

COUNCIL WORKSHOP ITEM

ITEM: 2003 Heritage Festival Beer Garden Vendor
DATE: March 4, 2003
PREPARED BY: Mary Scalzetti
PURPOSE: Information on vendor selection

DISCUSSION:

See the attachments for the selection of 2003 Heritage Festival Beer Garden Vendor. The Rotary Club was the sole organization to submit a bid.

ATTACHMENT:

Beer Garden Agreement
Beer Garden Proposal
Certificate of Liability Insurance
Memo to Mayor regarding Special Event Application
Letter to Mayor regarding Waiver of Application Fee
Special Event Liquor License Application
Map of Area

RECOMMENDATION:

Approval of the Rotary Club as the 2003 Heritage Festival Beer Garden Vendor



2003 DOWNERS GROVE HERITAGE FESTIVAL
BEER GARDEN AGREEMENT

WHEREAS, this agreement made and entered into this _____ day of _____, 2003 by and between the Village of Downers Grove (the "Village") and The Downers Grove Rotary Club (hereinafter referred to as "Vendor").

WHEREAS, Vendor has been chosen to operate the 2003 Downers Grove Heritage Festival Beer Garden.

NOW, THEREFORE in consideration of the mutual promises, covenants and conditions, the parties agree as follows:

1. Vendor shall be responsible for operating the 2003 Downers Grove Heritage Festival Beer Garden in conformance with the standards and conditions set forth herein. Customer service shall be a priority and the Beer Garden shall be operated in a family oriented and courteous manner.
2. Alcoholic beverage sales at the Beer Garden shall be limited to beer, Mike's hard lemonade products and wine. No bottles or cans shall be sold.
3. The Vendor shall be responsible for providing all alcoholic beverages for sale at the Heritage Festival, such costs shall be deducted from Vendor's portion of the proceeds. The Vendor's proposal shall provide estimates as to the amount of each type of alcohol to be purchased and shall include quotes for the cost of at least the following types of alcohol:
 - a. mass produced beer - Miller, Budweiser or Strohs
 - b. Lite beer - Miller, Budweiser or Strohs
 - c. premium and/or local craft brewed beer
 - d. wine and/or wine coolers
 - e. Mike's hard lemonade products

The Vendor shall charge \$4.00 to the customer for each drink. The Vendor shall establish a procedure whereby drink tickets are sold only to customers over the age of 21 (by checking the customer's driver's license) and will then issue the customer a bracelet or stamp verifying that he or she is old enough to be served alcohol. No bracelet or stamp shall be given to anyone under the age of 21 years. The service of alcohol will be at another location. No alcohol shall be served at the location where tickets are sold. The Vendor shall be responsible for supplying the tickets and stamps and/or bracelets, such costs shall be deducted from Vendor's portion of the proceeds.

4. The Vendor shall be responsible for supplying all cooling trucks and/or ice necessary to preserve and maintain the alcoholic beverages at the Beer Garden, such costs shall be deducted from Vendor's portion of the proceeds. The cooling trucks and/or ice shall be used exclusively by the Vendor and cannot be sold to or used by other Vendors at the Heritage Festival.
5. The Village shall be responsible for supplying all tents, fences, tables and chairs for patrons within the Beer Garden area, such costs shall be deducted from the Village's portion of the proceeds.
6. The Village shall have the right to have its officials, including uniformed police officers, in all areas of the Beer Garden.
7. The Village shall have the right to approve beer and wine drink prices, which approval shall be given no later than April 1, 2003.
8. The Vendor shall work with the Events sub-committee of the Tourism & Events Commission to apply for a Downers Grove Special Event Liquor License for the Beer Garden. Application for such license shall be made no later than May 1, 2003. Upon issuance of a Downers Grove Special Event Liquor License, the Village shall apply to the Illinois State Liquor Commission for the required State liquor license. The Vendor shall obtain dram shop insurance in statutory amounts in a form acceptable to the Village's Risk Manager, naming the Village as additional insured. A copy of the certificate of insurance shall be provided to the Village by Thursday, June 26, 2003. The Vendor shall comply with all state laws and Village ordinances concerning the sale and service of alcohol.
9. The Vendor shall supply a list of man power per shift (4 hour shifts). During the hours of 6:00 p.m.-11:00 p.m. there will be a minimum of four (4) people selling tickets to minimize lines. All personnel shall attend a training workshop conducted by the Village. Any costs associated with obtaining personnel to operate the Beer Garden shall be the Vendor's responsibility and such costs shall be deducted from Vendor's portion of the proceeds.
10. The Vendor shall designate a manager who shall be the primary contact person with the Village for all issues and questions related to operation of the Beer Garden.
11. The Vendor shall have on duty at all times not less than two (2) individuals as managers of the Beer Garden area. Their role will be to patrol the area in order to preserve the Heritage Festival family Beer Garden as a place where visitors can enjoy food, spirits, and entertainment in a lively wholesome, and legal manner.
12. All persons working at the ticket booths or dispensing alcoholic beverages within the Beer Garden shall be twenty-one (21) years of age or older.

13. No person shall be served alcoholic beverages who does not have a bracelet or stamp verifying that the individual is twenty-one (21) years of age or older.
14. The Vendor shall supply and post sufficient signage and crowd control equipment to ensure efficient and orderly operation of the Beer Garden. Any costs associated with signage shall be the Vendor's responsibility and such costs shall be deducted from Vendor's portion of the proceeds.
15. Beer Garden hours shall be Friday, June 27, 2003, from 4:00 p.m. to 11:00 p.m.; Saturday, June 28, 2002, from 12:00 noon to 11:00 p.m.; and Sunday, June 29, 2002, from 12:00 noon to 10:00 p.m. The Village shall have the absolute right to order the immediate closing of the Beer Garden at any time it is determined to present a danger to the public health, safety or welfare.
16. The Vendor and the Village shall conjointly establish a bank account exclusively for Beer Garden purposes. Each night after the closing of the Beer Garden the Vendor shall deposit the proceeds from the Beer Garden into such account.
17. Within thirty (30) days of the conclusion of the 2003 Heritage Festival, the Vendor shall provide a financial statement, including bank statements showing all deposits into the bank account established for Beer Garden purposes. The financial statement shall account for all sales and expenses incurred in operation of the Beer Garden. The financial statement shall at a minimum include the following information:
 - a. the number of drink tickets sold and the gross revenue therefrom
 - b. the amount of alcohol served
 - c. an itemized list of all expenses incurred in the operation of the Beer Garden including copies of all invoices and/or paid receipts

The Village shall have the right to review all records and documents of the Vendor pertaining to the operation of the Beer Garden. The Village shall have the right to have a person present at all times during the Beer Garden operation to observe and participate in the accounting of the proceeds. Failure to provide any of the above mentioned documentation may result in the Vendor forfeiting all or a portion of its share of the proceeds.

18. The gross proceeds of operation of the Beer Garden shall be divided between the Vendor and the Village (60% to the Village, 40% to the Vendor).

From the Vendor's 40% portion the following expenses shall be deducted:

Expenses Paid by Vendor
Alcoholic Beverages
Ice and Cups
Vending Equipment & Cooling Trucks
Tickets and Stamps or Bracelets
Serving Staff
Signage

Local License Fees
Dram Shop Insurance

From the Village's 60% portion the following expenses shall be deducted:

Expenses Paid by Village
Costs of Tents, Tables and Chairs
Cost of Daily Clean Up
State License Fees

The responsibility of any other expense not specifically mentioned shall be determined by the Events sub-committee of the Tourism & Events Commission.

19. Within thirty (30) days of the conclusion of the 2003 Heritage Festival, the Vendor shall provide the Village with a check in the amount of 60% of the gross proceeds from the Beer Garden.
20. The Village shall have the right to terminate its agreement with Vendor in the event it is determined that the continued operation presents an immediate hazard to the health, safety or welfare of its citizens or if it is determined that the Vendor is in violation of any ordinances or laws of the Village of Downers Grove and such violation constitutes a serious deficiency.
21. Vendor shall indemnify, keep and hold harmless the Village of Downers Grove where a loss occurs due to the acts or omissions of the Vendor, its employees or subcontractors.

VENDOR:

VILLAGE OF DOWNERS GROVE

BY: _____

BY: _____

Village Manager

Subscribed and sworn to before me

ATTEST: _____

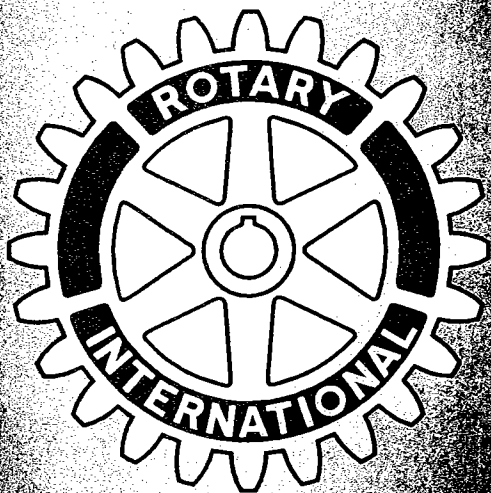
Village Clerk

this ____ day of _____, 20____ .

Notary Public

AMMP
27-03

**The Rotary Club
of Downers Grove
Heritage Fest
Benefit Garden
Fundraising
Event
2013**



**A Quality
Downers Grove
Service Club
Organization**

COME HOME
DOWNERS GROVE

ROTARY CLUB OF DOWNERS GROVE
RESPONSE TO VILLAGE OF DOWNERS GROVE
REQUEST FOR PROPOSAL BEER GARDEN 2003

The Rotary Club of Downers Grove, a service organization comprised of business and professional individuals based in the village, is pleased to submit the following proposal in consideration of operating the Heritage Festival 2003 Beer Garden.

Our members, all of whom either reside or work in Downers Grove, are dedicated to serving the local community. We are honored to have been chosen to operate the Heritage Festival Beer Garden for the past several years. We take great pride in contributing to a local event that has grown in popularity since its inception. To benefit the event, we focused on those who attend the Fest, always keeping in mind that we represent our community. Our efforts to improve customer service, operations, processes, safety, and product quality have resulted in enhanced customer satisfaction, sales growth, consistent regulatory compliance, and increasing revenues.

The Village and Rotary share the goal of better serving the community at large. Our participation as operators of the Beer Garden enables us to accomplish this. Much of the monies raised from this fundraising activity are re-invested back into the Downers Grove community. Among those programs and organizations receiving financial support from the Rotary are:

- Certified car seats for Downers Grove children
- Character Counts
- District 58 Education Foundation (Founding Member)
- Diveheart Foundation for Disabled and Blind Children
- Downers Grove Chamber of Commerce
- Downers Grove Chamber of Commerce Leadership Academy
- Downers Grove Girls Traveling Softball Program (DOLLS)
- Downers Grove Junior Golf Association
- Downers Grove Piano Festival
- Downers Grove North H.S. Chamber Choir

- Downers Grove South H.S. Madrigal Singers
- Downers Grove South H.S. Boosters Club
- D.G. Fourth of July Parade (provided free bottled water to spectators)
- F.I.S.H. Pantry
- Halloween Window Painting event in downtown Downers Grove
- Illinois Fire Burn Safety Camp
- Indian Boundary YMCA “Kids Need Heroes Program”
- Indian Trail Pre-School Program
- National Marrow Foundation (local bone marrow drive)
- Three-day Oktoberfest: Entertainment for the D.G. community including “Kids Day at Oktoberfest”
- Paddy Pillow for Hospitalized Children
- Polio Plus Program (Rotary International)
- Six annual scholarships awarded to local H.S. graduates
- Sponsor foreign exchange student from Slovakia (attending D.G. North H.S.)
- Van lift for a “Special Ed Child” whose family was in need
- Community Adult Day Care
- Titanic Slide at Heritage Fest
- Sponsor of Santa House in Downtown Downers Grove
- District 58 Camp Edward funding
- And many others....

The Rotary Club...A Value to the Village

Constantly
Striving to Improve
Higher Quality to
make things better

Committed to
Village Growth

**ALWAYS
IMPROVING
THE OPERATION**
TIMELY &
DETAILED REPORTS

Courteous Service

with a smile

Committed to
Regulatory Compliance

**Rotary & the
Beer Garden
Committed to
Success**

**QUALITY PRODUCTS
QUALITY PEOPLE**

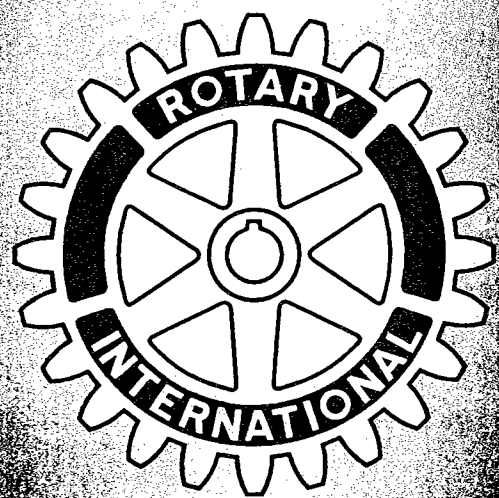
**Club Pride in
Performance**

**Larger Beer
Garden Area**

Contributes to Positive
D.G. Village P.R.

**Consistently
Operated
Efficiently**

Quick, Short Lines



**Great
Customer Service**

**A Downers Grove
Community Service
Club Organization**

**Giving Back
to the
Community**

**Lots of Quality, Cold
Beverage Choices**

**Great Ideas to Add Smaller
Tents & Tables Making the
Garden a Better Place
"to Gather"**

**Continuous Increases
in Profitability for
the Village**

COME HOME
DOWNERS GROVE

Rotary: Value to the Village

Since the Rotary Club of Downers Grove has been awarded operation of the Downers Grove Heritage Festival Beer Garden, the Village has benefited from our club's shared investment in and dedication to the success of this key area.

Our initiative, experience, past performance, and desire to continually improve our service as operators of the Heritage Festival Beer Garden has and will continue to result in:

- High quality of products (upgrading types of beers)
- Responsiveness to customer desires (broader selection)
- Variety of products appealing to wide consumer base (this year Mike's Hard Lemonade, Hard Cranberry, Hard Iced Tea)
- Process re-engineering -- shorter customer lines resulting in decreased "wait time" with the transition to a larger beer garden
- Partnership for improvement -- suggestions to Village for improvement have resulted in greater customer satisfaction and sales
- Safety and compliance -- complete cooperation with Heritage Festival officials and the Police in the area of security and site set-up
- Trained staff -- experienced staff familiar with liquor sales rules and identification procedures
- Positive image -- friendly yet vigilant service to customers project a positive, professional image of the Village
- Professional follow-up -- accurate, detailed financial statements, requested correspondence, and distribution of funds provided to Village on a timely basis

Through the combined efforts of Heritage Festival officials and the Rotary Club of Downers Grove, the Beer Garden has become the most enjoyable and profitable family-oriented event, in its history. We intend to improve its operation to further enhance enjoyment of Fest attendees.

ROTARY CLUB OF DOWNERS GROVE

PROPOSAL FOR OPERATION OF THE 2003
DOWNERS GROVE HERITAGE FESTIVAL BEER GARDEN

The Rotary Club of Downers Grove is registered with the State of Illinois as a not-for-profit organization (file # N5088-520-8). It is a local service organization. The funds raised from this project will be donated to many local activities and charities.

The Rotary Club of Downers Grove (hereinafter referred to as "Rotary") shall comply with the following guidelines unless otherwise agreed to by the Village:

1. Rotary shall be responsible for operating the 2003 Downers Grove Heritage Festival Beer Garden in conformance with the standards and conditions set forth herein. Customer service shall be a priority and the Beer Garden shall be operated in a family oriented and courteous manner.
2. Alcoholic beverage sales at the Beer Garden shall be limited to beer, wine and wine coolers. No bottles or cans shall be sold.
3. Rotary shall be responsible for providing all alcoholic beverages for sale at the Beer Garden, such costs shall be deducted from Rotary's portion of the proceeds. Please refer to Schedule A and B for the amount of and each type of alcohol to be purchased, and a cost quote for each type of alcohol to be purchased.

Rotary shall charge the customer \$4.00 for the following beverage portions:

- a. Miller Genuine Draft/Miller Lite: 16 oz.
- b. Molson Golden/Founder's Hill Heritage Wheat: 16 oz.
- c. Wine: 6 oz.
- d. Wine cooler: 10 oz.
- e. Mike's Hard Lemonade
- f. Mike's Hard Cranberry
- g. Mike's Hard Iced Tea

Rotary will check driver's licenses to determine that purchasers of drink tickets are age 21 and over. Rotary will then stamp the customer's hand (see example below) verifying that he or she is age 21 and over. Rotary shall be responsible for supplying the beverage tickets and stamps, such costs shall be deducted from Rotary's portion of the proceeds.

ROTARY CLUB



OF DOWNERS GROVE

4. Rotary shall be responsible for supplying all cooling trucks and ice necessary to preserve and maintain the alcoholic beverages at the Beer Garden, such costs shall be deducted from Rotary's portion of the proceeds. The cooling trucks and ice shall be used exclusively by Rotary and will not be sold to or used by other vendors at the Heritage Festival.
5. Rotary acknowledges that the Village shall be responsible for supplying all tents, fences, tables and chairs for patrons within the Beer Garden area, such costs shall be deducted from the Village's portion of the proceeds.
6. Rotary acknowledges that the Village shall have the right to have its officials, including uniformed police officers, in all areas of the Beer Garden.
7. Rotary acknowledges that the Village shall have the right to approve beer and wine drink prices, which approval shall be given no later than April 1, 2003.
8. Rotary shall work with the Community Events Commission to apply for a Downers Grove liquor license for the Beer Garden. Application for such license shall be no later than May 1, 2003. Upon issuance of a Downers Grove liquor license, Rotary acknowledges that the Village shall apply to the Illinois State Liquor Commission for the required State liquor license. Rotary shall obtain dram shop insurance in statutory amounts in a form acceptable to the Village's Risk Manager, naming the Village as additional insured. A copy of the certificate of insurance shall be provided to the Village by Thursday, June 26, 2003. Rotary shall comply with all State laws and Village ordinances concerning the sale and service of alcohol.
9. Please refer to Schedule C for an overall list of personnel per shift. During the hours of 6:00 p.m. and 10:00/10:30 p.m. there will be a minimum of four (4) people selling tickets to minimize the lines with additional people available if the need arises. All personnel, who have not already done so, shall attend a training workshop conducted by the Police Department. Any costs associated with obtaining personnel to operate the Beer Garden shall be Rotary's responsibility, such costs shall be deducted from Rotary's portion of the proceeds.
10. Robert A. Svoboda, Sr. shall be the primary contact person with the Village for all issues and questions related to the operation of the Beer Garden. Steve H. Wilkey will be Mr. Svoboda's assistant and will also serve as a "back-up" contact person with the Village.

11. Rotary shall have on duty at all times not less than two (2) individuals as managers of the Beer Garden area (see Schedule C). Their role will be to patrol the area in order preserve the Heritage Festival Beer Garden as a place where visitors can enjoy food, spirits and entertainment in a lively, wholesome, and legal manner.
12. All persons working at the ticket booths or dispensing alcoholic beverages within the Beer Garden shall be twenty-one (21) years of age or older.
13. No person shall be served alcoholic beverages who does not have a stamp verifying that the individual is twenty-one (21) years of age or older.
14. Rotary shall supply sufficient signage and crowd control equipment to ensure efficient and orderly operation of the Beer Garden. Any costs associated with signage shall be Rotary's responsibility, such costs shall be deducted from Rotary's portion of the proceeds.
15. Beer Garden hours shall be Friday, June 27, 2003, from 4:00 p.m. to 10:30 p.m.; Saturday, June 28, 2003, from 12:00 noon to 10:30 p.m.; and Sunday, June 29, 2003 from 12:00 noon to 10:00 p.m. Rotary acknowledges that the Village shall have the absolute right to order the immediate closing of the Beer Garden at any time it is determined to present a danger to the public health, safety or welfare. *Rotary proposes that the Village extend the Friday and Saturday hours of operation until 11:00 p.m. Working shifts and tickets sale schedules will be adjusted accordingly. This will allow for greater sales.*
16. Rotary and the Village shall conjointly establish a bank account exclusively for Beer Garden purposes. Each night after the closing of the Beer Garden, Rotary shall deposit the proceeds from the Beer Garden into such account.
17. Within thirty (30) days of the conclusion of the 2003 Heritage Festival, Rotary shall provide to the Village a financial statement, including bank statements showing all deposits into the bank account established for Beer Garden purposes. The financial statement shall account for all sales and expenses incurred in the operation of the Beer Garden. The financial statement shall at a minimum include the following information:
 - a. The number of drink tickets sold and the gross revenue therefrom;
 - b. The amount alcohol served
 - c. An itemized list of all expenses incurred in the operation of the Beer Garden including copies of all invoices and/or paid receipts

Rotary acknowledges that the Village shall have right to review all records and documents of Rotary pertaining the operation of the Beer Garden. Rotary acknowledges that the Village shall have the right to have a person present at all times during the Beer Garden operation to observe and participate in the accounting of the proceeds. Failure to provide any of the above mentioned documentation may result in the Vendor forfeiting all or a portion of its share of the proceeds.

18. Rotary acknowledges that the gross proceeds of the operation of the Beer Garden shall be divided equally between Rotary and the Village (50% to the Village, 50% to the Rotary). *

From Rotary's 50% portion the following expenses shall be deducted:

Alcoholic beverages, ice, cups, vending equipment, cooling trucks, tickets, stamps, serving staff, signage, local license fees, dram shop insurance

Rotary acknowledges that from the Village's 50% portion the following expenses shall be deducted:

Tents, tables, chairs, daily clean-up, state license fees

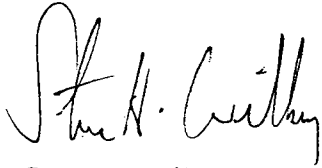
Cost of Stage in Beer Garden, including entertainment, lighting and sound

** The Rotary Club of Downers Grove is aware of the Village's financial concerns about the year 2003. In the interest of the Downers Grove community and in the spirit of collaboration, should the need arise, Rotary is willing to explore and potentially agree to a 60% Village/40% Rotary division of the gross proceeds for Heritage Fest Beer Garden 2003, with responsibility for the expenses detailed above remaining the same.*

19. Within thirty (30) days of the conclusion of the 2003 Heritage Festival, Rotary shall provide the Village with a check in the amount of 50% of the gross proceeds from the Beer Garden. *(Should the percentage of gross proceeds be altered by discussion and agreement subsequent to submission and acceptance of this proposal, the check delivered within the 30-day time frame would reflect the percentage agreed upon.)*
20. Rotary acknowledges that the Village shall have the right to terminate it's agreement with Rotary in the event it is determined that the continued operation of the Beer Garden presents an immediate hazard to the health, safety or welfare of it's citizens or if it is determined that Rotary is in

violation of any ordinances or laws of the Village of Downers Grove and
such violation constitutes a serious deficiency.

Signed on 10th day of January, 2003.

A handwritten signature in cursive script that reads "Steve H. Wilkey". The signature is written in dark ink and is positioned above the printed name.

Steve H. Wilkey

2003 Beer Garden Co-Chairman



EUCLID BEVERAGE LTD.

December 18, 2002
Bob Svoboda
Downers Grove Heritage Festival

Dear Bob,

The following is an initial proposal for the Downers Grove Heritage Festival. Thank you for considering Euclid Beverage and Miller Brewing Company as sponsors for this year's event.

PRICE: Miller Lite and Genuine Draft 1/2 barrels are currently priced at \$55.00 plus a \$10.00 deposit. Latkenkel Original 1/2 barrel is \$57.00 plus a \$10.00 deposit. A \$10.00 discount per barrel will be applied at the end of the event based on usage. Mike's Hard Lemonade, Hard Cranberry and Iced Tea are packaged in the 16oz. plastic bottles. The prices are \$26.00 per case and \$1.08 per unit.

EQUIPMENT: A party wagon holds up to 32 1/2 barrels single cased on the floor of the unit. The power requirement for the wagon is 110 volt with a 20 amp breaker.

CUPS: Miller identified plastic cups are available in 12oz., 14oz., and 16oz. Each case contains 1,000 cups. The prices are \$40.00 for 12oz., \$30.00 for 14oz., and \$60.00 for 16oz. cups.

SPONSORSHIP: Euclid Beverage is willing to donate \$3,000 for sponsorship of the event.

Bob, thank you again for considering Euclid Beverage and Miller Brewing Company as sponsors for this event. All prices are subject to change. If you have any further questions please call me at (630) 801-2337, extension #385.

Sincerely,

Mike Tate
Draft Manager

A handwritten signature in cursive script that reads "Michael Tate".



SCHEDULE B

ADDITIONAL BEER/WINE PURCHASES

I. Founder's Hill Brewery

Twenty-four (24) half barrels of "Heritage Wheat"

Price: \$50.00 per barrel

II. United Liquor

Eight (8) five (5) liter boxes of Franzia red wine

Eight (8) five (5) liter boxes of Franzia white wine

Eight (8) five (5) liter boxes of Franzia rose wine

Price: \$10.59 per box

Twenty-four (24) cases of wine coolers (twenty-four 10 oz. Bottles per case) Flavors to be determined.

Price: \$19.41 per case

SCHEDULE C

PERSONNEL SCHEDULE

Friday, June 27, 2003

3:00 p.m. - 7:00 p.m.	Check I.D's/sell tickets:	4 people
	Draw beer/wine:	4 people
	Serve beer/wine	3 people
	Additional "fill-ins":	2 people
	Managers:	2 people

7:00 p.m. - 10:30 p.m.	Check I.D's/sell tickets	5 people
	Draw beer/wine	8 people
	Serve beer/wine	5 people
	Additional "fill-ins":	2 people
	Managers:	2 people

Saturday, June 28, 2003

12:00 p.m. - 3:00 p.m.	Check I.D's/sell tickets:	2 people
	Draw beer/wine:	3 people
	Serve beer/wine:	2 people
	Additional "fill-ins":	1 people
	Managers:	2 people

3:00 p.m. - 7:00 p.m.	Same as Friday
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7:00 p.m. - 10:30 p.m.	Same as Friday
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Sunday, June 29, 2003

12:00 p.m. - 3:00 p.m.	Same as Saturday
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3:00 p.m. - 7:00 p.m.	Same as Friday
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7:00 p.m. - 10:00 p.m.	Same as Friday
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ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YY)
02/19/03

PRODUCER
Aon Risk Services, Inc. of Illinois
200 East Randolph
Chicago IL 60601

PHONE - (866) 283-7122 **FAX** - (847) 953-5390

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY A	Great American Assurance Company
COMPANY B	Westchester Fire Insurance Co
COMPANY C	
COMPANY D	

INSURED
Rotary International
Attn: Elaine Marin
1560 Sherman Avenue
Evanston IL 60201-3698 USA

COVERAGES SIR May Apply

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	GLP5746668	07/01/02	07/01/03	GENERAL AGGREGATE	\$1,500,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG	\$750,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$750,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	\$750,000
	<input checked="" type="checkbox"/> SIR \$250,000				FIRE DAMAGE(Any one fire)	
	<input checked="" type="checkbox"/> LIQUOR LIABILITY				MED EXP (Any one person)	
	<input type="checkbox"/>					
A	AUTOMOBILE LIABILITY	GLP5746668	07/01/02	07/01/03	COMBINED SINGLE LIMIT	\$750,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	<input checked="" type="checkbox"/> SIR \$250,000					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:	
	<input type="checkbox"/>				EACH ACCIDENT	
	<input type="checkbox"/>				AGGREGAT	
B	EXCESS LIABILITY	CUS 225 630	07/01/02	07/01/03	EACH OCCURRENCE	\$5,000,000
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$5,000,000
	<input checked="" type="checkbox"/> OTHER THAN UMBRELLA FORM				Retained Limit Amoun	\$10,000
	<input type="checkbox"/>					
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS	OTH ER
	THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE:				EL EACH ACCIDENT	
	<input type="checkbox"/> INCL				EL DISEASE-POLICY LIMIT	
	<input type="checkbox"/> EXCL				EL DISEASE-EA EMPLOYEE	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Re: Downers Grove Heritage Festival Beer Garden, 6/27/03-6/29/03, Downers Grove, IL. The Certificate Holder is included as an additional insured with respect to the General Liability policy. Downers Grove Rotary Club, District #6450.

CERTIFICATE HOLDER **CANCELLATION**


Village of Downers Grove
Attn: Mary Scalzetti
801 Burlington Ave
Downers Grove IL 60515 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Eric A. Petrucci

**VILLAGE OF DOWNERS GROVE
M E M O R A N D U M**

DATE: February 27, 2003
TO: Brian Krajewski, Liquor Commissioner
FROM: Carol Conforti, Liaison to the Liquor Commission
SUBJECT: Downers Grove Rotary-Heritage Fest Special Event Application



The Downers Grove Rotary submitted proposal to operate the 2003 Downers Grove Heritage Festival Beer Garden and was subsequently chosen by the Tourism & Events Commission as this year's vendor. I have attached for your review and information a Special Event Liquor License Application submitted by the Downers Grove Tourism & Events Commission on behalf of the Downers Grove Rotary. On June 27, 28 & 29th, they are seeking approval to serve beer and wine, wine coolers and Mike's Hard Lemonade products during this event.

After reviewing this application, I have determined that the Beer Garden will be operated in the same manner as in the past. There are a few changes of which I can comment as follows:

Drinks will be \$4.00 each. This represents a \$.50 raise in the cost per drink from last year. They will be serving additional products from Mike's Hard Lemonade, which falls into the malt liquor beer category. Operation hours have increased by ½ hour on both Friday and Saturday night. The beer garden will be open until 11:00 p.m.

Please see guidelines submitted by the vendor which are substantially in conformance with those standards of last year's event (attached). Proof of Dram Shop insurance for the event is also attached.

If you approve, please sign and date the application and return to me. Should you wish to have this application reviewed by the Downers Grove Liquor Commission, please let me know and I shall place this item on a Liquor Commission agenda.

In addition, the Tourism & Events Department requested that you consider waiving the \$200.00 special event application fee for this event. Please advise should you wish to waive such fee

If I can be of further assistance, please contact me.

Attachments

cc: Mary Scalzetti, Dir. of Tourism & Events (less attachments)



Downers Grove Tourism and Events

2/27/2003

Mayor Brian J. Krajewski, Liquor Commissioner
Village of Downers Grove
801 Burlington
Downers Grove, Illinois 60515

Dear Mayor Krajewski:

At their meeting on January 16, 2003 the Tourism and Events Commission unanimously agreed to select the Downers Grove Rotary Club as the vendor for the 2003 Heritage Festival Beer Garden.

Attached please find the RFP for the operation of the Heritage Festival 2003 Beer Garden, the proposal from the Rotary Club of Downers Grove, and the guidelines for operation of the beer garden. Changes to the operations for 2003 include a .50 raise in the cost of a 16 oz. cup of beer, from \$3.50 per cup in 2002 to \$4.00 in 2003; the offering of Mike's Hard Lemonade products; and the beer garden will remain open until 11:00 pm on Friday and Saturday as opposed to 10:30 pm as in the past.

The Downers Grove Rotary Club has run the operations of the beer garden for the last four years without any disruptions or problems. Please consider waiving the \$200 application fee. Feel free to contact me at 434.5559 should you have any questions.

Sincerely,

Mary Scalzetti,
Director of Tourism and Events

VILLAGE OF DOWNERS GROVE



SPECIAL EVENT LIQUOR LICENSE APPLICATION

Do not write in this space
License Information

License No. 03-
Date Issued 6/27
Expires 6/29
Fee \$ 200⁰⁰
Circle One:
Cash Check # _____

- Retailer
- Not-for Profit

PLEASE PRINT OR TYPE

1. Applicant: VILLAGE OF DOWNERS GROVE TOURISM & EVENTS COMMISSION
DAVE HUMPHREYS, CHAIRMAN Phone: 434-5555
 Date of Birth: _____ Driver's License No: _____
 Relationship to Business: CHAIRMAN, TOURISM & EVENTS COMMISSION

2. Liquor License No. (Village): 1 Expiration Date: _____
 Has your liquor license ever been revoked? NO
 Business Name: VILLAGE OF DOWNERS GROVE
 Address: 801 BURLINGTON AVENUE, DOWNERS GROVE, IL 60515
 (Street) (City) (Zip)
 Business Phone: (630) 434-5555 OR (630) 434-5559

3. Nature of Special Event (explain fully): HERITAGE FESTIVAL STREET FAIR
(BEER GARDEN SITE)

4. Location of Event (specify inside/outside): ALL OF FOREST LOT NORTH; THE NORTH HALF OF FOREST LOT SOUTH; BURLINGTON AVE BETWEEN MAIN ST. & FOREST AVE. (SEE ATTACHED MAP)
 Specify location upon the premises. Attach a sketch, if necessary:
SEE ATTACHED MAP

Number of Parking Spaces: _____ * Number of Restrooms: _____
 * (Attach plans for additional parking arrangements, if necessary)

5. Date(s) of Event (Limit - 2 consecutive days): SHUTTLE BUSES BRING PATRONS FROM FOUR LOCATIONS, FREE OF CHARGE.
JUNE 27, 28, 29, 2003
 Time(s) of Event: BEER GARDEN HOURS: JUNE 27 - 4:00PM - 11:00PM
JUNE 28 - 12:00 NOON - 11:00PM
JUNE 29 - 12:00 NOON - 10:00 PM

6. Will there be live entertainment? YES If yes, explain: FAMILY MUSICAL ENTERTAINMENT ON THE STAGE LOCATED WITHIN THE BEER GARDEN UNDER LARGE TENT.
SEE #15 ON GUIDELINES

7. Number of people expected: POLICE TO MONITOR It is your responsibility to limit the event to this number of persons. Failure to do so constitutes grounds for limitation of future special events.

8. Name of Dram Shop Insurance Carrier (Required): AON RISK SERVICES, INC OF ILLINOIS
 Policy No: GLP5746668 Effective Dates: 7-1-02 THRU 7-1-03

Required Submittals:

In addition to this application form the following are submitted as applicable:

- Sketch depicting the location and layout of liquor sales at the event or in the premises. Indicate means of enclosure if event is outdoors.
- Liquor serving guideline/carding procedures
- Certificate of Insurance ****Copy of policy must be attached**

___ Application fee; based on following guidelines:

<u>Estimated Attendance</u>	<u>Event Fee</u>
0 - 500	\$ 25.00
500 - 1,000	50.00
1,001 - 5,000	100.00
5,001 - 10,000	150.00
more than 10,000	200.00

- ___ Menu
- ___ List of entertainers along with dates and times and type of entertainment (If applicable)
- ___ List of Alcoholic Beverages that will be served/sold and cost, if applicable
- ___ Invitation/promotional flyer (If applicable)
- ___ Temporary Use Application (If applicable)

Applicant understands and agrees that additional information and material may be required during the processing of this application related to applicant's qualifications, the information provided herein, including attachments, and the class of license involved. Applicant agrees to provide such additional information and material and that failure to do so may delay the processing of this application or result in its denial.

In the event Applicant is made aware that any information or document submitted as part of this application process is inaccurate or incomplete, Applicant agrees to immediately notify the Village and provide appropriate corrections. Applicant understands and agrees to provide such additional information and material, and that failure to do so may delay the processing of this application or result in its denial.

The applicant certifies that he/she has never been convicted of a felony, misdemeanor or licensing ordinance violation.

APPLICANT:
 BY: *Dave Humphreys*
 NAME: DAVE HUMPHREYS
 TITLE: TOURISM & EVENTS COMMISSION CHAIRMAN

Subscribed and sworn to before me
 this 28th day of February A.D., 20 03
Dolores Timble
 Notary Public



* **Please Note that once a local Special Event Liquor License is issued, you are required to contact the Illinois State Liquor Commission to obtain a state license for the event. A copy of the State Liquor License must be provided to the Village two (2) business days prior to the event.**

Illinois Liquor Control Commission
 100 W. Randolph, Suite 5-300
 Chicago, IL 60601
 (312) 814-2206

LOCAL Permission is hereby granted for the above special event.

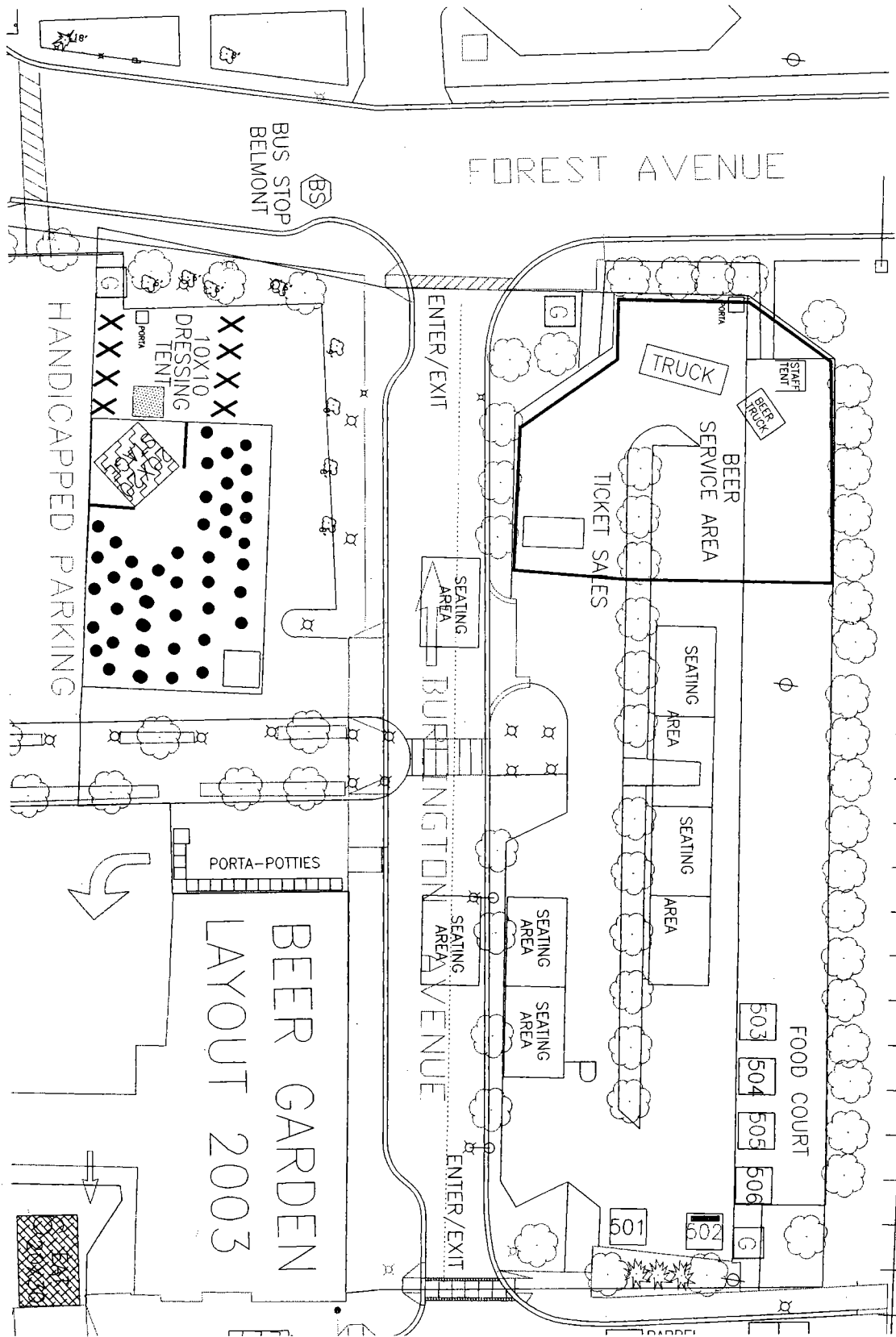
Date 4/1/2003
 First special event license
 Second special event license
 Third special event license

Bruce Kasper
 Mayor/Liquor Commissioner

FOR OFFICE USE ONLY:

Copy to Police Department _____
 Date _____
 State Liquor License No. _____
 Copy Received _____ *

*If copy not received two (2) days prior to event, contact made to State Liquor Commission: _____
 Date/Initials _____

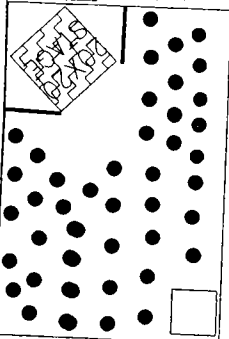


FOREST AVENUE

BUS STOP
BELMONT

HANDICAPPED PARKING

10X10
DRESSING
TENT



PORTA-POTTIES

BEER GARDEN
LAYOUT 2003

SEATING
AREA

ENTER/EXIT

BURINGTON
AVENUE

SEATING
AREA

ENTER/EXIT

TRUCK

BEER
TRUCK

BEER
SERVICE AREA

TICKET SALES

SEATING
AREA

SEATING
AREA

SEATING
AREA

SEATING
AREA

FOOD COURT
503 504 505 506

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