

**VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL
AUGUST 14, 2007 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Special Commercial Event License Agreement – Downers Grove Downtown Management	✓ Resolution Ordinance Motion Discussion Only	Mary Scalzetti Director of Community Events

SYNOPSIS

A resolution has been prepared to authorize a Special Commercial Event License Agreement between the Village and the Downers Grove Downtown Management to host the Downers Grove Fine Arts Festival on property owned by the Village on September 8 and 9, 2007. In addition to the Special Commercial Event License Agreement, Downtown Management is requesting the use of Village services from the Public Works and Police Departments. Services will cost approximately \$2030.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2006-2011 identified *Vibrant Major Commercial Corridors*. A supporting objective of this goal is *Attracting Non-Residents to Downers Grove*.

FISCAL IMPACT

Downtown Management is requesting services be provided by Village staff. Staff has approximated the cost to be \$2030 (see attached cost breakdown). Village Council may require Downtown Management to pay for those services.

RECOMMENDATION

Approval on the August 21, 2007 active agenda, including a waiving of service charges.

BACKGROUND

In previous years, the Village of Downers Grove has co-sponsored the Fine Arts Festival with Downtown Management. The festival will feature art booths as well as the Downers Grove Public Library's Storybook Character Parade. The festival will operate on Saturday, September 8 and Sunday, September 9 between 10:00 a.m. and 5:00 p.m.

Staff advised Downtown Management the Village would not be co-sponsoring the event this year but offered to help in publication design and printing free of charge. Downtown Management is requesting the Village provide the following services in addition to services already rendered:

- Fine Arts Festival banners placed on light poles and train station – Public Works
- Streets marked for booths – Public Works
- Street closures – Public Works
 - Main Street between Burlington and Curtiss (Burlington and Curtiss remaining open)
 - Main Street between Curtiss and Grove (Grove remaining open)
- Twenty benches placed throughout downtown – Public Works
- Extra garbage receptacles and lids placed and emptied daily – Public Works
- Train station washrooms opened for Saturday and Sunday – Building Services
- Main and Curtiss traffic signal changed to flashing mode – Police
- Auxiliary officer placed at Main and Curtiss for traffic and pedestrian crossing – Police

The Community Events Commission at its August 9 meeting recommended the Council approve this item.

ATTACHMENTS

Resolution

Special Commercial Events License Agreement

Village services cost breakdown

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING A SPECIAL COMMERCIAL EVENT
LICENSE AGREEMENT BETWEEN
THE VILLAGE OF DOWNERS GROVE AND THE
DOWNERS GROVE DOWNTOWN MANAGEMENT CORPORATION
(FINE ARTS FESTIVAL)**

WHEREAS, application has been made for a Special Commercial Event sponsored by the Downtown Management Corporation; and

WHEREAS, a portion of this special event will be conducted on public property located in the Downtown Business District; and

WHEREAS, application has been made for a license agreement to permit the conduct of the Downtown Management Corporation Special Commercial Event on a portion of the parcels subject to conditions and restrictions as imposed by the Village Council.

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Downers Grove as follows:

SECTION 1. That the license agreement between the Village of Downers Grove and the Downtown Management Corporation for a Special Commercial Event be and is hereby approved.

SECTION 2. That the Village Manager and staff are authorized to execute the license agreement and to take such actions as may be necessary to carry out the terms thereof.

Mayor

Passed:
Attest: _____
Village Clerk



Village of Downers Grove
Special Commercial Events License Application

DATE: 7/30/07

Application is hereby made to the Village of Downers Grove for issuance of a Special Commercial Events License, pursuant to the ordinances of the Village and laws of the State of Illinois. In support of said application the following is submitted:

- 1. Name of Applicant Downers Grove Downtown Management
 Address 1015 Curtiss Street
 City Downers Grove State IL Zip 60515 Phone No. 725-0991
- 2. Doing Business As (Name) Downers Grove Downtown Management
- 3. Name of Manager Linda Kunze
 Address 1015 Curtiss Street
 City Downers Grove State IL Zip 60515 Phone No. 725-0991

4. In addition to this application form the following shall be submitted:

- \$ **Site Plan** - This shall be drawn to scale, and with sufficient detail to depict the proposed special commercial event. This should include, but is not limited to, the location and area surrounding proposed special commercial event as well as the location and dimension of the special commercial event in relation to the adjacent street and sidewalk and showing the location of ingress, egress, tables, decorations, furnishings, equipment, removable perimeter barriers, the total square footage to be occupied by the special commercial event and the maximum seating capacity.
- \$ **Operation Plan** - This shall describe the proposed Special Commercial Event in detail. This should include, but is not limited to, the dates, days and hours of operation, liquor service, staff, security, maintenance personnel and proposed menu, and such other items as may be appropriate.
- \$ **Application Fee (\$150.00)** - *Please consider waving this fee.*

5. Applicant understands and agrees that additional information and material may be required during the processing of this application related to this application, the information provided herein, including attachments. 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.

6. Applicant understands and agrees that issuance of any license is within the sole discretion of the Village Council and on such terms as the Council may direct.

THE UNDERSIGNED, BEING DULY SWORN, DOES STATE AS FOLLOWS:

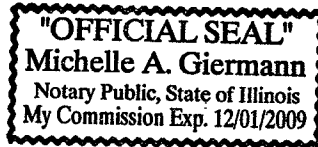
- A. THAT THE UNDERSIGNED IS EMPOWERED TO PREPARE AND SIGN THIS APPLICATION ON BEHALF OF THE APPLICANT.
- B. THAT THE UNDERSIGNED HAS REVIEWED THIS APPLICATION AND ALL ATTACHMENTS AND SUBMITTALS, AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.
- C. THAT THE UNDERSIGNED HAS REVIEWED AND SHALL COMPLY WITH THE PROVISIONS OF THE DOWNERS GROVE MUNICIPAL CODE AS IT RELATES TO SPECIAL COMMERCIAL EVENTS.

APPLICANT: Downers Grove Downtown Management
Linda Kuzze

BY: _____

PRINT NAME: LINDA KUZZE

TITLE: Downtown Manager



Subscribed and sworn to before me
this 30 day of July, 2007.

Michelle Giemann
Notary Public

* * * * *

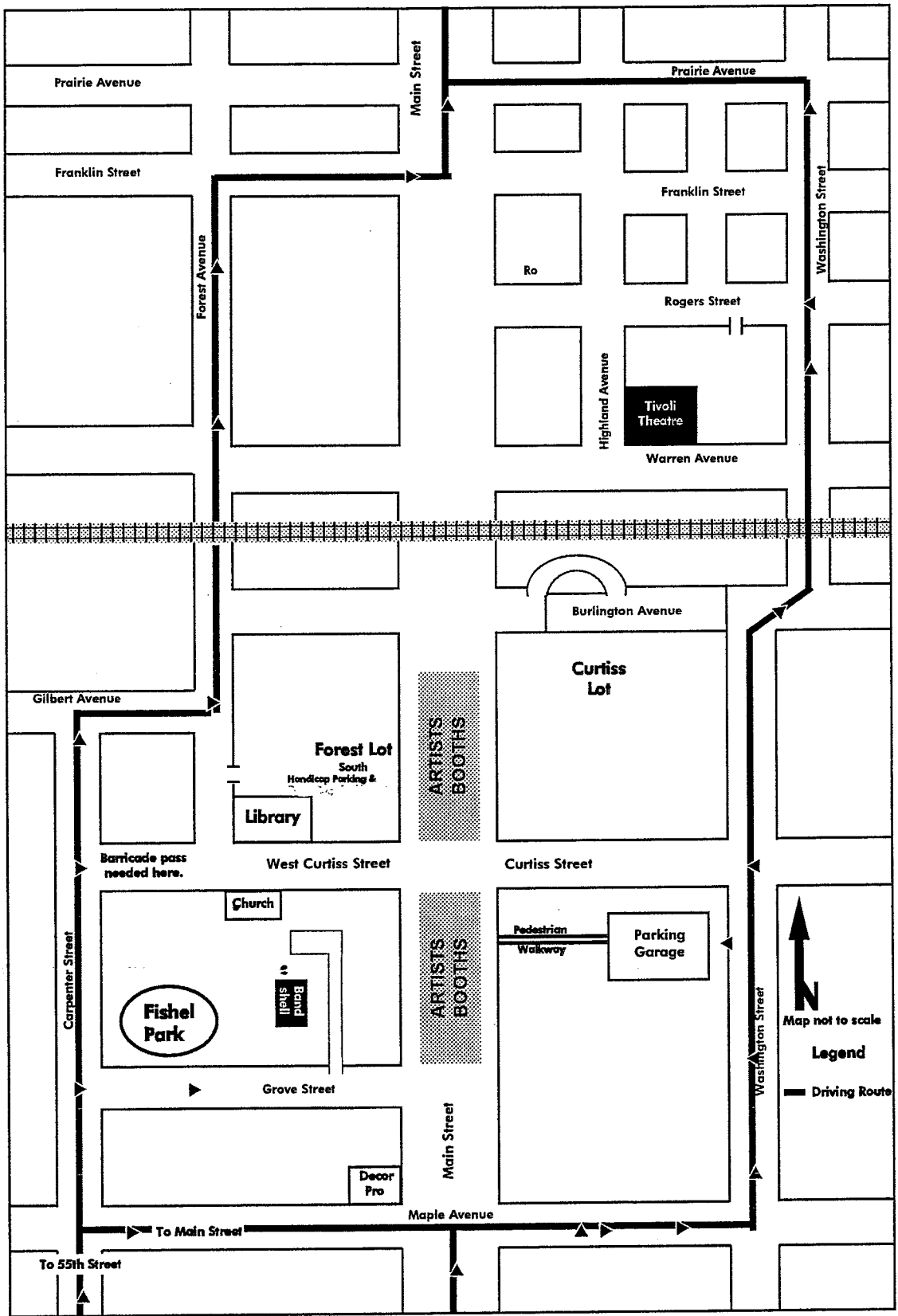
For Office Use Only

\$ _____ application fee \$ _____ inspection fee \$ _____ re-inspection fee

\$ _____ license fee \$ _____ Letter of Credit issued by _____ \$ _____ Security Deposit

Insurance Carrier _____ /Liability limits _____ License Term _____

Proposed 2007 Downtown Downers Grove Fine Arts Festival



Note to performers: * Parking is available in the Parking Garage.

July 30, 2007

**SPECIAL COMMERCIAL EVENTS LICENSE APPLICATION
2007 FINE ARTS FESTIVAL**

Site Plan: Area map attached

Operation Plan: The 31st Annual Fine Arts Festival is scheduled for Saturday and Sunday, September 8th and 9th, 2007. The hours of operation will be from 10:00 a.m. to 5:00 p.m. on both days. We are asking that this festival be held on Main Street between Burlington Street and Grove Street with Curtiss Street, Grove Street and Burlington Streets remaining open with the first booths placed back to back south of the U. S. Bank's drive thru. The Downers Grove Public Library's annual "Storybook Character Parade" will also take place on Saturday at 11:00 a.m. The parade route begins on Burlington Street going east to Main Street and south to Grove Street going west to Fishel Park.

The Fine Arts Festival is a juried show featuring a wide range of fine arts including paintings (watercolor, oil and acrylic), photography, mixed media, sculpture, drawing, jewelry, furniture etc.

We have hosted between 65-85 artists over the years and every artist brings their own display and tent. The booth size is 10' x 10'. Cash awards are given based on "Total Board" exhibit. A \$500 Best of the Show will be awarded along with two \$100 awards of Excellence. The show will be monitored by the Downtown Management staff in an informational tent which would be located on the southeast side of Main & Curtiss for the duration of the Festival.

As in years past, we would like to request some help from the Village Staff. We are trying to make this show safe and as self-sufficient as possible and do not plan to have concessions on the street or entertainment. We will use the new sound system for soft classical music throughout the day. Outlined below are several areas that we are requesting help with:

- Fine Arts Festival banners to be placed on light poles and Train Station the last week of August.
- Please close streets on Saturday morning at 5:00 a.m.
- Place twenty benches throughout the downtown.
- Several extra garbage receptacles and lids may be helpful and need to be emptied daily.
- Please leave the train station washrooms open for both days.
- Place traffic signal at Main & Curtiss to flashing mode.
- We would like to request an Auxiliary Officer at Main & Curtiss to stop traffic and allow pedestrians to cross the street.

If there is any further information that you need, please contact: Linda Kunze, Downtown Manager, 725-0991.

Date	Task or Materials Supplied	Hours	Avg Pay Rate	Total	Comments
9/6/2007	Mark booths	3	\$35.00	\$210.00	2-MW's(OT)'s & 2-Managers
9/7/2007	Pre-set barricades, benches and garbage cans	6	\$23.30	\$559.20	4-MW's (Straight Time)
9/8/2007	Road closure, post no parking signs	4	\$35.00	\$560.00	4-MW's (OT)
9/8/2007	Garbage clean up	3	\$35.00	\$210.00	2-MW(OT)
9/9/2007	Clean up, open roads	5	\$35.00	\$700.00	4-MW's (OT)
				Total	
				\$2,029.20	