surrounding the pavilion will be roped off, and attendees 21 and over will be given wristbands, and two tickets for a glass of wine. Signs will be posted that the wine will not be allowed outside the roped off area.

Wiggins stated there were no issues last year with anybody leaving the designated area with wine. She stated she was the last to leave the event last year, and left the area between 1930 and 1945. She stated if there was anybody milling around the area, they were there just to be in the park, and they did not have alcohol provided by the park district.

Three liquor supervisors will be on hand, and their BASSET cards are attached. Also attached are the site plan, and a certificate of liability insurance.

This concludes this investigation.



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

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



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 6/14/13 and ending 6/14/13
Time Starting 5:00pm and ending 7:00pm
Location of Event Mt. St. Mary Park

Name of Business St. Charles Park District
Address of Business 8 North Avenue Business Phone 630-513-6200
Is the Applicant a Not-For-Profit Organization? yes
Authorized Agent Holly Wiggins Title Community Center Supervisor
Has Applicant had a Class E1 License in the previous 365 days? yes If YES, on what date: 06/15/13
Does Applicant have Dram Show Insurance? _____ If YES, attach evidence of insurance.

Requirements of a Class E1 – Not-For-Profit License

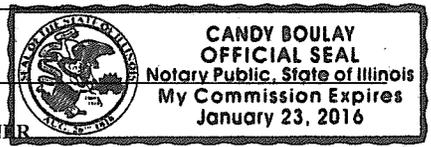
- 1. The Class E1 license fee is \$50.00 per day.
- 2. A minimum of three (3) liquor supervisors shall monitor liquor service during all times of operation. **Please provide a list of all supervisors with this application.**
- 3. Liquor supervisors shall be members of the organization holding the license.
- 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? YN
- 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: Holly Wiggins Signed: _____
Sworn to before me this 30th day of April, 2013.
Notary Public Candy Boulay



ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: _____ Date: _____ Chief of Police: _____
Approved: _____ Date: _____ Liquor Commissioner: _____

CERTIFICATE OF COVERAGE

Name and Address of Agency

Park District Risk Management Agency
 P.O. Box 4320
 Wheaton, IL 60189-4320
 (630) 769-0332

Name and Address of Member

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

SCOPE OF COVERAGE

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

The above named entity is a member in good standing of the Park District Risk Management Agency. The scope of coverage provided by the agency may, however, be revised at any time by the actions of PDRMA's governing body. As of the date this certificate is issued, the information set out below accurately reflects the scope of coverage established for the current coverage year. This document may not be used to extend Additional Insured status to the certificate holder or any other individual/organization/entity.

Scope of Coverage	Coverage Dates	Limits Each Occurrence	In millions (000,000)
General Liability x Commercial general liability x Occurrence	1/1/2012-12/31/2012	Bodily Injury and Property Damage combined	3
		Personal Injury	3
Automobile Liability	1/1/2012-12/31/2012	Bodily Injury and Property Damage combined	3
Workers' Compensation	1/1/2012-12/31/2012		Statutory
Employer's Liability	1/1/2012-12/31/2012		3
Liquor Liability	1/1/2012-12/31/2012		3

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Liquor Liability Insurance for Pottawatomie Golf Course.

Certificate Holder

City of St. Charles

Cancellation

Should any of the above described coverages be cancelled before the expiration date thereof, PDRMA will endeavor to mail 30 days written notice to the certificate holder, but failure to do so shall impose no obligation or liability of any kind upon PDRMA, its members, agents or representatives.

Brett Davis

Authorized Representative

Date issued: 6/28/2012

© 2011 PDRMA

THIS IS YOUR POCKET CARD WHICH MAY BE USED
FOR PROOF OF CERTIFICATION

SELLER / SERVER CERTIFICATION

5A-0062851

Jeff Leiken



THIS CERTIFIES THAT

Tim J Timberlake

HAS COMPLETED AN APPROVED LEARN2SERVE
SELLER / SERVER TRAINING PROGRAM

Certificate ID: IL39053
Effective Date: 5/2/2011
Expiration Date: 5/2/2014

J. M. C.
I, *J. M. C.*, certify that the above named person
successfully completed an approved
Learn2serve Seller/Server course.



Questions?
www.learn2serve.com
help@learn2serve.com
1.800.442.1149

THIS IS YOUR POCKET CARD WHICH MAY BE USED
FOR PROOF OF CERTIFICATION

SELLER / SERVER CERTIFICATION

5A-0062851

Jeff Leiken

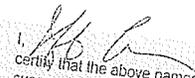
learn2serve.com

THIS CERTIFIES THAT

Michael A Way

HAS COMPLETED AN APPROVED LEARN2SERVE
SELLER / SERVER TRAINING PROGRAM

Certificate ID: IL49833
Effective Date: 6/5/2012
Expiration Date: 6/5/2015


certify that the above named person
successfully completed an approved
Learn2serve Seller/Server course.

learn²
serve

Questions?
www.learn2serve.com
help@learn2serve.com
1.800.442.1149

THIS IS YOUR POCKET CARD WHICH MAY BE USED
FOR PROOF OF CERTIFICATION

SELLER / SERVER CERTIFICATION

5A-0062851

Jeff Leiken

learn2serve.com

THIS CERTIFIES THAT

Holly M Gardels

HAS COMPLETED AN APPROVED LEARN2SERVE
SELLER / SERVER TRAINING PROGRAM

Certificate ID: IL50024

Effective Date: 6/14/2012

Expiration Date: 6/14/2015


certify that the above named person
successfully completed an approved
Learn2serve Seller/Server course.

**learn²
serve**

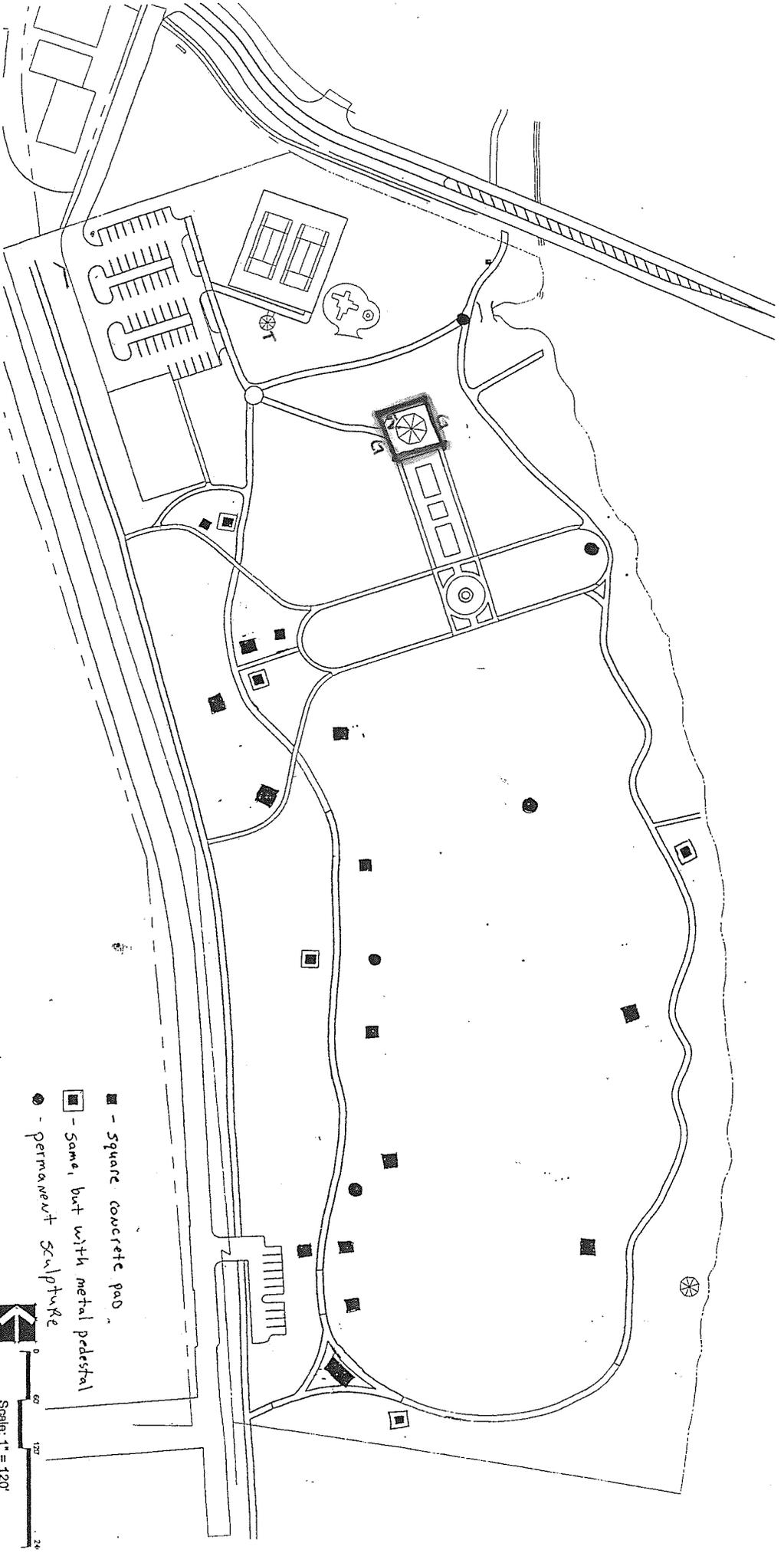
Questions?
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help@learn2serve.com
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Sculpture in the Park Reception

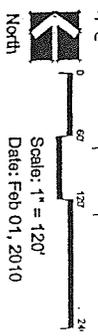
* red box indicates roped off area.



SCULPTURE EXHIBIT PLAN
MT. ST. MARY PARK
ST. CHARLES PARK DISTRICT



- - Square concrete pad
- ▣ - Same, but with metal pedestal
- - permanent sculpture



Scale: 1" = 120'
Date: Feb 01, 2010