

**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. \_\_\_\_\_ Date of Meeting: \_\_\_\_\_ Revised date 06/06/2018

Name of the Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

**Special Event Application – 90 Days**

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

**Special Event Application – 30 Days**

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

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

**Special Event Submittal Check List**

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

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

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

Please mark Yes  No

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Received: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_ Check # \_\_\_\_\_

## 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.

<b>Task to be completed for Events that require 90 days (All items due to City unless noted)</b>	<b>Days Due Before Event</b>	<b>Due Date</b>
Date of the Special Event	- N/A -	
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	
Submit Special Event Application	90 days	
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation <b>A copy of 501(C)3 document is to be submitted with application.</b>	At time of submittal	
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 <b>Original</b> Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	
Emergency /Crisis Management Procedures	At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/businesses of special event	14 days	

<b>City Services Requested:</b>			<b>Comments</b>
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	

<b>Task to be completed for Events that require 30 days (All items due to City unless noted)</b>	<b>Days Due Before Event</b>	<b>Due Date</b>
Date of the Special Event	- N/A -	
Submit Special Event Application	30 days	
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation <b>A copy of 501(C)3 document is to be submitted with application</b>	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 <b>Original</b> 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	

<b>City Services Requested:</b>			<b>Comments</b>
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	

**SECTION 2 – GENERAL INFORMATION** Permit No. \_\_\_\_\_

Name of Event: \_\_\_\_\_

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

Location of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ to \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

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

Purpose of the event: \_\_\_\_\_

Name of sponsoring organization(s): \_\_\_\_\_

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		50%	0%

Contact person from sponsoring organization: \_\_\_\_\_

Organizer address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Second contact person (emergency): \_\_\_\_\_ Phone: \_\_\_\_\_

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)?

\_\_\_\_\_  
 \_\_\_\_\_

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### SECTION 3 - PERMITS

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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](http://www.stcharlesil.gov), or contact Building and Code Enforcement to obtain an outdoor sale permit application.*

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

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

Are you holding a raffle at your event?  YES  NO

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

Will you serve alcohol at your event?  YES  NO

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

Will there be amusement rides at the event?  YES  NO

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

Will you serve food at your event?  YES  NO

If yes, please indicate the number of vendors \_\_\_\_\_

*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.*

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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.

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## **SECTION 4 - SITE PLAN AND/OR ROUTE MAP**

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Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

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)

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## Section 5 – Emergency Phone Tree

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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** \_\_\_\_\_ **Date(s) of Event** \_\_\_\_\_

### Emergency Contact Information

**Primary Contact:** \_\_\_\_\_ **Secondary Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Phone no.:** \_\_\_\_\_

**Tertiary Contact:** \_\_\_\_\_ **Operations Manager:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **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 #** \_\_\_\_\_

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## Section 6– Emergency or Crisis Management Procedures

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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.

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### 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).  
\_\_\_\_\_ has designated \_\_\_\_\_ with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of \_\_\_\_\_, 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 \_\_\_\_\_ staff will be instructed to:
  - a. Act as quickly and professionally as possible;
  - b. To contact their immediate supervisor and/or the on-site \_\_\_\_\_ 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 \_\_\_\_\_ management representative explicitly;
  - e. Recommend that people leave the area first, or at the very least go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks. (West Side, Walnut Street & 1<sup>st</sup> Street), (East Side, Walnut Avenue & 3<sup>rd</sup> Avenue). In the event of Tornado Warnings on Saturday and Sunday, Park District staff will open the Pottawatomie Park Community Center so people can seek shelter there, if desired;  
If at a location with food, vendors and/or ride operators: turn off all power, gas and grills so unattended energy sources do not catch on fire.
3. These steps should be taken immediately following any incident/accident:
  - a. Get medical help to the parties involved (if applicable);
  - b. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patron’s attention;
  - c. Resume scheduled activity as soon as possible (subject to #5 below);
  - d. Call the police or other authorities and report any accident;
  - e. Identify witnesses to the incident to obtain statements if necessary;
  - f. Contact a Site Manager for an Incident Report.
4. The CM will communicate to all staff, volunteers, and other personnel that all communication with the press, police, or any other authority will be handled solely by the CM. Police may request information from event personnel and everyone associated with

\_\_\_\_\_ 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:

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**SECTION 7 – RETAIL MERCHANTS**

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

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

**Will your event include:**

- **Merchants selling retail merchandise?** YES: \_\_\_\_\_ NO: \_\_\_\_\_
- **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: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



**ST. CHARLES POLICE DEPARTMENT**

**REQUEST FOR POLICE SERVICES**

DATE SUBMITTED: \_\_\_\_\_

Individual Requesting Services \_\_\_\_\_

Home Telephone \_\_\_\_\_

Person/Organization to be Billed \_\_\_\_\_

Business Telephone \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

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

Signature of Person Agreeing to Pay \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

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

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

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

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

**OFFICER SIGNUP SECTION      HOURLY RATE – TIME & 1/2**

DATE	TIME	OFFICERS REQUESTED	NAME	NAME
	to			

Billing to City of St. Charles

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

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## **SECTION 9 – INDEMNIFICATION/HOLD HARMLESS**

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In consideration of the City of St. Charles permitting the \_\_\_\_\_  
 (“Organization”) to conduct \_\_\_\_\_ (“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.

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date)

by \_\_\_\_\_  
Authorized Signatory

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Notary Public

**All applications must be signed and notarized.**

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

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

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



## **Downtown Events Review Process & Evaluation**

### **Summary**

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

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

### **Requirements**

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

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

## **Evaluation**

Proposals submitted will be evaluated based on the quality of the proposal and the following strategies and requirements:

1. **Benefit to the downtown:**
  - o Downtown businesses will realize benefits from the event.
  - o The event will enhance the downtown's reputation as a destination for shopping, dining, hospitality, and entertainment.
  - o The event/promotion creates a positive image of the downtown.
2. **Ease and Ability of Production**
  - o The organization coordinating the event has the capacity to carry out the event/promotion. This will require a business plan detailing the financial and marketing plans.
  - o The event is pedestrian friendly.
  - o All elements (security, promotion, staffing, clean up) are the responsibility of, and financed by, the event organizer.
3. **Broad Popularity**
  - o The event can be enjoyed by a variety of audiences.
  - o The event is complimentary, or has a minimal admission charge, and is appealing to the general public.
4. **Coordination and Collaboration**
  - o The event meets with approval from the City and the DSCP.
  - o The marketing plan for the event/promotion includes communication with the City and the DSCP.
  - o The event organizers collaborate with downtown businesses. Opportunities are created to encourage interaction between businesses and the event attendees. First Priority for event participation, particularly with respect to event food/beverage and retail vending, shall be given to downtown businesses.
  - o For merchant promotions, participation is available to all downtown merchant businesses.
5. **Expansion and Diversity of the Downtown Event Calendar**
  - o The event will assist in creating a diverse menu of downtown programming and give people a new reason to come downtown that does not currently exist.
  - o The event will bring diverse clientele into the downtown and brings people into the downtown at a time that doesn't conflict with other events.

## **Process**

**Please complete the Downtown Event Review Proposal questions with the City of St. Charles Special Events Application. Please answer all questions to the best of your knowledge. Proposals submitted will be evaluated based on the quality of the proposal and the evaluation requirements.**

- 1. Please return the Downtown St. Charles Event Review Proposal and any attachments to the City of St. Charles 120 days before your Intended Event Date.
  - a. It is strongly encouraged that the event organizers meet with the businesses that will be impacted in advance of submitting the proposal. Feedback from those meetings should be included with the event application.****
- 2. The DSCP Events Review Committee will review your proposal within 14 days and follow up with any questions they may have.
  - a. If modifications are needed, you will be asked to resubmit any changes within two weeks time.****
- 3. Then if a positive recommendation is given by the Events Review Committee, the City of St. Charles will schedule a Special Events Review Meeting with you and City Staff to discuss logistics and any issues and/or concerns related to traffic, safety, etc.**
- 4. Then, your event will be brought before City Council within the 90 Days for final review accompanied by the DSCP recommendation.**



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

**7. How will you measure success?**

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

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

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

**11. Provide a list of downtown businesses you have identified as likely to be affected by your event/promotion and a brief summary of your communication with them to date.**